

Company registered number 2279105  
Registered charity number 1113448

**Greater Manchester Pay and Employment  
Rights Advice Service**

**Financial Statements**

**for the year ended 31st March 2007**

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**Greater Manchester Pay and Employment  
Rights Advice Service**

**Report of the Management Committee for the year ended 31<sup>st</sup> March 2007**

The Management Committee presents its report and audited financial statements for the year ended 31<sup>st</sup> March 2007

**Reference and Administrative Information**

Charity name	Greater Manchester Pay and Employment Rights Advice Service
Charity Registration Number	1113448
Company Registration Number	2279105
Registered Office	4 <sup>th</sup> Floor Swan Buildings 20 Swan Street Manchester M4 5JW

**Management Committee**

David Neary		Paul Mittler
Gerry White		Susan Kelly
Kevin Morley		Alan Manning
Angela Brierley	(appointed 23 11 06)	
Michael Wilson	(appointed 20 7 06)	
Amanda Challis	(resigned 20 7 06)	
Cllr David Lancaster	(appointed 05 06 07)	

**Company Secretary**

Denise McDowell	(to 29 05 07)
Cathy Gallagher	(from 29 05 07)

**Principal staff**

Cathy Gallagher	(appointed 29 <sup>th</sup> May 2007)	Ruth Seneviratne
Katie Brotherston		Allison Foreman
Lesley Hunter		

**Auditors**

Slade & Cooper Limited  
6 Mount Street  
Manchester M2 5NS

**Bankers**

Unity Trust Bank plc  
4 The Square  
111 Broad Street  
Birmingham B15 1AR

## **Greater Manchester Pay and Employment Rights Advice Service**

### **Report of the Management Committee for the year ended 31st March 2007**

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

Greater Manchester Pay and Employment Rights Advice Service is a company limited by guarantee (company registration number 2279105) and a registered charity (1113448)

Greater Manchester Pay and Employment Rights Advice Service is a membership organisation. Members elect a volunteer management committee at the Annual General Meeting. The Committee meets bi-monthly and specific responsibilities are allocated to sub-committees where appropriate.

#### **Governing document**

Greater Manchester Pay and Employment Rights Advice Service is governed by a constitution made up of memorandum and articles that was most recently revised in 2005 and adopted on 22 September 2005.

#### **Recruitment and appointment of trustees**

Two new trustees were appointed in the year. Mike Wilson was appointed on 20 July 2006 and Angela Brierley was appointed on 23 November 2006. The recruitment and appointment of trustees is an area that the management committee want to develop in order to strengthen the number, experience and perspectives of the management committee.

While AGMA is a principal funder of the charity, they have appointed a representative to the trustees, currently Councillor Lancaster.

#### **Induction and training of trustees**

The Trustees held a Development Day on 9 September 2006. The purpose of the day was to review the organisational finance and funding structure, discuss ideas to develop towards a model of enterprise projects and partnership working and how the organisations would develop in the following three years.

Trustees receive an Induction Pack that includes a briefing for new members and Charities Commission booklet explaining the duties and role of a trustee. They also receive the Management Committee National Occupational Standards handbook along with relevant material about the operation and organisation of GMPERAS.

#### **Organisational structure**

There are five members of staff: a co-ordinator, two employment rights advice workers, a research worker and an administration and IT worker. The work of the organisation is overseen by the voluntary management committee which meets on a bi-monthly basis.

#### **Risk management**

The management committee adopted a Financial and Accounting Procedures policy in November 2006 which contains a financial risk assessment of the organisation.

In September 2006 the Management Committee updated the Development Plan for the organisation. This update recognized the evolving area of short-term project funding and its management (see Strategies).

The management committee considers the risks facing the organization at its regular meetings with the coordinator and other members of staff as appropriate. It makes decisions based on that discussion and the Development Plan. The greatest risk to the operation of GMPERAS is the continuation of core funding from AGMA without which it is difficult to envisage how the organisation could continue to operate. The organisation has undergone a process of three – year review by AGMA in 2004 and is currently under further review.

## **Greater Manchester Pay and Employment Rights Advice Service**

### **Report of the Management Committee for the year ended 31st March 2007**

#### **Related parties**

There are no related organisations

#### **Objectives and activities**

##### **Objects**

The objects are set out as aims and objectives

##### **Aims**

GMPERAS exists to improve working conditions for the most vulnerable members of the workforce by providing employment rights advice, representing the interests of low-paid workers in debate on social and economic policies and promoting greater public awareness of poverty and injustice

##### **Objectives**

- 1 To provide advice and information on employment rights to low paid people and to other agencies including employers
- 2 To increase the effectiveness of other advice agencies through the provision of specialist employment advice and training
- 3 To influence the thinking and practice of local and national policy-makers on employment rights issues through the gathering and dissemination of relevant research
- 4 To identify community needs and gaps in services in relation to employment rights and, where appropriate, initiate action to address those needs and gaps
- 5 To increase the effectiveness of both ourselves and other agencies through purposeful partnership working

##### **Strategies**

We have a Development Plan which aims to reduce our reliance on AGMA funding by generating income from other sources, notably one-off financing of our products (specialist factsheets and booklets) and funding fixed-term project work we have applied for funding to the National Lottery and charitable organizations Our key aims and strategies are outlined below

- Our priority is to secure additional funding to reduce our reliance on AGMA as a single source of funding from 100% to 60%
- We aim to do this through securing new income that is generated from applications to fund new project developments and through promoting some of our services for other agencies to buy-in
- We give priority to developing links with other organisations to allow for working together with similar client groups Any new project will be developed in close partnership to these organisations and their priorities This strategy is to enable us to manage such projects if the main core funding is affected for any reason
- We have built successful partnerships which we hope will result in new ways of working with others that will maximise the experience and expertise of our organisation

##### **Use of volunteers**

The Director / Trustees are all voluntary members GMPERAS does not use any other volunteers in its activities

## **Greater Manchester Pay and Employment Rights Advice Service**

### **Report of the Management Committee for the year ended 31st March 2007**

#### **Summary of main activities undertaken in relation to the objects**

- Providing free authoritative telephone advice and support to workers in Greater Manchester on employment rights and allied issues. We provide the only telephone advice service on employment rights in the sub-region and hold the CLS Quality Mark for General Help with Casework
- Providing enquirers with a range of relevant material on employment rights, via factsheets, leaflets and other written information specific to their problem
- Providing as much assistance as possible to enquirers who cannot get representation
- Providing a second tier advice service to advice agencies in Greater Manchester and distributing publicity materials to community organisations
- Encouraging good practice amongst small employers, voluntary organisations and others
- Promoting awareness of employment rights through the production and distribution of factsheets, the use of the media and information stalls in each of the ten districts
- Campaigning for improvement and change by development of submissions on new employment legislation and practice, within our areas of expertise
- Conducting research into the Greater Manchester labour market and producing nationally recognised publications

#### **Achievements and performance**

GMPERAS has a service level agreement with AGMA which is rigorously monitored by the management committee

In the current year we continued to develop our organisation and our work to ensure a high quality service and to expand and to develop new services. We attracted funding to diversify our services and have increased our links with other organisations to form effective new partnerships to deliver services. We have met key development plan performance indicators and have fulfilled our funders' trust in us.

We attracted new finance and funding of £ 21,027

• Oxfam – translated information online factsheets	£ 4,500
• Awards for all – translated info and advertising	£ 4,450
• Change up – GMCVO project	£ 2,568
• AdviceUK – training in new legislation	£ 5,059

Other services attracting new finance totalled £4,450. These ranged from updated information cards specifically for young people (Connexions), contribution to providing specialist infrastructure support to the GM Voluntary and Community sector (SCS Partnership) and training of support workers (Connexions partnership).

#### **Financial review**

##### **Principal funding sources**

The major source of funding for GMPERAS continues to be Section 48 funding from AGMA which provides annual income of £138,100.

These Accounts include income from other sources (as above) which is not recurring but it is an integral part of the development plan for GMPERAS to continue to seek additional funding sources.

**Greater Manchester Pay and Employment  
Rights Advice Service**

**Report of the Management Committee for the year ended 31st March 2007**

**Reserves policy**

GMPERAS has a reserves policy which is intended to maintain the operation of the organization for 4-6 months in the event of core funding from AGMA ceasing entirely

At March 31<sup>st</sup> 2007 the level of reserves was £57,837 which is slightly below the level of resource that would be necessary to maintain the operation for 6 months and to meet all associated costs of winding up the organization. While it would be desirable to increase the level of reserves to meet this eventuality the management does not take the view that the *complete* withdrawal of AGMA funding is likely given the long-standing nature of commitment from our core funding organisation

**Plans for future periods**

The management committee has taken the decision to set a deficit budget at the start of the financial year in order to maintain the current operation of the organization and to promote its development by securing additional funding for project work. The forecast budget deficit for 2006-2007 was in the region of £25,000 and this gap was closed by income generated during the course of the year so that these accounts show a small surplus. The level of the annual deficit is closely monitored during the course of the financial year and appropriate decisions would be taken if income generation fell considerably short of targets. Given the level of reserves that are available to GMPERAS and the need to develop project working, either independently or in partnership with other organizations, the management committee decision on the budget is the chosen option for the charity.

The trustees on the management committee are of the view that GMPERAS continues to be a viable and going concern

**Greater Manchester Pay and Employment  
Rights Advice Service**

**Report of the Management Committee for the year ended 31st March 2007**

**Statement of Management Committee responsibilities**

Company Law requires the Management Committee to prepare financial statements for each financial year, which 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 the accounts the Management Committee are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable 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 business

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

Members of the Management Committee, who are directors for the purposes of company law, and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out on page 1.

In accordance with company law, as the company's directors, each of the Management Committee certify that

- so far as they are aware, there is no relevant information of which the auditors are unaware,
- as directors of the company they have taken all necessary steps to be aware of information which would be relevant for audit purposes and have communicated them to the auditors

**Company status**

The company is limited by guarantee and all members have agreed to contribute a sum not exceeding £1 in the event of a winding-up. The number of guarantees at 31<sup>st</sup> March 2007 was 10.

**Auditors**

Slade & Cooper Limited were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Management Committee and signed on its behalf by



David Neary

30/8/07.

Date

**Independent Auditor's Report**  
**To the members of**  
**Greater Manchester Pay and Employment**  
**Rights Advice Service**  
**for the year ended 31 March 2007**

We have audited the financial statements of Greater Manchester Pay and Employment Rights Advice Service for the year ended 31 March 2007, which comprise the Statement of Financial Activities (including the income and expenditure account), the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein, the historical cost convention, and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2005).

This report is made solely to the charitable company's members as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charitable 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of management committee and auditors**

As described in the Statement of Management Committee Responsibilities the charitable company's management committee (who are also the directors of Greater Manchester Pay and Employment Rights Advice Service) are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Management Committees' Report is consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Management Committees' remuneration and other transactions is not disclosed.

We read other information contained in the Management Committee's Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information beyond that referred to in this paragraph.

**Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Management Committee in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

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



### Opinion

In our opinion

- The financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 31 March 2007 and of its incoming resources and application of resources for the year then ended, and
- The financial statements have been properly prepared in accordance with the Companies Act 1985
- The information given in the directors' report is consistent with the financial statements

*Slade & Cooper Ltd*

Slade & Cooper Limited  
Registered Auditors  
6 Mount Street  
Manchester M2 5NS

*20/09/07*

**Greater Manchester Pay and Employment Rights Advice Service Limited**

**Statement of Financial Activities  
(including income and expenditure account)  
for the period ended 31 March 2007**

	Note	Unrestricted funds £	Restricted funds £	2007 £	2006 £
<b>Incoming resources</b>	2				
Donations		34	-	34	1,069
Grants		138,100	11,518	149,618	161,280
Fees and other income		10,313	-	10,313	4,629
Bank interest		2,244	-	2,244	1,961
<b>Total incoming resources</b>		<b>150,691</b>	<b>11,518</b>	<b>162,209</b>	<b>168,939</b>
<b>Resources expended</b>					
Salaries	5	107,452	621	108,073	109,218
Project costs		-	3,870	3,870	4,980
Printing and publications		4,596	5,960	10,556	5,427
Recruitment and training		3,289	-	3,289	1,665
Premises		13,164	-	13,164	15,711
Administration		14,762	1,067	15,829	17,630
Insurance		1,116	-	1,116	1,108
Audit and accountancy		2,585	-	2,585	1,998
Depreciation		2,812	-	2,812	3,109
<b>Total resources expended</b>		<b>149,776</b>	<b>11,518</b>	<b>161,294</b>	<b>160,846</b>
<b>Net incoming/(outgoing) resources for the year</b>	3	<b>915</b>	<b>-</b>	<b>915</b>	<b>8,093</b>
Transfer between funds		-	-	-	-
<b>Net movement in funds</b>		<b>915</b>	<b>-</b>	<b>915</b>	<b>8,093</b>
Funds at 27 March 2006		56,922	-	56,922	48,829
<b>Funds at 31 March 2007</b>		<b>£ 57,837</b>	<b>£ -</b>	<b>£ 57,837</b>	<b>£ 56,922</b>

All of the charity's operations are classed as continuing

Movements on reserves and all recognised surpluses or deficits are shown above

**Greater Manchester Pay and Employment Rights Advice Service Limited**

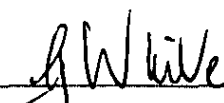
**Balance Sheet  
as at 31 March 2007**

	Note	2007	2006
		£	£
<b>Fixed assets</b>			
Tangible assets	7	5,523	8,488
<b>Current assets</b>			
Debtors	8	9,598	5,035
Cash at bank and in hand		94,943	61,049
		<u>104,541</u>	<u>66,084</u>
<b>Creditors. amounts falling due in less than one year</b>	9	(45,448)	(6,885)
		<u>59,093</u>	<u>59,199</u>
<b>Net current assets</b>			
		<u>64,616</u>	<u>67,687</u>
<b>Total assets less current liabilities</b>			
<b>Creditors. amounts falling due in more than one year</b>	10	(6,779)	(10,765)
		<u>£ 57,837</u>	<u>£ 56,922</u>
<b>Net assets</b>			
<b>Reserves</b>			
Unrestricted funds		57,837	56,922
Restricted funds	11	-	-
		<u>£ 57,837</u>	<u>£ 56,922</u>

The financial statements have been prepared in accordance with the special provisions in Part VII of the Companies Act 1985 relating to small companies, and the Financial Reporting Standard for Smaller Entities (effective January 2005)

Approved by the Management Committee and signed on their behalf by

  
David Neary (chair)

  
Gerry White

30/8/07.  
Date

# **Greater Manchester Pay and Employment Rights Advice Service Limited**

## **Notes to the accounts for the period ended 31 March 2007**

### **1 Accounting policies**

The principal accounting policies adopted in the preparation of the financial statements are set out below. They have been applied consistently during the year. The company registered as a charity at the beginning of the period, and where necessary its accounting policies have been adjusted to comply with the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in March 2005). There was no material effect on the comparative figures in these accounts.

#### **a Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 1985 and the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in March 2005), and the Financial Reporting Standard for Smaller Entities (effective January 2005).

#### **b Fund accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### **c 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 categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

#### **d Resources expended**

Expenditure is recognised on an accrual basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is included as part of the expenditure to which it relates.

# **Greater Manchester Pay and Employment Rights Advice Service Limited**

## **Notes to the accounts for the period ended 31 March 2007 (continued)**

### **e Operating leases**

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remains with the lessor, are charged to the Statement of Financial Activities in the year in which they fall due

### **f Tangible fixed assets**

Tangible fixed assets are stated at cost less accumulated depreciation. Individual fixed assets costing £1,000 or more are capitalised at cost

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows

Asset Category	Annual rate
Fixtures, fittings and equipment	20% straight line
Finance leased equipment	20% straight line

### **g Assets held under finance leases**

Assets acquired under leases, where the company bears most of the risks and rewards of ownership, are accounted for as finance leases. The asset is included at cost in fixed assets and depreciated over the useful economic life of the asset, or the minimum lease term, whichever is the shorter. The total liability under the lease at the balance sheet date, net of finance charges allocated to future periods, is included in creditors. Finance charges are allocated so as to give a constant rate of return, using the sum-of-digits method.

### **h Cash flow statement**

The charity has taken advantage of the exemption in Financial Reporting Standard 1 from preparing a Cash Flow Statement on the grounds that it is a small entity.

# Greater Manchester Pay and Employment Rights Advice Service Limited

## Notes to the accounts for the period ended 31 March 2007 (continued)

### 2 Incoming resources

	Unrestricted £	Restricted £	Total 2007 £	Total 2006 £
<b>Grants</b>				
Association of Greater Manchester Authorities s 48 Grant Scheme	138,100	-	138,100	138,100
GMCVO project grant	-	2,568	2,568	19,934
Oxfam	-	4,500	4,500	-
Awards for All	-	4,450	4,450	-
Other grants	-	-	-	3,246
	<hr/> 138,100	<hr/> 11,518	<hr/> 149,618	<hr/> 161,280
<b>Donations</b>	<hr/> 34	<hr/> -	<hr/> 34	<hr/> 1,069
<b>Fees and other income</b>				
Sales and sundry income	9,851	-	9,851	3,912
Membership subscriptions	462	-	462	717
	<hr/> 10,313	<hr/> -	<hr/> 10,313	<hr/> 4,629
<b>Bank interest</b>	<hr/> 2,244	<hr/> -	<hr/> 2,244	<hr/> 1,961
<b>Total incoming resources</b>	<hr/> <hr/> £ 150,691	<hr/> <hr/> £ 11,518	<hr/> <hr/> £ 162,209	<hr/> <hr/> £ 168,939

### 3 Net incoming/(outgoing) resources

This is stated after charging/(crediting) the following

	2007 £	2006 £
Auditor's remuneration	3,227	2,986
Depreciation	2,812	2,956
Loss/(profit) on disposal of fixed assets	154	153
	<hr/> <hr/>	<hr/> <hr/>
Auditor's remuneration comprised		
Audit	1,175	822
Accountancy	1,410	1,175
Payroll and other	642	989
	<hr/> <hr/> £ 3,227	<hr/> <hr/> £ 2,986

# Greater Manchester Pay and Employment Rights Advice Service Limited

## Notes to the accounts for the period ended 31 March 2007 (continued)

### 4 Corporation tax

The charity is exempt from tax on income and gains falling within section 505 of the Taxes act 1988 or s252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

### 5 Staff costs

Staff costs during the year were as follows

	2007 £	2006 £
Wages and salaries	95,707	99,782
Social security costs	9,132	9,568
Seconded worker	3,234	-
	<u>£ 108,073</u>	<u>£ 109,350</u>

The average number of employees during the year (full-time equivalents) was as follows

Coordinator	1	1
Administration	1	1
Project workers	1.9	1.9
Development workers	0.7	0.7
Total	<u>4.60</u>	<u>4.60</u>

The number of employees earning over £60,000 per annum excluding pension contributions was nil (2006 nil)

### 6 Trustees' remuneration and expenses

Neither the trustees nor any persons connected with them received any remuneration during the year. Trustees received travel and subsistence expenses during the year of £105.

**Greater Manchester Pay and Employment Rights Advice Service Limited**

**Notes to the accounts  
for the period ended 31 March 2007 (continued)**

**7 Fixed assets: tangible assets**

	Equipment & fixtures & fittings £	Equipment (finance lease) £	Total £
Cost brought forward 28 March 2006	9,448	7,467	16,915
Additions	-	-	-
Disposals	(1,833)	-	(1,833)
	<hr/>	<hr/>	<hr/>
Cost carried forward 31 March 2007	£ 7,615	£ 7,467	£ 15,082
	<hr/>	<hr/>	<hr/>
Depreciation brought forward 28 March 2006	5,440	2,987	8,427
Charge for the year	1,318	1,493	2,811
Disposals	(1,679)	-	(1,679)
	<hr/>	<hr/>	<hr/>
Depreciation carried forward 31 March 2007	£ 5,079	£ 4,480	£ 9,559
	<hr/>	<hr/>	<hr/>
Net book value at 31 March 2007	£ 2,536	£ 2,987	£ 5,523
	<hr/>	<hr/>	<hr/>
<i>Net book value at 27 March 2006</i>	<i>£ 4,008</i>	<i>£ 4,480</i>	<i>£ 8,488</i>
	<hr/>	<hr/>	<hr/>

**8 Debtors**

	2007 £	2006 £
Fees receivable	25	81
Grants receivable	4,500	2,399
Prepayments and other debtors	5,073	2,555
	<hr/>	<hr/>
	£ 9,598	£ 5,035
	<hr/>	<hr/>

**9 Creditors: amounts falling due in less than one year**

	2007 £	2006 £
Creditors & accruals	6,937	3,325
Deferred grant income (1)	34,525	-
Finance lease liabilities	3,986	3,560
	<hr/>	<hr/>
	£ 45,448	£ 6,885
	<hr/>	<hr/>

(1) Grant instalment for 2007/08 received in the year deferred to the following year



**Greater Manchester Pay and Employment Rights Advice Service Limited**

**Notes to the accounts  
for the period ended 31 March 2007 (continued)**

**10 Creditors: amounts falling due in more than one year**

	2007 £	2006 £
Finance lease liabilities	6,779	10,765
	<u>6,779</u>	<u>10,765</u>

**11 Restricted funds -**

	As at 28 March 2006 £	Incoming resources £	Outgoing resources £	Transfers £	As at 31 March 2007 £
Employment rights information, advice & support					
Oxfam	-	4,500	(4,500)	-	-
Awards for All	-	4,450	(4,450)	-	-
Change up	-	2,568	(2,568)	-	-
	<u>£ -</u>	<u>£ 11,518</u>	<u>£ (11,518)</u>	<u>£ -</u>	<u>£ -</u>

**12 Analysis of net assets between funds**

Fund balances at 31 March 2007 are represented by

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	5,523	-	5,523
Current assets	104,541	-	104,541
Creditors amounts falling due in less than one year	(45,448)	-	(45,448)
Creditors amounts falling due in more than one year	(6,779)	-	(6,779)
	<u>£ 57,837</u>	<u>£ -</u>	<u>£ 57,837</u>