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CHESTERFIELD CITIZENS ADVICE BUREAU

Accounts - Year Ended 31 March 2006



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COMPANIES HOUSE 10/11/2006

Registration number 2258106

CHESTERFIELD CITIZENS ADVICE BUREAU
COMPANY LIMITED BY GUARANTEE

REGISTERED CHARITY NUMBER 700481

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2006

Chesterfield Citizens Advice Bureau

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Chesterfield Citizens Advice Bureau

Legal and Administrative Information

| | |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Registered Charity Number | 700481 |
| Start of financial year | 1 April 2005 |
| End of financial year | 31 March 2006 |
| Trustees and Directors at 31 March 2006 | Daphne Wing - Chief Executive Paul Barry - Chair Catherine Sims - Vice Chair Mark Smith - Treasurer Allan Bevan Sharon Blank Stuart Brittain William Cheung Elisabeth Crowther Bridget Edwards Mark Higginbottom Martin O'Kane Trudi Mudcaster Aftab Saddiq Uriah Saunders Donald Stevenson Ellen Taylor |
| Company Secretary | Daphne Wing |
| Legal Status | Company limited by guarantee |
| Correspondence Address and Registered Office | 6-8 Broad Pavement Chesterfield S40 1RP |
| Bankers | Triodos Bank NV Brunel House 11 The Promenade Bristol BS8 3NN |
| Auditors | Winter & Co Chartered Certified Accountants & Registered Auditors Kingfisher Studios 90 Rockingham Street Sheffield S1 4EB |

Chesterfield Citizens Advice Bureau

Report of The Management Committee (Trustees) for the year ended 31 March 2006

The Management Committee presents its report and the audited financial statements for the year ended 31 March 2006.

Status and General Aims

The Bureau was established in 1987 under a Memorandum of Association and is governed under its Articles of Association. The Bureau is:

- (i) A Registered Charity No. 700481
- (ii) A Company Limited by Guarantee Registered No: 2258106
Registered Office: 6-8 Broad Pavement, Chesterfield, Derbyshire S40 1RP
- (iii) A Member of the National Association of Citizens Advice Bureau. Citizens Advice membership no: 45/009

As a member of Citizens Advice, the aims of Chesterfield Citizens Advice Bureau are:

- (i) to ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities, or of the service available to them, or through an inability to express their needs effectively and,
- (ii) to exercise a responsible influence on the development of social policies and services, both locally and nationally.

The Citizens Advice Bureau Service is independent and provides free, confidential, impartial advice to everybody regardless of race, gender, sexuality or disability.

Activities

Mission Statement

- (i) to provide an effective, high quality generalist advice service within the aims and principles of the Citizens Advice Bureau Service, accessible to the whole community
- (ii) to provide high quality specialist and casework services for Chesterfield in our priority areas of poverty, financial hardship, health and disability
- (iii) to promote and direct our Service to those people who are most in need throughout Chesterfield
- (iv) to provide a level of service appropriate to the needs of the individual and, wherever possible, to empower people through the provision of information and advice
- (v) to develop our service in response to the needs of the individuals within the local community
- (vi) to ensure our service is non-judgemental, and our policies of confidentiality and impartiality are strictly adhered to
- (vii) to develop our Equal Opportunities policies, including positive action where appropriate
- (viii) to produce Social Policy evidence and reports to maximise influence on legislators and policy makers
- (ix) to work with other agencies to ensure people receive the best available help for their problems and needs.
- (x) to offer training, learning and personal development opportunities to those wishing to work within the advice sector in a voluntary or paid capacity.

Chesterfield Citizens Advice Bureau

Report of The Management Committee (Trustees) for the year ended 31 March 2006

Main sources of financial support

- (i) Chesterfield Citizens Advice Bureau's core funder, Chesterfield Borough Council, has provided funding since the Bureau's inception in 1987. This funding covers the front-line generalist advice service, training of voluntary advice workers, management of the Bureau, monitoring and maintenance of standards of work, and Debt and Disability casework.
- (ii) The Legal Services Commission funds additional specialist casework in Welfare Benefits and Debt. This funding also covers the cost of administrative support, supervision and management, and makes a financial contribution to the overall work of the Bureau.
- (iii) Since 1996, Derbyshire County Council has funded Mental Health Advocacy work. This has been supplemented by Chesterfield Primary Care Trust Joint Working Fund since 2002.
- (iv) European Funding was awarded for 2 years from April 2004 via the North Derbyshire and North Nottinghamshire Sub Strategic Partnership for a training project, designed to develop training skills in the advice sector through an on-line training programme, the beneficiaries of the project being people living in local deprived wards.
- (v) In 2005, we were awarded three year funding from the Big Lottery Fund for a Financial Exclusion project for people living in some of the most disadvantage wards in Chesterfield who have money skills problems.

The Legal Services Commission Quality Marks

All Chesterfield Citizens Advice Bureau's advice work, whether done by paid or voluntary workers, is Quality Marked by the Legal Services Commission and is subject to an annual audit, the last audit having taken place in November 2004. Chesterfield Citizens Advice Bureau has a Legal Services Commission contract for Welfare Benefits and Debt casework and has the Specialist Quality Mark in these areas of law. The Bureau is also Quality Marked at the General Help level in all other areas of law. Since 2000, seven quality audits have taken place and all audits have been successful.

The Management Committee

The Management Committee of Chesterfield Citizens Advice Bureau comprises representatives of local statutory and voluntary groups and bodies, interested individuals, and Bureau workers. Every effort is made to ensure that differing groups and interests are represented, including those who may experience discrimination, such as disabled people and black people. Members of the Bureau's Management Committee are both charity trustees and company directors. In addition to having legal responsibilities within charity and company law, the Committee has responsibilities within the membership of Citizens Advice (NACAB) to ensure the Bureau works within the Aims and Principles of the Association to produce the best possible advice service for the local community. The Committee also has responsibilities as an employer. A full list of the Management Committee members is provided in the Bureau's Annual Report. The Chair of the Management Committee is Mr P Barry and the Company Secretary is Mrs D Wing.

Chesterfield Citizens Advice Bureau

Report of The Management Committee (Trustees) for the year ended 31 March 2006

The development planning process

Chesterfield Citizens Advice Bureau's Service Plan includes Development, Marketing, Training and Equal Opportunities Action Plans covering the current and following two years, and the current budget. The Development Plan includes financial resources needed to achieve objectives and any restraints on progress. The Development Plan is reviewed by the Management Committee four times each year. The full Service Plan is reviewed annually at the first meeting in the calendar year.

Financial Management and Funds

Overall financial management is the responsibility of the Honorary Treasurer, Mark Smith. Day-to-day financial management is the responsibility of the Chief Executive, Daphne Wing. The Bureau's auditors are Winter & Co., Chartered Certified Accountants and Registered Auditors, whose principal is Mr P C Winter MA., FCCA. Appointment of the auditor takes place annually at the Annual General Meeting. The Bureau currently holds a bank account with Triodos Bank. Potential financial risks have been identified and reviewed by the Management Committee, and systems established to mitigate these risks. Quarterly Variance Analyses enable the Management Committee to review the current financial position and risks and to allocate available reserves to designated funds.

Funds

In 2005-06, the Management Committee has designated £42,500 as the minimum reserve figure necessary for the viability of the charity.

In recent years, the increase in the number of funders supporting the work of the Bureau has resulted in a substantial increase in the income and in the number of paid staff. However, annual increments and cost of living rises must be met each year and reserves are required to ensure that paid staff can receive their contractual annual increments in the events of any reduced or standstill funding. It is important to minimise the risk of any redundancies and consequently any reduced service to the public. A reserve fund 'Future Salary Increments Fund' has been designated for this purpose and currently stands at £26,000.

A second fund 'Future Training Project' has been designated to enable our training work to continue for a further year in the event of no additional project money being forthcoming. This fund currently stands at £18,730.

Chesterfield Citizens Advice Bureau

**Report of The Management Committee (Trustees)
for the year ended 31 March 2006**

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 surplus or deficit of the company for that period. In preparing those financial statements, the directors have:

- (i) selected suitable accounting policies and then applied them consistently;
- (ii) made judgements and estimates that are reasonable and prudent;
- (iii) prepared the financial statements on the going concern basis.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and 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 ensuring their proper application, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Management Committee and signed on its behalf:

Signed.....*B M Oms*.....

14 September 2006

Chesterfield Citizens Advice Bureau

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE
CHESTERFIELD CITIZENS ADVICE BUREAU**

We have audited the financial statements of the Chesterfield Citizens Advice Bureau 'the charity' for the year ended 31 March 2006 on pages 7 to 12. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000) under the historical cost convention and the accounting policies.

Respective responsibilities of the management committee and auditors

It is the responsibility of the charity's management committee to prepare financial statements (under Section 246 of the Company's Act 1985) for each financial period which give a true and view of the state of affairs of the charity and the surplus or deficit of the charity for that period and to present them to the Members of the Committee at the Annual General Meeting.

In preparing these financial statements, the Members of the Committee are required to:

- i. - select suitable accounting policies and apply them consistently;
- ii. -make judgements and estimates that are reasonable and prudent;
- iii. -follow applicable accounting standards;
- iv. -prepare the financial statements on a going concern basis.

It is our responsibility to form an independent opinion based on our audit of those accounts and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance 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 accounts. It also includes an assessment of the significant estimates and judgements made by the management committee in the preparation of the accounts 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 which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts 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 accounts.

Opinion

In our opinion the accounts give a true and fair view of the state of the charity's affairs as at 31 March 2006 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Winter & Co

Chartered Certified Accountants and Registered Auditors

Kingfisher Studios

90 Rockingham Street

Sheffield

S1 4EB

Date: 14 September 2006

Chesterfield Citizens Advice Bureau

Statement of Financial Activities - Income and Expenditure Account for the year ended 31 March 2006

| | Restricted | Unrestricted | 2006 | 2005 |
|-------------------------------------------------------|---------------|-----------------|-----------------|----------------|
| | £ | £ | £ | £ |
| Incoming resources | | | | |
| Chesterfield Borough Council | - | 160,000 | 160,000 | 160,000 |
| Derbyshire County Council | - | 35,908 | 35,908 | 35,238 |
| Legal Services Commission | - | 97,517 | 97,517 | 97,517 |
| Big Lottery Community Fund | 22,877 | - | 22,877 | 43,215 |
| Joint Finance | - | 17,406 | 17,406 | 16,786 |
| Sub Strategic Partnership | - | 50,257 | 50,257 | 59,998 |
| European Social Fund | - | 40,577 | 40,577 | 49,632 |
| Bank interest, less charges | - | 3,708 | 3,708 | 4,306 |
| VAT Recovered | - | 1,350 | 1,350 | 1,751 |
| LSC County Court Housing Duty Scheme | - | 1,103 | 1,103 | - |
| LSC Partnership Innovation Budget | - | - | - | 18,818 |
| Lloyds TSB | - | 4,699 | 4,699 | - |
| Earnings and donations | - | 568 | 568 | 1,036 |
| | <u>22,877</u> | <u>413,093</u> | <u>435,970</u> | <u>488,297</u> |
| Direct Charitable Expenditure | | | | |
| Salaries, including NIC and Pension | 16,807 | 321,866 | 338,673 | 327,994 |
| Rent | 510 | 11,990 | 12,500 | 12,500 |
| Light, Heat, Water, Sewerage, Refuse | 139 | 1,850 | 1,989 | 2,948 |
| Cleaning | - | 2,805 | 2,805 | 1,927 |
| Volunteers' Travelling & Childcare Expenses | 138 | 3,067 | 3,205 | 3,647 |
| Training | 282 | 4,149 | 4,431 | 6,675 |
| SSP Project - Direct Expenditure | - | 55,775 | 55,775 | 87,498 |
| Conference and Meetings | 20 | 590 | 610 | 884 |
| Advertising for Job Vacancies | 1,274 | 2,785 | 4,059 | - |
| Postages | 143 | 2,308 | 2,451 | 1,972 |
| Telephone | 271 | 6,510 | 6,781 | 6,708 |
| Outreach Travel and Premises | 222 | 704 | 926 | 1,019 |
| Office supplies, printing and publicity | 771 | 4,068 | 4,839 | 5,121 |
| Books, Publications and Subscriptions | 17 | 1,810 | 1,827 | 2,746 |
| Insurances | 27 | 2,339 | 2,366 | 2,337 |
| Sundries including Interpreting Fees | - | 771 | 771 | 727 |
| Equal Opps Expenditure | - | 70 | 70 | - |
| Repairs and maintenance | - | 2,322 | 2,322 | 2,269 |
| Major Capital Expenditure | 507 | 704 | 1,211 | 4,729 |
| Other Expenditure | | | | |
| Auditor's fees | - | 1,498 | 1,498 | 1,469 |
| Legal and professional | - | 394 | 394 | 665 |
| Treasurer's Honorarium | - | 700 | 700 | 700 |
| Management and Admin | - | 500 | 500 | 500 |
| TOTAL outgoing resources | <u>21,128</u> | <u>429,575</u> | <u>450,703</u> | <u>475,035</u> |
| Net incoming/(outgoing) resources for the year | <u>1,749</u> | <u>(16,482)</u> | <u>(14,733)</u> | <u>13,262</u> |
| Reserves at 1 April 2005 | - | 86,352 | 86,352 | 73,090 |
| Reserves at 31 March 2006 | <u>1,749</u> | <u>69,870</u> | <u>71,619</u> | <u>86,352</u> |

The notes on pages 9 to 12 form an integral part of these financial statements.

Chesterfield Citizens Advice Bureau

**Balance sheet
as at 31 March 2006**

| | | 2006 | | 2005 | |
|-------------------------------------------------------|-------|---------------|---------------|----------------|---------------|
| | Notes | £ | £ | £ | £ |
| Current assets | | | | | |
| Debtors | 2 | 16,412 | | 24,389 | |
| Cash at bank and in hand | | 69,000 | | 86,683 | |
| | | <u>85,412</u> | | <u>111,072</u> | |
| Creditors: amounts falling due within one year | | | | | |
| Creditors | 3 | (13,793) | | (24,720) | |
| NET CURRENT ASSETS | | | <u>71,619</u> | | <u>86,352</u> |
| Total assets less current liabilities | | | <u>71,619</u> | | <u>86,352</u> |
| CAPITAL AND RESERVES | | | | | |
| Unrestricted Funds | 4 | | 21,536 | | 35,626 |
| Designated Funds | 4 | | 48,334 | | 50,726 |
| Restricted Funds | 4 | | 1,749 | | - |
| | | | <u>71,619</u> | | <u>86,352</u> |

**Approved by the Trustees on 14 September 2006
and signed on their behalf by:**

..... Tina Jones

Chief Executive

..... Mark Smith

Honorary Treasurer

The notes on pages 9 to 12 form an integral part of these financial statements.

Chesterfield Citizens Advice Bureau

Notes to the financial statements for the year ended 31 March 2006

1. Principal Accounting policies

The financial statements have been prepared under the historic cost accounting rules and are in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" published in October 2000 and applicable accounting standards.

a Basis of Preparation

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

b Income and Expenditure

All income and expenditure is accounted for on an accruals basis.

c Funds

Balances are split between general and restricted funds. General funds represent the funds of the charity that are not subject to any restrictions regarding their use and are available for application of general purposes of the charity. Restricted funds are to be used for specified purposes as required by the donor. Expenditure which meets these criteria is allocated to the relevant fund. Income derived from these funds is retained within the funds concerned. Designated funds are unrestricted funds which the trustees have designated to be used for a specific purpose. Where these funds yield investment income, this is available for general purposes. Unrestricted funds are funds which are not designated or restricted.

d Tangible fixed assets and depreciation

The Bureau has a policy of capitalising tangible assets which are capable of being used for a period which exceeds one year and which:

- i) individually have a cost of at least £5,000; or
- ii) form part of the initial equipping and setting-up cost of a new building irrespective of the individual or collective cost.

This policy does not comply with the Charity SORP.

At 31 March 2006 the Bureau had no Fixed Assets.

Chesterfield Citizens Advice Bureau

**Notes to the financial statements
for the year ended 31 March 2006**

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| 2. Debtors | 2006 | 2005 |
|------------------------------------------------------------|---------------|---------------|
| | £ | £ |
| Debtors | 3,125 | 3,291 |
| RLSC member expenses | 159 | (141) |
| European Social Fund | 8,223 | 15,406 |
| Alliance Sub-Strategic Partnership | 3,651 | 5,833 |
| LSC County Court Housing Duty Scheme | 467 | - |
| Interest | 787 | - |
| | <u>16,412</u> | <u>24,389</u> |
| | | |
| 3. Creditors: amounts falling due within one year | 2006 | 2005 |
| | £ | £ |
| Big Lottery Community Fund | 6,310 | - |
| European Social Fund - Income in advance | - | 14,726 |
| HM Customs & Excise | 4,184 | 4,266 |
| Accruals and deferred income | 1,498 | 1,469 |
| Grants for clients from charities and trust funds (Note 5) | - | 310 |
| Legal Aid Disbursements (Note 6) | 863 | 1,337 |
| Other creditors | 938 | 2,612 |
| | <u>13,793</u> | <u>24,720</u> |

Chesterfield Citizens Advice Bureau

Notes to the financial statements for the year ended 31 March 2006

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4. Funds

(i) Unrestricted funds comprise those funds which the Management Committee is free to use in accordance with the charitable objectives.

(ii) Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

(iii) Restricted funds are to be used for specific purposes as laid down by the donor.

| | Balance 2006 | Income | (Expenditure) | Balance 2005 |
|------------------------------------------------------------|-----------------|----------|-----------------|-----------------|
| <u>Unrestricted Funds</u> | £ | £ | £ | £ |
| General purpose Fund | 35,425 | - | (201) | 35,626 |
| Transfers from Income & Expenditure Account | (13,889) | - | (13,889) | - |
| Transfer from Restricted Fund - Big Lottery Community Fund | - | - | - | - |
| Transfer to restricted Fund-SSP | - | - | - | - |
| Balance carried forward | <u>21,536</u> | <u>-</u> | <u>(14,090)</u> | <u>35,626</u> |

| | Balance 2006 | Income | (Expenditure) | Balance 2005 |
|----------------------------------|-----------------|----------|----------------|-----------------|
| <u>Designated Funds</u> | £ | £ | £ | £ |
| Repairs and Renewals Fund | 2,990 | - | (2,322) | 5,312 |
| Equal Opportunities Fund | 614 | - | (70) | 684 |
| Future Salary Increments Fund | 26,000 | - | - | 26,000 |
| Fund for future Training Project | 18,730 | - | - | 18,730 |
| Balance carried forward | <u>48,334</u> | <u>-</u> | <u>(2,392)</u> | <u>50,726</u> |

| | Balance 2006 | Income | (Expenditure) | Balance 2005 |
|--------------------------------------------|-----------------|--------------|---------------|-----------------|
| <u>Restricted Funds</u> | £ | £ | £ | £ |
| Big Lottery Community Fund | - | - | - | - |
| Transfer to Income and Expenditure Account | 1,749 | 1,749 | - | - |
| Transfer to General Purpose Fund | - | - | - | - |
| SSP/ESF Projects | - | - | - | - |
| Transfer to Income and Expenditure Account | - | - | - | - |
| Transfer from General Purpose Fund | - | - | - | - |
| Balance carried forward | <u>1,749</u> | <u>1,749</u> | <u>-</u> | <u>-</u> |

Chesterfield Citizens Advice Bureau

Notes to the financial statements for the year ended 31 March 2006

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5. Grants for clients from charities and trust funds

From time to time, the Bureau applies for grants for clients in financial hardship, the grants being administered by the Bureau.

| | 2006 | 2005 |
|-------------------------------------------------------|----------|------------|
| | £ | £ |
| In hand from previous year | 310 | 124 |
| Income from charities and trust funds in current year | 1,515 | 2,738 |
| LESS Expenditure to/on behalf of clients | (1,825) | (2,552) |
| Balance at end of year | <u>-</u> | <u>310</u> |

6. Legal Services Commission (Legal Aid) Disbursements

Funds are received from the Legal Services Commission (LSC) to cover the cost of obtaining reports from experts and specialists to assist with casework. Any excess expenditure is reimbursed by the LSC retrospectively at the beginning of the following financial year.

| | 2006 | 2005 |
|----------------------------------------------------------|------------|--------------|
| | £ | £ |
| In hand from previous year | 1,337 | 1,793 |
| Income from LCS in current year | 3,000 | 3,000 |
| LESS Repayment to LCS for previous year | (1,337) | (1,793) |
| LESS Expenditure on experts' reports in the current year | (2,137) | (1,663) |
| Balance at end of year | <u>863</u> | <u>1,337</u> |

7. Capital commitments

There were no capital commitments at 31 March 2006.

8. Contingent liabilities

There were no contingent liabilities at 31 March 2006.

9. Post balance sheet events

There were no post balance sheet events at 31 March 2006.