

TAMESIDE CITIZENS ADVICE BUREAUX LIMITED

FINANCIAL STATEMENTS

for the year ended 31 March 1997

Registered Number: 2302696 (England & Wales)

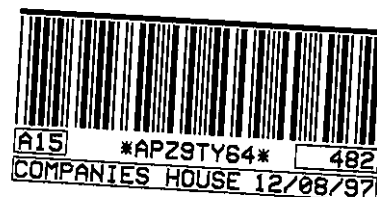
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The following pages do not form part of the statutory accounts

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MOSS & WILLIAMSON
CHARTERED ACCOUNTANTS



TAMESIDE CITIZENS ADVICE BUREAUX LIMITED

COMPANY INFORMATION

31 March 1997

DIRECTORS

N Mackie	Cllr M Downs
J White	A K C Goodfellow
J Dwyer	Cllr J Fitzpatrick
B Slack	A Chowdhury
L Coppock	K Houghton
P Taylor	T McEwen
E Rothwell	J Charlton
M Sharples	N Morgan
M Dale	D Lomas
G Clarke	P Finn

SECRETARY

A K C Goodfellow

REGISTERED OFFICE

9 George Street
Ashton-under-Lyne
Lancashire
OL6 6AQCOMPANY LIMITED BY GUARANTEE:
REGISTERED NUMBER

2302696

CHARITY:
REGISTERED NUMBER

701113

BANKERS

Barclays Bank Plc
190 Stamford Street
Ashton-under-Lyne
Lancashire
OL6 7NZ

AUDITORS

Moss & Williamson
Chartered Accountants
Booth Street Chambers
Ashton-under-Lyne
Lancashire
OL6 7LQ

TAMESIDE CITIZENS ADVICE BUREAUX LIMITED

DIRECTORS' REPORT

31 March 1997

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

Principal activity

The principal activity of the company continued to be the operation of a citizens advice bureau.

The company, which is a company limited by guarantee is a registered charity established for the promotion of any charitable purposes for the benefit of the community in the area of Tameside.

Results

The surplus for the year amounted to £7,691 (1996: £9,709). The surplus has been added to the revenue reserves brought forward from last year making a total of £20,644 to be carried forward.

Directors

The directors who served during the year were as follows:-

N Mackie	G Clarke
J White	M Dale
J Dwyer	Cllr M Downs
B Slack	Cllr E Shorrocks (resigned 25 May 1996)
Cllr J Fitzpatrick	A K C Goodfellow
Cllr B J Lees (resigned 25 May 1996)	L Coppock
P Taylor	A Chowdhury
E Rothwell	K Houghton
M Sharples	N Morgan
J Charlton	D Lomas (appointed 4 July 1996)
T McEwen	P Finn (appointed 4 July 1996)
Cllr C Jenkins (resigned 25 May 1996)	

In accordance with the company's Articles of Association G Clark, N Mackie, M Sharples, Cllr M Downs, P Taylor, A K C Goodfellow, T McEwen, K Houghton, P Finn and N Morgan retire by rotation and being eligible, offer themselves for re-election.

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TAMESIDE CITIZENS ADVICE BUREAUX LIMITED

DIRECTORS' REPORT

31 March 1997

Auditors

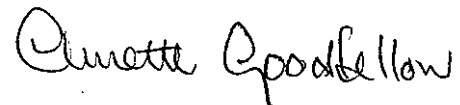
A resolution will be proposed at the next Annual General Meeting to reappoint the auditors, Moss & Williamson.

This report was approved by the board on 26 June 1997 taking advantage of special exemptions available to small companies.

9 George Street
Ashton-under-Lyne
Lancashire
OL6 6AQ

26 June 1997

By order of the Board



A K C Goodfellow
Secretary

TAMESIDE CITIZENS ADVICE BUREAUX LIMITED

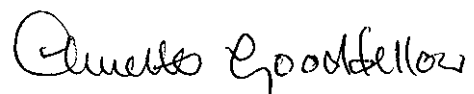
STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are required under company law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that year. In preparing those financial statements they are required to:

- select suitable accounting policies and apply them consistently;
- make reasonable and prudent judgements and estimates;
- 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 company will continue in business.

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

By order of the board



A K C Goodfellow
Director

26 June 1997

TAMESIDE CITIZENS ADVICE BUREAUX LIMITED

AUDITORS' REPORT

Auditors' report to the members of

Tameside Citizens Advice Bureaux Limited

We have audited the financial statements on pages 6 to 10 which have been prepared under the accounting policies set out on page 8.

Respective responsibilities of directors and auditors

As described on page 4, the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the 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 considered 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 error or other irregularity. In forming our opinion we also evaluated the overall adequacy of the presentation of the information in the financial statements.

Opinion

In our opinion, the financial statements give a true and fair view of the state of affairs of the charitable company as at 31 March 1997 and of its financial activities and net incoming resources for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Moss & Williamson
Chartered Accountants
Registered Auditors

Booth Street Chambers
Ashton-under-Lyne
Lancashire
OL6 7LQ

26 June 1997

TAMESIDE CITIZENS ADVICE BUREAUX LIMITED

INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 March 1997

	Notes	£	1997 £	£	1996 £
Income					
Grants			121,503		84,627
Donations			1,270		1,012
Bank interest received			1,855		2,549
			<u>124,628</u>		<u>88,188</u>
Expenditure					
Staff costs	2	89,240		(51,135)	
Other operating costs		<u>27,697</u>		<u>(27,344)</u>	
			<u>116,937</u>		<u>(78,479)</u>
Net incoming resources for the year			<u>7,691</u>		<u>9,709</u>

There were no recognised gains or losses other than those included in the income and expenditure account.

The notes on page 8 form part of these financial statements.

TAMESIDE CITIZENS ADVICE BUREAUX LIMITED

BALANCE SHEET

as at 31 March 1996

	Notes	£	1997	£	£	1996	£
Current assets							
Temporary loans				-		14,042	
Cash in hand				400		300	
Cash at bank				28,777		2,658	
				<u>29,177</u>		<u>17,000</u>	
Creditors: amounts falling due within one year	3			(8,533)		(4,047)	
				<u>20,644</u>		<u>12,953</u>	
Reserves	4			<u>20,644</u>		<u>12,953</u>	

Approved by the board of directors on 26 June 1997 and signed on its behalf. The directors have relied on special exemptions available to small companies on the grounds that the company qualifies as a small company by virtue of Section 247 of the Companies Act 1985.



A K C Goodfellow
Director



J Charlton
Director

The notes on page 8 form part of these financial statements.

TAMESIDE CITIZENS ADVICE BUREAUX LIMITED

NOTES TO THE FINANCIAL STATEMENTS

for the year 31 March 1997

1 Accounting policies

Basis of preparation

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards and incorporate the results of the principal activity which is described in the directors' report and which is continuing.

The company has taken advantage of the exemption in FRS 1 from the requirement to prepare a cash flow statement on the grounds that it is a small company.

Grants

All grants and voluntary income are accounted for gross on a receivable basis.

Investment income

Investment income is accounted for on a receivable basis.

Expenditure

Expenditure is accounted for on an accruals basis, inclusive of value added tax.

2	Staff costs	1997 £	1996 £
	Directors' remuneration	36,870	30,642
	Salaries	44,713	16,519
	Social security costs	7,657	3,974
		<u>89,240</u>	<u>51,135</u>
3	Creditors: amounts falling due within one year	1997 £	1996 £
	Accruals	1,700	4,047
	Other creditors	6,833	-
		<u>8,533</u>	<u>4,047</u>
4	Reserves	1997 £	1996 £
	Surplus on incorporation	1,001	1,001
	Accumulated surplus: at 1 April 1996	11,952	2,243
	Net incoming resources for the year		
	Bureau	2,985	1,758
	Advocacy	(2,301)	7,951
	Hattersley	7,007	-
	Unrestricted funds	<u>20,644</u>	<u>12,953</u>

TAMESIDE CITIZENS ADVICE BUREAUX LIMITED

DETAILED INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 March 1997

	1997	1996
	£	£
Income:		
Grants - Tameside MBC	57,450	57,450
Donations	870	612
Specific donations	400	400
Investment income	1,855	2,549
Accommodation and service charge	2,349	500
	<u>4,604</u>	<u>3,449</u>
	62,924	61,511
Expenditure:		
Ashton-under-Lyne and Central administration:		
Staff salaries and NIC	38,345	36,123
Electricity	657	380
Gas	344	586
Water	189	(257)
Cleaning and cleaning materials	871	654
Rent	8,300	7,750
Repairs	280	346
Maintenance of equipment	97	85
Volunteers travel	2,928	3,043
Printing and stationery	1,327	1,744
Postage	558	500
Telephone	2,637	2,417
Travelling and course fees	232	609
Insurance	887	729
Subscriptions	1,148	1,514
Miscellaneous	292	365
Renovations	-	2,091
Publicity	240	192
Legal fees	30	18
Friends of the trust	136	864
Accountancy	441	-
	<u>59,939</u>	<u>59,753</u>
Surplus for the year	<u>2,985</u>	<u>1,758</u>

TAMESIDE CITIZENS ADVICE BUREAUX LIMITED

DETAILED INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 March 1997

	1997		1996	
	£	£	£	£
Grants:		42,429		27,177
Staff salaries and NIC	41,088		15,012	
Staff travel	406		128	
Electricity charge	51		-	
Gas	73		-	
Water	26		-	
Cleaning and cleaning materials	62		-	
Rent	1,980		-	
Accommodation charge	-		500	
Furniture and equipment	-		1,986	
Publicity	418		556	
Printing and stationery	-		677	
Postage	96		46	
Telephone	443		268	
Travelling and course fees	-		10	
Miscellaneous	10		43	
Accountancy	77		-	
		<u>44,730</u>		<u>19,226</u>
(Deficit)/Surplus for the year		<u>(2,301)</u>		<u>7,951</u>

TAMESIDE CITIZENS ADVICE BUREAUX LIMITED

DETAILED INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 March 1997

	1997	1996
	£	£
Grants:	21,624	-
Staff salaries and NIC	9,807	-
Recruitment costs	1,086	-
Building repairs	427	-
Capital spending	2,210	-
Printing and stationery	618	-
Postage	32	-
Telephone	218	-
Travelling and course fees	204	-
Subscriptions	15	-
	<u>14,617</u>	<u>-</u>
Surplus for the year	<u><u>7,007</u></u>	<u><u>-</u></u>

TAMESIDE CITIZENS ADVICE BUREAU

MANAGEMENT COMMITTEE 1997/98

PART I INDIVIDUAL MEMBERS

Vacant	<i>Treasurer</i>
G. Clarke*	<i>Vice Chair</i>
M. Dale	
J. Dwyer*	<i>Hon. Legal Adviser</i>
N. Mackie*	<i>Chair</i>
E. Rothwell	
M. Sharples	
J. White	

PART II REPRESENTATIVE MEMBERS

A. Chowdhury	<i>Benefits Agency</i>
M. Downs	<i>Cllr. TMBC</i>
J. Fitzpatrick	<i>Cllr. TMBC</i>
B. E. Slack	<i>Soroptimist International</i>
P. Taylor	<i>Stalybridge Holy Trinity & Christ Church</i>
D. Lomas	<i>Ashton Rotary</i>

PART III BUREAU STAFF MEMBERS

P. Finn	<i>Tameside CAB</i>
A.K.C. Goodfellow*	<i>Hon. Secretary</i>
K. Houghton	<i>Tameside CAB</i>
T. McEwen	<i>Tameside CAB</i>
N. Morgan	<i>Tameside CAB</i>
