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Report of the Trustee Board and
Financial Statements
for the Year Ended 31 March 2005
for
Swansea Citizens Advice Bureau



Swansea Citizens Advice Bureau

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for the Year Ended 31 March 2005

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Swansea Citizens Advice Bureau

Company Information
for the Year Ended 31 March 2005

TRUSTEE BOARD:

I L Guy
Mrs A M Morse
Mrs J Griffiths
J D S Jeremy
Ms F Lewis (resigned 01/07/04)
G C Manning
P Maddox
R Williams
P Larkin
Mrs C Nordstrum
Mrs R Cookson (resigned 01/09/04)
Cllr J Hood (resigned 01/06/04)
Cllr M Clough-Stuckey (resigned 01/06/04)
Miss L Williams (appointed 01/09/04,
resigned 01/01/05)
Mr R Kinzett (appointed 01/06/04)
Ms M Edwards (appointed 01/09/04)
Mrs M Clement (appointed 01/04/04)
Mr D Earp

SECRETARY:

J D S Jeremy

REGISTERED OFFICE:

208 High Street
SWANSEA
SA1 1PE

REGISTERED NUMBER:

1702827 (England and Wales)

REGISTERED CHARITY NUMBER:

518825

AUDITORS:

Ashmole & Co
Abertawe House
Ystrad Rd.
Fforestfach
Swansea
SA5 4JS

BANKERS:

Lloyds TSB
P O Box 66
Oxford Street
SWANSEA
SA1 3AP

Swansea Citizens Advice Bureau

Report of the Trustee Board
for the Year Ended 31 March 2005

The trustees present their report with the financial statements of the company for the year ended 31 March 2005.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of the promotion of charitable objects to benefit the community of the City and County of Swansea.

REVIEW OF BUSINESS

The results for the year and financial position of the company are as shown in the annexed financial statements.

The net surplus for the year amounted to £11,714.

A surplus of £23,511 was attributable to the general fund and a deficit of £11,797 to the restricted funds.

At 31 March 2005, the balance on the general fund amounted to £48,799 and the balance on the restricted funds amounted to £9,456.

The unrestricted designated funds remained unchanged at £15,000 during the year.

STATUS, STRUCTURE AND MANAGEMENT

Members of the Trustee Board, who are directors for the purposes of the Companies Acts and trustees for the purposes of charity law, who served during the year, are listed on page 1.

The organisation is a charitable company limited by guarantee, founded in 1936 and incorporated on 25 February 1983. The Bureau adopted a new Memorandum & Articles of Association in January 2002. The Bureau is a member of Citizens Advice (National Association of Citizens Advice Bureaux).

The company was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed by its Articles of Association. Under those Articles the members of the Trustee Board are elected at AGM. A member may be co-opted at an ordinary meeting, subject to the Articles, until the next AGM.

The names of the Trustee Board are shown on page one. The charity is a company limited by guarantee and none of the officers hold any shares in the company. The charity is administered by a Trustee Board of between four and eighteen persons. The following have the right to nominate to the Board the number of persons specified:-

City & County of Swansea	2 persons
Mewn Cymru	1 person
Swansea Bay Racial Equality Council	1 person
Mental Health Forum	1 person

Swansea Citizens Advice Bureau

Report of the Trustee Board for the Year Ended 31 March 2005

The remaining Trustee Board members can either be elected at the Annual General Meeting or co-opted by the Trustee Board provided that the total number of co-opted and nominated members does not exceed one third of the total members of the Trustee Board. No member of the Trustee Board can serve for more than three years without being formally re-elected.

The charity is operated in accordance with its Memorandum and Articles of Association, which were last amended in January 2002. The Trustee Board is responsible for all aspects of the Bureau. The Board has set up two sub-committees: Resources and Monitoring and Review. These are each delegated the power to make some decisions on behalf of the Bureau. In other areas, recommendations are made to the Trustee Board, which makes the ultimate decision.

Swansea Citizens Advice Bureau is a member of the Citizens Advice (the working title of the National Association of Citizens Advice Bureaux), but is an independently registered charity and company limited by guarantee. Citizens Advice provides support services to Bureaux in the form of information and training amongst others. Bureau is required to adopt service wide policies and comply with Membership Scheme requirements.

CHARITABLE OBJECTS

To promote any charitable purpose for the benefit of the community in the City and County of Swansea and surrounding areas by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

ACTIVITIES

The Swansea Citizens' Advice Bureau is an advice, information and casework support service, offering assistance to members of the general public in respect to their rights and responsibilities.

The Bureau operates from a central base in High Street, Swansea.

The Bureau is funded from a number of sources. Funding for its core activities is provided by the City and County of Swansea Local Authority. In addition, a contract provides funding from the Legal Services Commission to support a Legal Help specialist casework service to clients who meet the eligibility test in the subjects of Debt and Welfare Benefits.

Outreach project funding is provided by the National Assembly Government in Wales, enabling the Bureau to meet and assist clients in local Health Centres. All Assembly funding is regarded as Restricted Funds.

The Big Lottery Fund provides money to enable the client to deliver outreach services from additional Health Centres. This funding appears as a Restricted Fund.

Swansea Citizens Advice Bureau

Report of the Trustee Board
for the Year Ended 31 March 2005

EMPLOYMENT

During the year a maximum of thirteen employees were retained by the Swansea Citizens Advice Bureau in addition to 53 volunteer workers.

FUTURE STRATEGY

The Bureau operates as part of a two to three year Development Plan, the activities of which are monitored on a regular basis by a Monitoring and Review Sub-Committee reporting to the main Trustee Board.

RESERVES POLICY

The trustees believe that the nature of the Bureau is such that it should hold financial reserves sufficient to enable it to continue its operations and to meet the needs of clients in the event of unforeseen and potentially financially damaging circumstances arising.

The trustees consider that it would be prudent to set aside an amount equivalent to three months operating expenditure.

In addition, unrestricted reserves have been designated for the following purpose:

Redundancy Reserve.

The purpose of the reserve is to meet the potential liability for redundancy payments to staff in the event of closure of the Bureau.

Restricted reserves.

Restricted reserves are funds, not yet expended, provided for specific purposes stipulated by the donor or funder and cannot be used for the general purposes of the Bureau. Such funds do not imply that there has been an underspend but may result from a variety of circumstances including timing differences.

This reserves policy is monitored and reviewed by the trustees from time to time.

INVESTMENT POLICY

The Trustee Board has considered the most appropriate policy for investing funds and has utilised the Charities Official Investment Fund for a number of years, yielding some interest on the balances. The Board continues to monitor returns on this and have agreed for the coming 12 months that the return on the long-term deposit account in this form is satisfactory.

RISK REVIEW

During the year the Board has reviewed each of the Bureau's operations and activities as part of an overall risk assessment approach. All new ventures are appraised on the basis of the risks identified and the procedures and policies associated with the minimisation of such risks that are significant.

In addition, the Bureau is subject to regular audit by the Legal Services Commission.

OTHER

The Trustee Board would like to thank the volunteers for their work during the year.

Swansea Citizens Advice Bureau

Report of the Trustee Board
for the Year Ended 31 March 2005

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

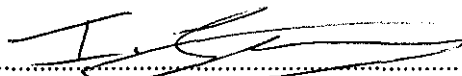
The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDITORS

The auditors, Ashmole & Co, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD:


.....
I Guy - Director

Date: 24/2/05.....

Report of the Independent Auditors to the Members of
Swansea Citizens Advice Bureau

We have audited the financial statements of Swansea Citizens Advice Bureau for the year ended 31 March 2005 on pages eight to fourteen. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the charity's trustees in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As described on page five the charity's trustees are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985 and the Charities Act 1993. We also report to you if, in our opinion, the Report of the Trustees is not consistent with the financial statements, if the charity has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

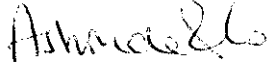
We conducted our audit in accordance with S.43 of the Charities Act and in accordance with regulations made under S.44 of the Act and with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Report of the Independent Auditors to the Members of
Swansea Citizens Advice Bureau

Opinion

In our opinion the financial statements give a true and fair view of the state of the Charity's affairs as at 31 March 2005 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985 and the Charities Act 1993.



Ashmole & Co
Abertawe House
Ystrad Rd.
Fforestfach
Swansea
SA5 4JS

Date: 3.12.05.....

Swansea Citizens Advice Bureau

Statement of Financial Activities
(Including Income and Expenditure Account)
for the Year Ended 31 March 2005

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2005 £	Total 2004 £
INCOMING RESOURCES					
Income from activities in furtherance of charitable objects	2	203,096	72,364	275 460	313,353
Other income	3	14,131	-	14,131	3,565
TOTAL INCOMING RESOURCES		217,227	72,364	289,591	316,918
RESOURCES EXPENDED					
	4				
Cost of generating funds		6,214	1,382	7,596	7,178
Charitable expenditure:					
Costs of activities for charitable objectives		91,503	75,205	166,708	160,559
Support costs		81,259	1,382	82,641	141,455
Management and administration		14,740	-	14,740	1,449
TOTAL RESOURCES EXPENDED		193,716	77,969	271,685	310,641
NET INCOME FOR THE YEAR BEFORE TRANSFERS	6	23,511	(5,605)	17,906	6,277
Surplus funds returned		-	(6,192)	(6,192)	-
NET INCOME FOR THE YEAR AFTER TRANSFERS		23,511	(11,797)	11,714	6,277
Total Funds Brought Forward		25,288	21,253	46,541	40,264
TOTAL FUNDS CARRIED FORWARD		48,799	9,456	58,255	46,541

The notes form part of these financial statements

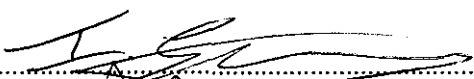
Swansea Citizens Advice Bureau

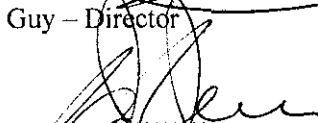
Balance Sheet
31 March 2005

		<u>2005</u>		<u>2004</u>	
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible assets	9		11,199		11,469
CURRENT ASSETS:					
Debtors	10	9,164		3,923	
COIF Charities Deposit Account		22,942		21,761	
Cash at bank and in hand		24,576		18,975	
		<u>56,682</u>		<u>44,659</u>	
CREDITORS:					
Amounts falling due within one year	11	<u>9,626</u>		<u>9,587</u>	
NET CURRENT ASSETS:			<u>47,056</u>		<u>35,072</u>
TOTAL ASSETS LESS CURRENT LIABILITIES:			<u><u>58,255</u></u>		<u><u>46,541</u></u>
INCOME FUNDS:	13				
General Fund - unrestricted			33,799		10,288
The Big Lottery Fund - restricted			2,460		3,684
Welsh Assembly Government - restricted			6,996		17,569
Contingency Fund - unrestricted			15,000		15,000
TOTAL FUNDS			<u><u>58,255</u></u>		<u><u>46,541</u></u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

ON BEHALF OF THE TRUSTEE BOARD:


.....
I Guy – Director


.....
J Jeremy – Treasurer

Approved by the Trustee Board on 24/3/05

The notes form part of these financial statements

Swansea Citizens Advice Bureau

Notes to the Financial Statements
for the Year Ended 31 March 2005

1. **ACCOUNTING POLICIES**

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002). In preparing the financial statements the charity follows best practice as set out in the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP) issued in October 2000.

Incoming resources

Incoming resources represent amounts derived from the charity's ordinary activities, including grants received, donations and funding from the Legal Services Commission, net of VAT.

Voluntary income by way of donations and gifts is included in full when received. The value of services provided by volunteers has not been included. Grants receivable are included for the period in respect of which they are receivable. Deferred income is provided by reference to the unexpired portion of the funded project on a time basis.

Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT, which cannot be recovered.

Resources expended are allocated to a particular activity where the cost relates directly to that activity. The cost of overall direction and administration on each activity, comprising salary and overhead cost of the central function, is apportioned on the basis of estimated staff time attributable to each category.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 25% on reducing balance

Pensions

The company operates a defined contribution pension scheme. Contributions payable for the year are charged in the Income and Expenditure account.

Hire purchase and lease commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities/ Income and Expenditure Account as incurred.

Funds Structure

Unrestricted funds are grants and donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds. Designated funds are unrestricted funds earmarked by the management committee for particular purposes. Restricted funds are to be used for specific purposes as laid down by the grantor. Expenditure which meets these criteria is charged to the fund, together with an allocation of permitted management and support costs

Swansea Citizens Advice Bureau

Notes to the Financial Statements
for the Year Ended 31 March 2005

2.	Unrestricted	Restricted	Total 2005	Total 2004
	£	£	£	£
INCOMING RESOURCES				
Income from Activities in Furtherance of Charitable Objects				
City and County of Swansea -				
Corporate Grant	106,253	-	106,253	86,138
Friends of Citizens Advice Trust	3,980	-	3,980	-
Communities First Trust Fund	953	-	953	-
Citizens Advice: Grant	4,700	-	4,700	-
Legal Services Commission -				
Contract Legal Advice	87,210	-	87,210	87,487
The Big Lottery Fund Grants	-	38,114	38,114	38,820
Welsh Assembly Government -				
Bonds Board Scheme	-	-	-	29,549
Townhill	-	-	-	34,026
Better advice, Better health		34,250	34,250	37,332
	<u>203,096</u>	<u>72,364</u>	<u>275,460</u>	<u>313,352</u>

3. **OTHER INCOME**

Donations	4,330	-	4,330	543
Sundry Income	3,451	-	3,451	2,230
PAYE Refund	4,569	-	4,569	-
Bank and short term deposit interest	<u>1,781</u>	<u>-</u>	<u>1,781</u>	<u>792</u>
	<u>14,131</u>	<u>-</u>	<u>14,131</u>	<u>3,565</u>

4. **TOTAL RESOURCES EXPENDED**

	Cost of Generating Funds	Cost of activities for charitable objectives	Support costs	Management and administration	Total 2005	Total 2004
	£	£	£	£	£	£
Staff costs	5,625	129,094	58,705	10,426	203,850	236,943
Premises	541	8,866	6,791	1,228	17,426	19,947
Publicity	79	2,005	767	135	2,986	2,782
Office Expenses	764	11,580	9,400	1,696	23,440	25,709
Travelling/Courses	325	9,915	3,862	695	14,797	13,818
Bank charges	5	69	64	11	149	148
Audit fee	64	898	829	150	1,941	1,929
Professional Fees	4	56	52	9	121	70
Depreciation	105	2,357	1,235	222	3,919	3,822
Insurance	84	1,720	936	167	2,907	3,695
Loss on disposals		149			149	-
Equipment Leasing	-	-	-	-	-	190
Bond Board Guarantees	-	-	-	-	-	1,588
	<u>7,596</u>	<u>166,709</u>	<u>82,641</u>	<u>14,739</u>	<u>271,685</u>	<u>310,641</u>

Swansea Citizens Advice Bureau

Notes to the Financial Statements
for the Year Ended 31 March 2005

5. STAFF COSTS

	2005	2004
	£	£
Wages and salaries	178,543	216,071
Social security costs	15,900	19,791
Other pension costs	<u>9,407</u>	<u>1,081</u>
	<u>203,850</u>	<u>236,943</u>

The average monthly number of employees during the year was as follows:

	2005	2004
Activities furthering charity's objects	9	8
Support	<u>4</u>	<u>6</u>
	<u>13</u>	<u>14</u>

There are no employees with emoluments above £50,000.

None of the Trustee Board received any remuneration or benefits in kind in respect of their position on the Trustee Board.

6. NET INCOME/EXPENDITURE FOR THE YEAR

The net income/expenditure for the year is stated after charging:

	2005	2004
	£	£
Depreciation – owned assets	3,919	3,823
Auditors' remuneration	1,941	1,929
Equipment leasing	<u>-</u>	<u>190</u>

7. SURPLUS FUNDS RETURNED

During the year, surplus arising on the termination of the Bond Board Scheme (£806) and Townhill & Mayhill Community Advice Project (£5,386) were returned in accordance with the terms of the agreement.

8. TAXATION

No liability to UK corporation tax arose on ordinary activities for the year ended 31 March 2005 nor for the year ended 31 March 2004, as the company is exempt from corporation tax on its charitable activities. Income arising from a contract with the Legal Services Commission attracts VAT at the standard rate. Associated input VAT is recoverable.

Swansea Citizens Advice Bureau

Notes to the Financial Statements
for the Year Ended 31 March 2005

9. TANGIBLE FIXED ASSETS

	<u>Fixtures and fittings</u>
	£
COST:	
At 1 April 2004	45,710
Additions	4,208
Disposals	<u>(980)</u>
At 31 March 2005	<u>48,938</u>
DEPRECIATION:	
At 1 April 2004	34,241
Charge for year	3,919
Eliminated on disposals	<u>(421)</u>
At 31 March 2005	<u>37,739</u>
NET BOOK VALUE:	
At 31 March 2005	<u>11,199</u>
At 31 March 2004	<u>11,469</u>

All fixed assets are used in direct furtherance of the charities objects.

**10. DEBTORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR**

	2005	2004
	£	£
Sundry debtors & prepayments	<u>9,164</u>	<u>3,923</u>

**11. CREDITORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR**

	2005	2004
	£	£
Social security & other taxes	3,102	3,593
Sundry creditors & accruals	<u>6,524</u>	<u>5,994</u>
	<u>9,626</u>	<u>9,587</u>

Swansea Citizens Advice Bureau

Notes to the Financial Statements
for the Year Ended 31 March 2005

12. RESTRICTED FUNDS

The Big Lottery Fund	Purpose is to provide advice and information in health and advice on debt management.
Welsh Assembly Government	Purpose is to provide advice and information to health centres and administer Bond Scheme.

13. MOVEMENT IN FUNDS

	At 1st April 2004 £	Incoming resources £	Outgoing resources £	Surplus Funds Returned £	At 31st March 2005 £
The Big Lottery Fund – restricted	3,684	38,114	39,338	-	2,460
National Assembly for Wales - restricted	17,569	34,250	38,631	6,192	6,996
Total restricted funds	21,253	72,364	77,969	6,192	9,456
General fund – unrestricted	10,288	213,657	190,146	-	33,798
Designated fund – unrestricted	15,000	-	-	-	15,000
Total unrestricted funds	25,288	213,657	190,146	-	48,799
	46,541	286,021	268,115	6,192	58,255

Designated funds are contingency funds set aside to provide for redundancy payments.

14. POST BALANCE SHEET EVENTS

Subsequent to the year end the charity received a refund of £4,708.21 in respect of PAYE/NIC overpaid in earlier years.