

**Company Registration Number 02258106**

**Chesterfield Citizens Advice Bureau**

**A Company Limited by Guarantee**

**Financial Statements**

**31 March 2012**

**Charity Number 700481**



**MCABA LIMITED T/A MITCHELLS**  
Chartered Accountants & Statutory Auditor  
91-97 Saltergate  
Chesterfield  
Derbyshire  
S40 1LA

**Chesterfield Citizens Advice Bureau  
A Company Limited by Guarantee**

**Financial Statements**

**Year ended 31 March 2012**

<b>CONTENTS</b>	<b>PAGE</b>
Trustees Annual Report	<b>3</b>
Independent auditor's report to the members	<b>10</b>
Statement of financial activities (incorporating the income and expenditure account)	<b>12</b>
Balance sheet	<b>13</b>
Notes to the financial statements	<b>14</b>

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Trustees Annual Report**

**Year ended 31 March 2012**

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2012

### **Reference and Administrative Details**

<b>Registered Charity Name</b>	Chesterfield Citizens Advice Bureau
<b>Charity Registration Number</b>	700481
<b>Company Registration Number</b>	02258106
<b>Principal office</b>	6-8 Broad Pavement Chesterfield Derbyshire S40 1RP
<b>Registered office</b>	6-8 Broad Pavement Chesterfield Derbyshire S40 1RP

### **The Trustees**

The trustees who served the company during the period were as follows

Mrs L R Moore (Chair)  
Mr R Siddall (Vice Chair)  
Mrs E Davis (Treasurer)  
Dr M Andrew  
Ms S Blank  
Mr S Brittain  
Mrs M Davenport  
Mr M Fairs  
Mrs D Hawksworth  
Mrs S Hollingworth  
Mr A Qazi  
Mr U Saunders  
Mr D Shaw  
Mr M Smith  
Ms E Taylor  
Mrs A Webster

Dr M Andrew was appointed as a trustee on 5 May 2011  
Mrs D Hawksworth was appointed as a trustee on 26 July 2011  
Mrs S Hollingworth was appointed as a trustee on 26 July 2011  
Mrs M Davenport retired as a trustee on 12 July 2011  
Mrs D Hawksworth retired as a trustee on 17 October 2011  
Mr A Qazi passed away on 31 May 2011

<b>Secretary</b>	Mrs L R Moore
<b>Chief Officer</b>	Mr N Storer

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Trustees Annual Report**

**Year ended 31 March 2012**

**Auditor** MCABA Limited t/a Mitchells  
Chartered Accountants  
& Statutory Auditor  
91-97 Saltergate  
Chesterfield  
Derbyshire  
S40 1LA

**Bankers** Triodos Bank NV  
Brunel House  
11 The Promenade  
Clifton  
Bristol  
BS8 3NN

### **Structure, governance and management**

#### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 13th May 1988 and registered as a charity on 27th September 1988. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. This was revised and adopted at the Board Meeting on 18th November 2010. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Chesterfield Citizens Advice Bureau is a company limited by guarantee not having a share capital and has obtained exemption with Companies Act to dispense with the word limited as part of the company name.

#### ***Recruitment and Appointment of Management Committee***

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve a period of three years after which they must be re-elected at the next Annual General Meeting.

The maximum number of Trustees shall be fifteen and the minimum number three.

The Trustees who served during the year under review and up to the date of this report are shown in the Company Information set out on page 3. Elected Members are appointed on an annual basis.

The company holds Annual General and Public Meetings every year. The meetings for this year are to be held on 31st October 2012.

#### ***Trustee Induction and Training***

There were three newly appointed trustees in the year. Training and induction would be provided by the central region of Citizens Advice and the Chief Officer.

#### ***Public Benefit***

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

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

**Trustees Annual Report *(continued)***

**Year ended 31 March 2012**

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, equally
- (ii) to exercise a responsible influence on the development of social policies and services, both locally and nationally

The trustees confirm that they have complied with their duties under section 4 of the 2006 Charities Act with regard to Public Benefit

## ***Risk Management***

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and the finances of the Charity, and are satisfied that systems are in place to mitigate exposure to the major risks. Where appropriate systems or procedures have been established to mitigate the risks the charity faces. Included in external risks is that of the loss of funding. The effects of this have been minimised by the procedures in place, which have resulted in funding being secured from a variety of sources during the year and an organisational staffing restructure has been successfully implemented. The charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Chesterfield Citizens Advice Bureau's Business Plan includes service development, funding, risk analysis, training and diversity action plans. Progress towards the action plans is reviewed by the Committee four times a year. The full Business Plan is reviewed in October each year. Since launching the Business Plan, the Trustees have refined the process into a three-year rolling programme.

## ***Organisational Structure***

The Chesterfield Citizens Advice Bureau Board of Trustees meets on a quarterly basis and are responsible for the strategic direction and policy of the charity. At present the Board of Trustees consists of thirteen members from a variety of professional backgrounds relevant to the work of the charity. Sub committees meet to review finance, human resources and funding.

A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Chief Officer. The Chief Officer has responsibility for the day to day operational management of the Bureau, individual supervision of the staff team and ensuring that the team continue to develop their skills and working practices in line with good practice.

## ***Related Parties***

Chesterfield Citizens Advice Bureau is a member of the National Association of Citizens Advice Bureaux (Company Number 2258106 and Registered Charity 700481) who provide guidance, encouragement, training and support.

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

**Trustees Annual Report (*continued*)**

**Year ended 31 March 2012**

## **Objectives and activities**

The company's objectives are to promote any charitable purpose for the benefit of the community in the Borough of Chesterfield by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress. In particular the company operates as a Citizens Advice Bureau under the Membership Scheme of the National Association of Citizens Advice Bureaux.

The Bureau provides free, confidential, impartial and independent advice on a range of topics, including debt and benefits.

The Bureau has been based at 6-8 Broad Pavement in Chesterfield since 1987. The Company also operates outreach services in fifteen GP Surgeries in Chesterfield, outreach services at Staveley Learning Matters and SureStart Centres in Chesterfield.

The Bureau relies heavily on the work of its volunteers to maintain the service which it provides, the costs of the volunteers other than expenses paid are not included within the accounts. The Trustee Board offer their thanks to the volunteers for the work they do, without which the Bureau could not operate effectively.

## **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 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

## **Achievements and performance**

In 2011/12 Chesterfield Citizens Advice Bureau services have reported -

- Initial advice information given to 5,473 new people to the bureau,
- Dealing with 20,732 enquiries,
- Financial gains for clients of £4,565,991 in the year, and
- Debt Management of £5,450,293 in the year

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

**Trustees Annual Report *(continued)***

**Year ended 31 March 2012**

## **Financial review**

### ***Reserves Policy***

Chesterfield Citizens Advice Bureau is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. The Bureau will maintain a projection of income for at least 12 months ahead and will ensure that this continues to be derived from as wide a variety of sources possible. They will take all necessary steps to ensure that no time within this period would it be possible for the cessation of one or more funding streams to present so serious a challenge to the future of the organisation that it could not be managed so as to continue to provide a best value advice service.

In reviewing the potential costs that could arise should a significant reduction in income be incurred the trustees have determined that 'free' reserves should ideally be maintained equal to between 3 and 6 months normal operating expenditure.

### ***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 contracts with the Bureau for specialist casework in welfare benefits and debt.

(iii) Since 1996, Derbyshire County Council has funded Mental Health Advocacy work. This has been supplemented by Derbyshire County Primary Care Trust Joint Working Fund since 2002.

(iv) Chesterfield Citizens Advice Bureau has been able to develop its money advice services in Staveley with the support of the Coalfields Regeneration Trust and Working Neighbourhoods Fund.

(v) A four year grant was awarded by the Big Lottery Reaching Communities Fund in September 2008 to fund the continuation and development of Financial Exclusion work in Chesterfield. This funding enables the Bureau to support and manage a specialist worker conducting targeted work for those who are financially excluded. Additional training for project beneficiaries was also provided.

(vi) The Bureau continues to receive funds from the East Midlands Money Advice Project (EMMA), a large scale project funded by the government department of Business Innovation and Skills (BIS). In 2012-13, responsibility for this service will transfer to the Money Advice Service (MAS).

(vii) The Bureau has received funds from Scottish and Southern Energy to develop a fuel poverty project in Chesterfield aimed at improving the financial circumstances of individuals experiencing fuel poverty.

(viii) Derbyshire County Primary Care Trust (DCPCT) has provided funding for the provision of advice in GP practices together with specific funding for debt advice.

(ix) A five year project for the provision of advice to individuals seeking advice following a diagnosis of Cancer has been funded by MacMillan Cancer Support.

(x) Derbyshire County Council has provided funding for an Income Maximisation Project working with young families through Surestart centres.

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

**Trustees Annual Report *(continued)***

**Year ended 31 March 2012**

## **Plans for future periods**

Chesterfield Citizens Advice Bureau strives to deliver quality accessible relevant advice services relevant and responsive to our local community. We are aware this will be against a backdrop of difficult national economic pressures on external funding. We will seek to establish strong relationships with key funding agencies and promote the brand and activities of Citizens Advice Bureau throughout Chesterfield and North Derbyshire.

We will source new project funding as opportunities become available locally and nationally. We will seek to work collaboratively with appropriate organisations that share our values in order to work efficiently, maximise income generation and ensure our clients get the help they need.

## **Responsibilities of the Trustees**

The trustees (who are also the directors of Chesterfield Citizens Advice Bureau for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company for that period.

In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and accounting estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.



**Chesterfield Citizens Advice Bureau  
A Company Limited by Guarantee**

**Trustees Annual Report** *(continued)*

**Year ended 31 March 2012**

**Auditor**

MCABA Limited t/a Mitchells are deemed to be re-appointed under section 487(2) of the Companies Act 2006

**Small Company Provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

Registered office  
6-8 Broad Pavement  
Chesterfield  
Derbyshire  
S40 1RP

Signed on behalf of the trustees



Mrs L R Moore  
Chair

18/9/12

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Independent Auditor's Report to the Members of Chesterfield Citizens Advice Bureau**

**Year ended 31 March 2012**

We have audited the financial statements of Chesterfield Citizens Advice Bureau for the year ended 31 March 2012 on pages 12 to 21. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective Responsibilities of Trustees and Auditors**

As explained more fully in the Trustees Annual Report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the Audit of the Financial Statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the reports and financial statements to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on Financial Statements**

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at year ended 31 March 2012 and of its incoming resources and application of resources for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on Other Matter Prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees Annual Report for the financial year for the which the financial statements are prepared is consistent with the financial statements.

**Chesterfield Citizens Advice Bureau  
A Company Limited by Guarantee**

**Independent Auditor's Report to the Members of  
Chesterfield Citizens Advice Bureau (continued)**

**Year ended 31 March 2012**

**Matters on Which We are Required to Report by Exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees Annual Report



RICHARD TRUEMAN FCA (Senior Statutory Auditor)  
For and on behalf of  
MCABA LIMITED T/A MITCHELLS  
Chartered Accountants & Statutory Auditor

91-97 Saltergate  
Chesterfield  
Derbyshire  
S40 1LA

19/9/12

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Statement of Financial Activities (Incorporating the Income and Expenditure Account)

Year ended 31 March 2012

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
<b>Incoming Resources</b>					
Incoming resources from generating funds					
Investment income	2	125	—	125	207
Incoming resources from charitable activities	3	451,586	110,216	561,802	534,243
<b>Total Incoming Resources</b>		<b>451,711</b>	<b>110,216</b>	<b>561,927</b>	<b>534,450</b>
<b>Resources Expended</b>					
Charitable activities	4	(406,224)	(107,734)	(513,958)	(531,474)
Governance costs	6	(3,500)	—	(3,500)	(3,000)
<b>Total Resources Expended</b>		<b>(409,724)</b>	<b>(107,734)</b>	<b>(517,458)</b>	<b>(534,474)</b>
<b>Net Incoming/(Outgoing) Resources for the Year</b>	7	<b>41,987</b>	<b>2,482</b>	<b>44,469</b>	<b>(24)</b>
<b>Reconciliation of Funds</b>					
Total funds brought forward		95,158	994	96,152	96,176
<b>Total Funds Carried Forward</b>		<b>137,145</b>	<b>3,476</b>	<b>140,621</b>	<b>96,152</b>

The Statement of Financial Activities includes all gains and losses in the year and therefore  
a statement of total recognised gains and losses has not been prepared

All of the above amounts relate to continuing activities

The notes on pages 14 to 21 form part of these financial statements

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Balance Sheet

31 March 2012

	Note	2012 £	2011 £
<b>Fixed Assets</b>			
Tangible assets	9	2,513	5,524
<b>Current Assets</b>			
Debtors	10	22,917	24,528
Cash at bank and in hand		153,017	142,117
		<u>175,934</u>	<u>166,645</u>
Creditors: Amounts falling due within one year	11	(37,826)	(76,017)
<b>Net Current Assets</b>		<b>138,108</b>	<b>90,628</b>
<b>Total Assets Less Current Liabilities</b>		<b><u>140,621</u></b>	<b><u>96,152</u></b>
<b>Funds</b>			
Restricted income funds	14	3,476	994
Unrestricted income funds	15	137,145	95,158
<b>Total Funds</b>		<b><u>140,621</u></b>	<b><u>96,152</u></b>

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

These financial statements were approved by the members of the committee on the 18/9/12 and are signed on their behalf by

*L R. Moore*

Mrs L R Moore  
Chair

Company Registration Number 02258106

The notes on pages 14 to 21 form part of these financial statements

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Notes to the Financial Statements**

**Year ended 31 March 2012**

### **1 Accounting policies**

#### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

#### **Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular policies are applied to particular categories of income

- (i) contract and grant income is included as incoming resources in the period to which it relates,
- (ii) when donors specify that donations or grants are for particular restricted purposes, the income is included as incoming resources of restricted funds when receivable. Grants received are deferred and recognised through the statement of financial activities in full when conditions for receipt are complied with,
- (iii) investment income, including gifts in kind, is included when receivable

#### **Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes

#### **Resources expended**

Expenditure is recognised on an accruals basis as the liability is incurred, inclusive of any VAT where this cannot be recovered

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity

#### **Fixed assets**

All fixed assets are initially recorded at cost

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2012

### 1. Accounting policies *(continued)*

#### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows

Computer Equipment	- 33% straight line
Fixtures and Fittings	- 15% straight line

#### Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease

### 2 Investment income

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Bank interest receivable	125	125	207

### 3 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Big Lottery Reaching Communities	-	45,306	45,306	43,978
Chesterfield Borough Council	137,227	-	137,227	140,266
Citizens Advice - Additional Hours Service	-	-	-	10,494
Derbyshire County Council	66,648	-	66,648	66,779
Derbyshire Primary Care Trust	146,769	-	146,769	143,001
East Midlands Money Advice Project Fund	-	49,470	49,470	51,042
Legal Services Commission	59,533	-	59,533	39,725
Macmillan Cancer Support	17,942	-	17,942	22,146
Scottish and Southern Energy Project	-	7,550	7,550	10,079
Staveley Coalfields Regeneration Trust	-	7,890	7,890	6,733
Income Maximisation Project	16,617	-	16,617	-
Working Neighbourhoods Fund	6,850	-	6,850	-
	<u>451,586</u>	<u>110,216</u>	<u>561,802</u>	<u>534,243</u>

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2012

### 4 Costs of charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Big Lottery Reaching Communities	—	45,368	45,368	44,351
Citizens Advice - Additional Hours Service	—	—	—	10,528
East Midlands Money Advice Project Fund	—	45,467	45,467	50,950
Scottish and Southern Energy Project	—	8,435	8,435	9,986
Stavely Coalfields Regeneration Trust	—	7,500	7,500	6,660
General Support and Advice	406,224	964	407,188	408,999
	<u>406,224</u>	<u>107,734</u>	<u>513,958</u>	<u>531,474</u>

### 5 Costs of charitable activity by activity type

All costs of charitable activities relate to activities undertaken directly

### 6 Governance costs

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Audit fees	<u>3,500</u>	<u>3,500</u>	<u>3,000</u>

### 7 Net incoming/(outgoing) resources for the year

This is stated after charging

	2012 £	2011 £
Staff pension contributions	11,305	11,137
Depreciation	3,011	6,001
Auditors' fees	<u>3,498</u>	<u>3,000</u>

### 8 Staff costs and emoluments

Total staff costs were as follows

	2012 £	2011 £
Wages and salaries	373,717	395,825
Social security costs	33,203	35,197
Other pension costs	11,305	11,137
	<u>418,225</u>	<u>442,159</u>



# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2012

### 8 Staff costs and emoluments *(continued)*

#### Particulars of employees

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows

	2012 No	2011 No
Chief Officer	1	1
Counselling, advice and information	8	8
Outreach work	4	3
Administration and support	2	2
	<u>15</u>	<u>14</u>

No employee received remuneration of more than £60,000 during the year (2011 - Nil)

### 9 Tangible fixed assets

	Computer Equipment £	Fixtures & Fittings £	Total £
<b>Cost</b>			
At 1 April 2011 and 31 March 2012	<u>28,912</u>	<u>2,228</u>	<u>31,140</u>
<b>Depreciation</b>			
At 1 April 2011	25,282	334	25,616
Charge for the year	<u>2,677</u>	<u>334</u>	<u>3,011</u>
At 31 March 2012	<u>27,959</u>	<u>668</u>	<u>28,627</u>
<b>Net Book Value</b>			
At 31 March 2012	<u>953</u>	<u>1,560</u>	<u>2,513</u>
At 31 March 2011	<u>3,630</u>	<u>1,894</u>	<u>5,524</u>

### 10. Debtors

	2012 £	2011 £
Funds receivable	1,324	2,000
Prepayments	<u>21,593</u>	<u>22,528</u>
	<u>22,917</u>	<u>24,528</u>

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2012

### 11 Creditors' Amounts falling due within one year

	2012	2011
	£	£
Trade creditors	1,492	2,120
PAYE and social security	9,074	8,925
VAT	2,806	2,268
Accruals and deferred income	24,169	62,614
Other creditors	285	90
	<u>37,826</u>	<u>76,017</u>

### 12 Pensions

Chesterfield Citizens Advice Bureau participates in The Pensions Trust's Growth Plan. The Plan is funded and is not contracted-out of the State scheme. The Plan is a multi-employer pension plan.

Contributions paid into the Plan up to and including September 2001 were converted to defined amounts of pension payable from Normal Retirement Date. From October 2001 contributions were invested in personal funds which have a capital guarantee and which are converted to pension on retirement, either within the Plan or by the purchase of an annuity.

The Bureau paid contributions at the rate of 8% for employees under 40 and 10% for employees over 40 during the accounting period. Members paid contributions at the rate of 4% during the accounting period.

As at the balance sheet date there were 6 active members of the Plan employed by Chesterfield Citizens Advice Bureau. Chesterfield Citizens Advice Bureau continues to offer membership of the Plan to its employees.

### 13. Commitments under operating leases

At 31 March 2012 the company had annual commitments under non-cancellable operating leases as set out below:

	Land and buildings	
	2012	2011
	£	£
<b>Operating leases which expire</b>		
Within 1 year	18,000	-
Within 2 to 5 years	-	18,000
	<u>18,000</u>	<u>18,000</u>

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2012

### 14 Restricted income funds

	Balance at 1 Apr 2011 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2012 £
Big Lottery Reaching Communities	770	45,306	(46,039)	37
Citizens Advice - Additional Hours Service	(34)	—	—	(34)
East Midlands Money Advice Project Fund	92	49,470	(45,691)	3,871
Staveley Coalfields Regeneration Trust	93	7,890	(7,531)	452
Scottish & Southern Energy Project	73	7,550	(8,473)	(850)
	<u>994</u>	<u>110,216</u>	<u>(107,734)</u>	<u>3,476</u>

The above restricted funds relate to specific services, which represent grants and other funding received for on-going services provided by the charity, which cannot be used for any other purposes. Where the end of the funding period differs from the charity's year end any surplus or deficit is carried forward to future accounting periods.

(i) The Bureau receives funding from the Big Lottery Reaching Communities Fund to fund the continuation and development of Financial Exclusion work in Chesterfield. This funding enables the Bureau to support and manage a specialist worker conducting targeted work for those who are financially excluded. Additional training for project beneficiaries was also provided.

(ii) The Bureau continues to receive a share of the funds that were allocated to the Bureaux from central government with a purpose to assist individual bureaux nationwide in extending their opening hours during the period of the economic downturn.

(iii) The Bureau continues to receive funds from the East Midlands Money Advice Project (EMMA), a large scale project funded by the Department of Trade and Industry's Financial Inclusion Fund.

(iv) The Bureau has received funds from Scottish and Southern Energy to develop a fuel poverty project in Chesterfield aimed at improving the financial circumstances of individuals experiencing fuel poverty.

(v) Chesterfield CAB has been able to develop its money advice services in Staveley with the support of the Coalfields Regeneration Trust and Working Neighbourhoods Fund.

### 15 Unrestricted income funds

	Balance at 1 Apr 2011 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2012 £
Repairs and Renewals Fund	2,990	—	—	2,990
Equal Opportunities Fund	614	—	—	614
Future Salary Increments Fund	26,000	—	—	26,000
General Funds	<u>65,554</u>	<u>451,711</u>	<u>(409,724)</u>	<u>107,541</u>
	<u>95,158</u>	<u>451,711</u>	<u>(409,724)</u>	<u>137,145</u>

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2012

### 15 Unrestricted income funds *(continued)*

Included within the above unrestricted funds are designated funds earmarked by the Management Committee for particular purposes

(i) The Repairs and Renewals fund sets aside funds to cover future redecoration costs and repairs

(ii) The Equal Opportunities fund sets aside funds to ensure that the advisory service is available to all individuals regardless of their specific needs

(iii) The future salary increments fund sets aside funds to cover increases in the costs of employees salaries

The General fund are funds which the Management Committee is free to use in accordance with the charitable objectives

### 16. Analysis of net assets between funds

	Tangible fixed assets £	Net current assets/ (liabilities) £	Total £
<b>Restricted Income Funds.</b>			
Big Lottery Reaching Communities	–	37	37
Citizens Advice - Additional Hours Service	–	(34)	(34)
East Midlands Money Advice Project Fund	–	3,871	3,871
Staveley Coalfields Regeneration Trust	–	(850)	(850)
Scottish & Southern Energy Project	–	452	452
	–	<u>3,476</u>	<u>3,476</u>
<b>Unrestricted Income Funds:</b>			
Designated Funds	–	29,604	29,604
General Funds	2,513	105,028	107,541
	<u>2,513</u>	<u>134,632</u>	<u>137,145</u>
<b>Total Funds</b>	<u>2,513</u>	<u>138,108</u>	<u>140,621</u>

### 17. Contingencies

Chesterfield Citizens Advice Bureau participates in The Pensions Trust's Growth Plan (the Plan). The Scheme Actuary provides an annual update of the buy-out funding position of the Plan as at 30 September each year. The estimated employer liability on withdrawal from the Plan at 30 September 2011 has been calculated as £27,992. The Scheme Actuary has advised that the figure quoted is likely to have increased by approximately 9% to £30,511 as at 31 March 2012.

The debt liability will not crystallise as long as the Bureau does not withdraw from the Plan. It will however crystallise as soon as the last active member leaves the Plan.

Should the Bureau withdraw, the actual debt figure would have to be calculated by the Scheme Actuary at the date of withdrawal and additional actuarial fees would be incurred.

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Notes to the Financial Statements**

**Year ended 31 March 2012**

### **18. Trustee remuneration and related party transactions**

No emoluments were received by the Board of Trustees in their capacity as Trustees in the year

There were no expenses paid to any Trustees (or any persons connected to them) during the year

There were no related party transactions undertaken in the year

### **19 Company limited by guarantee**

Chesterfield Citizens Advice Bureau is a company limited by guarantee and accordingly does not have a share capital

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member