

Company Registration Number 02258106

**Chesterfield Citizens Advice Bureau
A Company Limited by Guarantee
Financial Statements
31 March 2013**

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 2013

CONTENTS	PAGE
Trustees Annual Report	1
Independent auditor's report to the members	8
Statement of financial activities (incorporating the income and expenditure account)	10
Balance sheet	11
Notes to the financial statements	12

Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

Trustees Annual Report

Year ended 31 March 2013

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 2013

Reference and Administrative Details

Registered Charity Name	Chesterfield Citizens Advice Bureau
Charity Registration Number	700481
Company Registration Number	02258106
Principal office	6-8 Broad Pavement Chesterfield Derbyshire S40 1RP
Registered office	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
Mr M Fairs
Mrs S Hollingworth
Mr U Saunders
Mr D Shaw
Mr M Smith
Ms E Taylor
Mrs A Webster (resigned 18 April 2013)

Secretary Mrs L R Moore

Chief Officer Mr N Storer

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

Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

Trustees Annual Report *(continued)*

Year ended 31 March 2013

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 1. 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 29th October 2013.

Trustee Induction and Training

There were no 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.

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.

Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

Trustees Annual Report *(continued)*

Year ended 31 March 2013

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. 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 April 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 twelve 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 02258106 and Registered Charity 700481) who provide guidance, encouragement, training and support.

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.

Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

Trustees Annual Report *(continued)*

Year ended 31 March 2013

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 Board of Trustees 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 2012/13 Chesterfield Citizens Advice Bureau services have reported -

- Initial advice information given to 5,573 new people to the bureau,
- Dealing with 19,785 enquiries,
- Financial gains for clients of £4,248,659 in the year, and
- Debt Management of £5,439,750 in the year

Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

Trustees Annual Report *(continued)*

Year ended 31 March 2013

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 twelve 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 at 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 three and six 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) 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. A new four year grant has been awarded commencing in February 2013.

(v) 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). Responsibility for this service has transferred to the Money Advice Service (MAS).

(vi) The Bureau has received funds from Money Saving Expert Charity to develop a fuel poverty project in Chesterfield aimed at improving the financial circumstances of individuals experiencing fuel poverty.

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

(viii) 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.

(ix) 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 2013

Plans for future periods

Chesterfield Citizens Advice Bureau strives to deliver quality accessible advice services which are 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 2013

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

31/7/13

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 2013

We have audited the financial statements of Chesterfield Citizens Advice Bureau for the year ended 31 March 2013 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 2013 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 2013

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

1/8/13

Chesterfield Citizens Advice Bureau
A Company Limited by Guarantee

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

Year ended 31 March 2013

		Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
	Note				
Incoming Resources					
Incoming resources from generating funds					
Investment income	2	242	—	242	125
Incoming resources from charitable activities	3	450,977	86,403	537,380	561,802
Total Incoming Resources		451,219	86,403	537,622	561,927
Resources Expended					
Charitable activities	4	(429,998)	(80,566)	(510,564)	(514,457)
Governance costs	6	(3,150)	—	(3,150)	(3,000)
Total Resources Expended		(433,148)	(80,566)	(513,714)	(517,457)
Net Incoming Resources for the Year/Net Income for the Year	7	18,071	5,837	23,908	44,469
Reconciliation of Funds					
Total funds brought forward		137,145	3,475	140,620	96,151
Total Funds Carried Forward		155,216	9,312	164,528	140,620

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 2013

	Note	2013 £	£	2012 £
Fixed Assets				
Tangible assets	9		1,521	2,513
Current Assets				
Debtors	10	19,934		22,917
Cash at bank and in hand		<u>183,491</u>		<u>153,016</u>
		203,425		175,933
Creditors: Amounts falling due within one year	11	<u>(40,418)</u>		<u>(37,826)</u>
Net Current Assets			163,007	138,107
Total Assets Less Current Liabilities			<u>164,528</u>	<u>140,620</u>
Funds				
Restricted income funds	14		9,312	3,475
Unrestricted income funds	15		<u>155,216</u>	<u>137,143</u>
Total Funds			<u>164,528</u>	<u>140,620</u>

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
and are signed on their behalf by

L. R. Moore

Mrs L R Moore
Chair

Company Registration Number 02258106

31/7/13

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 2013

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 the categories of income described below

- Contract and grant income is included as incoming resources in the period to which it relates,
- 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,
- 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 2013

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 2013	Total Funds 2012
	£	£	£
Bank interest receivable	242	242	125

3. Incoming resources from charitable activities

	Unrestricted Funds	Restricted Funds	Total Funds 2013	Total Funds 2012
	£	£	£	£
Big Lottery Reaching Communities	-	29,091	29,091	45,306
Chesterfield Borough Council	137,645	-	137,645	137,227
Derbyshire County Council	66,648	-	66,648	66,648
Derbyshire Primary Care Trust	146,367	-	146,367	146,769
East Midlands Money Advice Project Fund	-	48,417	48,417	49,470
Legal Services Commission	55,248	-	55,248	59,533
Macmillan Cancer Support	23,975	-	23,975	17,942
Scottish and Southern Energy Project	-	280	280	7,550
Staveley Coalfields Regeneration Trust	-	-	-	7,890
Income Maximisation Project	16,617	-	16,617	16,617
Working Neighbourhoods Fund	-	-	-	6,850
Big Lottery New Project	-	8,615	8,615	-
Money Essentials	4,477	-	4,477	-
	450,977	86,403	537,380	561,802

Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2013

4. Costs of charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Big Lottery Reaching Communities	–	29,034	29,034	45,368
Citizens Advice - Additional Hours Service	–	(34)	(34)	–
East Midlands Money Advice Project Fund	–	45,786	45,786	45,467
Scottish and Southern Energy Project	–	(648)	(648)	8,435
Stavely Coalfields Regeneration Trust	–	–	–	7,500
General Support and Advice	429,998	169	430,167	407,687
Big Lottery New Reaching Communities Fund	–	6,259	6,259	–
	<u>429,998</u>	<u>80,566</u>	<u>510,564</u>	<u>514,457</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 2013 £	Total Funds 2012 £
Audit fees	<u>3,150</u>	<u>3,150</u>	<u>3,000</u>

7. Net incoming resources for the year

This is stated after charging

	2013 £	2012 £
Staff pension contributions	11,119	11,305
Depreciation	991	3,011
Auditors' fees	<u>3,150</u>	<u>3,000</u>

8. Staff costs and emoluments

Total staff costs were as follows:

	2013 £	2012 £
Wages and salaries	369,736	373,717
Social security costs	31,403	33,203
Other pension costs	11,119	11,305
	<u>412,258</u>	<u>418,225</u>

Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2013

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

	2013 No	2012 No
Chief Officer	1	1
Counselling, advice and information	8	8
Outreach work	4	4
Administration and support	2	2
	<u>15</u>	<u>15</u>

No employee received remuneration of more than £60,000 during the year (2012 - Nil)

9. Tangible fixed assets

	Computer Equipment £	Fixtures & Fittings £	Total £
Cost			
At 1 April 2012	28,912	2,228	31,140
Disposals	(21,099)	–	(21,099)
At 31 March 2013	<u>7,813</u>	<u>2,228</u>	<u>10,041</u>
Depreciation			
At 1 April 2012	27,959	668	28,627
Charge for the year	657	335	992
On disposals	(21,099)	–	(21,099)
At 31 March 2013	<u>7,517</u>	<u>1,003</u>	<u>8,520</u>
Net Book Value			
At 31 March 2013	<u>296</u>	<u>1,225</u>	<u>1,521</u>
At 31 March 2012	<u>953</u>	<u>1,560</u>	<u>2,513</u>

10. Debtors

	2013 £	2012 £
Funds receivable	1,853	1,324
Prepayments	<u>18,081</u>	<u>21,593</u>
	<u>19,934</u>	<u>22,917</u>

Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2013

11 Creditors. Amounts falling due within one year

	2013	2012
	£	£
Trade creditors	1,340	1,492
PAYE and social security	8,474	9,074
VAT	2,137	2,806
Accruals and deferred income	28,467	24,169
Other creditors	—	285
	<u>40,418</u>	<u>37,826</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 forty and 10% for employees over forty during the accounting period. Members paid contributions at the rate of 4% during the accounting period.

As at the balance sheet date there were six 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 2013 the company had annual commitments under non-cancellable operating leases as set out below:

	Land and buildings	
	2013	2012
	£	£
Operating leases which expire		
Within 1 year	3,000	14,000
Within 2 to 5 years	14,685	4,000
	<u>17,685</u>	<u>18,000</u>

Chesterfield Citizens Advice Bureau

A Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2013

14. Restricted income funds

	Balance at 1 Apr 2012 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2013 £
Big Lottery Reaching Communities	37	29,091	(29,091)	37
Citizens Advice - Additional Hours Service	(34)	34	—	—
East Midlands Money Advice Project Fund	3,870	48,417	(45,883)	6,404
Staveley Coalfields Regeneration Trust	452	—	—	452
Scottish & Southern Energy Project	(850)	927	—	77
Big Lottery - New Reaching Communities Project	—	8,615	(6,273)	2,342
	<u>3,475</u>	<u>87,084</u>	<u>(81,247)</u>	<u>9,312</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 Bureau 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 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.

15. Unrestricted income funds

	Balance at 1 Apr 2012 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2013 £
Repairs and Renewals Fund	2,990	—	—	2,990
Equal Opportunities Fund	614	—	—	614
Future Salary Increments Fund	26,000	—	—	26,000
General Funds	107,541	451,219	(433,148)	125,612
	<u>137,145</u>	<u>451,219</u>	<u>(433,148)</u>	<u>155,216</u>

Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2013

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 £	Total £
Restricted Income Funds:			
Big Lottery Reaching Communities	–	37	37
East Midlands Money Advice Project Fund	–	6,404	6,404
Staveley Coalfields Regeneration Trust	–	452	452
Scottish & Southern Energy Project	–	77	77
Big Lottery - New Reaching Communities Project	–	2,342	2,342
	–	<u>9,312</u>	<u>9,312</u>
Unrestricted Income Funds:			
Designated Funds	–	29,604	29,604
General Funds	1,521	124,091	125,612
	<u>1,521</u>	<u>153,695</u>	<u>155,216</u>
Total Funds	<u>1,521</u>	<u>163,007</u>	<u>164,528</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 2012 has been calculated as £35,175. The Scheme Actuary has advised that the figure quoted is likely to have increased by approximately 3% to £36,231 as at 31 March 2013.

The debt liability will not crystallise as long as the Bureau does not withdraw from the Plan. It will however crystallise within one year of the last active member leaving 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 2013

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