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**Chesterfield
Citizens Advice
Bureau**

**FINANCIAL STATEMENTS
FOR
THE YEAR ENDED
31 MARCH 1997**



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COMPANIES HOUSE 16/10/97

COMPANIES HOUSE 08/10/97

**Accountant's Report to the Members on the Unaudited Accounts of
Chesterfield Citizens Advice Bureau**

I report on the accounts for the year ended 31 March 1997.

**Respective responsibilities of management committee and reporting
accountant**

The charity's management committee are responsible for the preparation of the accounts and they consider that the company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

Basis of opinion

My work was conducted in accordance with the Statement of Standards for Reporting Accountants and so my procedures consisted of comparing the accounts with the accounting records kept by the charity. These procedures provide only the assurance expressed in my opinion.

Opinion

In my opinion:

- a) the accounts are in agreement with the accounting records kept by the charity under section 221 of the Companies Act 1985;
- b) having regard to and on the basis of the information contained in those accounting records:
 - i) the accounts have been drawn up in a manner consistent with the provisions specified in section 249(6) of the Act; and
 - ii) the charity satisfies the requirements for exemption from an audit of the accounts for the year specified in sections 249A(4) of the Act and did not at any time within that year fall within any of the categories of companies not entitled to the exemption specified in section 249B(1)(a)-(f).

Ian L. Cameron

Ian L Cameron
Reporting Accountant

14 Bentley Close
Matlock

25 September 1997

CHESTERFIELD CITIZENS ADVICE BUREAU

REPORT OF THE DIRECTORS

The directors present their report and financial statements for the year ended 31 March 1997.

Principal activities

The principal activities of the company throughout the year were those of providing a free confidential and impartial service of advice information and counsel for the general public.

Charitable status

The company is a registered charity.

Directors

The directors who served the company throughout the year are listed separately.

Auditor

Ian L Cameron has indicated his willingness to continue in office and in accordance with the provision of the Companies Act it is proposed that he be re-appointed auditor to the company for the ensuing year.

Small company rules

Advantage has been taken in the preparation of this report of the special exemptions applicable to small companies.

J. W. J.
13/10/97

CHESTERFIELD CITIZENS ADVICE BUREAU

INCOME & EXPENDITURE ACCOUNT FOR YEAR TO 31 MARCH 1997

year ended 31.3.96		
£	INCOME	£
131,550	Chesterfield Borough Council Grant	134,840
0	Derbyshire County Council Grant	12,926
703	Savings & Deposit a/c interest	1,281
0	Nottingham Building Society Donation	1,000
30	Miscellaneous Donations	0
132,283	TOTAL INCOME	150,047
	EXPENDITURE	
103,928	Salaries, including N.I. & Pension	119,604
9,000	Rent	9,000
2,520	Heat, Light, Water, Sewerage, Refuse	2,677
638	Cleaning	733
0	Computer (Nottingham B.S. Donation)	1,020
619	Equipment, small items & maintainance	392
5,576	Volunteers' Travelling Expenses	3,744
3,353	Volunteers' Childcare Expenses	3,152
1,516	Training	1,470
283	Conferences & Meetings	885
787	Postages	972
2,580	Telephone	2,740
276	Outreach Travel	293
168	Advertising & Publicity	97
1,930	Printing & Stationery	2,198
187	Books & Publications	407
809	Subscriptions & Fees	886
600	Treasurer's Honorarium	600
269	Insurances	418
176	Auditor's Fee	176
492	Sundries	442
135,707	TOTAL EXPENDITURE	151,906
-3,424	BALANCE	-1,859

CHESTERFIELD CITIZENS ADVICE BUREAU

BALANCE SHEET AS AT 31 MARCH 1997

year ended 31.3.96			
£	<u>ASSETS</u>		£
1,326	Co-operative Bank Current Account		3,620
12,741	Co-operative Bank Savings Account		4,131
5,560	National Savings Bank		5,977
6	Petty Cash		72
2,609	Payment in advance		360
-449	Creditor		0
<u>21,793</u>	NET ASSETS		<u>14,160</u>

RESERVES

	Income & Expenditure Account		
	Balance at 31 March 1996	7,267	
	LESS deficit for year 1996-97	<u>1,859</u>	
7,267	Balance carried forward		5,408

	Repairs & Renewals Fund		
	Balance at 31 March 1996	7,171	
	TRANSFER from Mental Health Reserve	3,047	
	LESS expenditure in 1996-97	<u>2,898</u>	
7,171	Balance carried forward		7,320

1,432	Equal Opportunities Reserve		1,432
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	Mental Health Worker Reserve		
	Balance at 31 March 1996	5,923	
	LESS expenditure in 1996-97	2,876	
	LESS transfer to Repairs & Renewals	<u>3,047</u>	
5,923	Balance carried forward		0

<u>21,793</u>	NET RESERVES		<u>14,160</u>
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NOTE Accounting Policies

Basis of Accounting

Income & Expenditure is shown in the Financial Statement on a cash basis and including V.A.T.

Wing
12/10/97

CHESTERFIELD CITIZENS ADVICE BUREAU

BALANCE SHEET 31 MARCH 1997 (CONT.)

The management committee confirm that:

- a) for the year in question the charity was entitled to exemption under subsection 91) of section 249A of the Companies Act 1985.
- b) no notice has been deposited under section 249B(2) in relation to its accounts for the financial year; and
- c) they acknowledge their responsibilities for:
 - (i) ensuring that the charity keeps accounting records which comply with section 221; and
 - (ii) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirement of section 226 and which otherwise comply with the requirements of the Act relating to accounts so far as applicable to the charity.

In preparing these abbreviated financial statements we have taken advantage of the exemptions conferred by section A of Pt 111 of Schedule 8 made under sections 246 and 247 of the Companies Act 1985 on the grounds that the charity is entitled to those exemptions as a small company.

DWj
13/10/97

CHESTERFIELD CITIZENS ADVICE BUREAU

DIRECTORS WHO HAVE SERVED THE COMPANY THROUGHOUT THE YEAR

DAPHNE WING

WINIFRED BARKER

EDMUND NAISBITT

HERBERT PRIEST

ERIC RAYNER

CATHERINE MARY SIMS

JAMES GORDON SMITH

DONALD ARTHUR WAIN

STEPHEN PAUL WATKINSON

THOMAS EDMUND WHYATT

URIAH O SAUNDERS

ENID EDWARDS

JIM LOWRY

PETER O'DONNELL

BRIDGET EDWARDS

VICTORIA INGRAM

SARAH ROELOFS

MARK TODD

LINDA MORRIS

DWing
13/10/97