TAMESIDE CITIZENS ADVICE BUREAU LIMITED FINANCIAL STATEMENTS

for the year ended 31 March 2007

Registered Number 2302696 (England & Wales)

MOSS & WILLIAMSON
CHARTERED ACCOUNTANTS

FRIDAY



A28 21/09/2007 COMPANIES HOUSE

160

FINANCIAL STATEMENTS

31 March 2007

INDEX

	Page
Company information	1
Directors' report	2 -4
Auditors' report	5
Statement of financial activities	6
Balance sheet	7
Notes on financial statements	8 - 11

COMPANY INFORMATION

31 March 2007

DIRECTORS

G Clarke M Dale J Fieldhouse A K C Goodfellow

J Howard D Lomas N Mackie N Morgan E Rothwell S Routledge M Sharples OBE

SECRETARY

A K C Goodfellow

REGISTERED OFFICE

9 George Street Ashton-under-Lyne

Lancashire OL6 6AQ

COMPANY LIMITED BY GUARANTEE

REGISTERED NUMBER

2302696

CHARITY

REGISTERED NUMBER

701113

BANKERS

Barclays Bank Pic 190 Stamford Street Ashton-under-Lyne

Lancashire OL6 7NZ

AUDITORS

Moss & Williamson Chartered Accountants Booth Street Chambers Ashton-under-Lyne

Lancashire OL6 7LQ

DIRECTORS' REPORT

31 March 2007

The directors present their report and the audited financial statements for the year ended 31 March 2007. The directors have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005 in preparing the annual report and financial statements of the charity.

Constitution, objects and policies

The principal activity of the company continued to be the operation of a citizen's advice bureau

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

The charity has the additional aim of ensuring that individuals do not suffer through lack of knowledge of their rights and responsibilities or of the services available or through an inability to express their needs effectively

These aims are achieved through trained volunteers giving free, confidential, impartial and independent advice to the local community. These objectives remain unchanged from previous years

The company is a member of the National Association of Citizens Advice Bureaux and adheres to their policies and principles

Performance, activities and future developments

The company is funded by grants from Tameside Metropolitan Borough Council

The deficit for the year amounted to £29,330 (2006 £34,628 surplus) The deficit has been deducted from the revenue reserves brought forward from last year making a total of £89,907. These reserves are carried forward for the furtherance of the charity's objectives in future years.

The accounts have been prepared on a going concern basis, as the funding for the next financial year has been provisionally agreed. The company plans to continue to expand its services, in part by attracting external sources of funding.

Rosenves

In accordance with Charity Commission recommendations the company tries to maintain reserves sufficient to meet three months running costs. This has been achieved as at 31 March 2007.

Organisation

The charity is administered by its board of directors, who meet regularly to decide policy. New directors are appointed by approval of the board. A District Manager is appointed to oversee the day to day running of the charity. The directors who served during the year were as follows.

G Clarke

M Dale

P Davis-Rice (died May 06)

J Fieldhouse (appointed November 06)

A K C Goodfellow (District Manager)

J Howard

D Lomas

N Mackie

N Morgan

E Rothwell

S Routledge

M Sharples OBE

M Bailey (resigned May 06)

In accordance with the company's articles of association, G Clarke, M Dale, J Fieldhouse, AKC Goodfellow, J Howard and N Morgan retire by rotation and offer themselves for re-election

DIRECTORS' REPORT

31 March 2007

Investment powers

Under the memorandum and articles of association, the charity has the power to invest the income or capital of the charity, which is not immediately required for its purposes, in or upon such investments, securities or properties as the directors see fit

Training and induction

The company operates a formal induction programme for new trustees that is used by Citizens' Advice Bureaux nationally

Statement of directors' responsibilities

Company and Charity law requires the directors to prepare financial statements for each financial year, which gives a true and fair view of the state of the charity's affairs and of the surplus or deficit for that year. In doing so the trustees are required to

- a select suitable accounting policies and apply them consistently,
- b make judgements and estimates that are reasonable and prudent.
- c state whether applicable accounting standards and statements of accounting practice have been followed subject to any departures disclosed and explained in the financial statements, and
- d prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation

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

In accordance with company law, as the company's directors, we certify that so far as we are aware, there is no relevant audit information of which the company's auditors are unaware and as the directors of the company, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information

Risk management

The directors have the above responsibilities, they also need to provide reasonable assurance that

- a the charity is operating efficiently and effectively,
- c proper records are maintained and financial information used within the charity or for publication is reliable, and
- d the charity complies with relevant laws and regulations

The systems of internal controls are designed to provide reasonable assurance against material loss or misstatement. They will include

- a a business plan and annual budgets approved by the directors,
- b regular consideration by the trustees of financial results, variance to budgets, non-financial performance indicators and benchmark reviews,
- c delegation of authority and segregation of duties, and
- d identification and management of risks

DIRECTORS' REPORT

31 March 2007

Auditors

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

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies

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

17 September 2007

By order of the board

hollschoop attenti

A K C Goodfellow Secretary

REPORT OF THE INDEPENDENT AUDITORS TO THE SHAREHOLDERS OF TAMESIDE CITIZENS ADVICE BUREAU LIMITED

We have audited the financial statements of Tameside Citizens Advice Bureau Limited for the year ended 31 March 2007 on pages six to eleven. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the 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 company's members those matters we are required to state to them in an auditors' 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 directors and auditors

As described on page three the company's directors are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards

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 Report of the Directors is not consistent with the financial statements, if the 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 directors' remuneration and transactions with the company is not disclosed.

We read the Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it

Basis of audit opinion

We conducted our audit in accordance with United Kingdom 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 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 of the state of the company's affairs as at 31 March 2007 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985. The information given in the Trustees' Annual Report is consistent with the financial statements.

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

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 March 2007

		General Fund	Designated Funds	Restricted Funds	Total Funds 2007	2006
Not	tes	£	£		£	£
Incoming resources Incoming resources from charitable activities						
Donations and grants Accommodation and service charge Other income Investment income	2	169,268 9,000 2,489 1,695	242,556 - 207 -	37,331 - - -	449,155 9,000 2,696 1,695	459,465 9,000 2,403 2,455
Total incoming resources		182,452	242,763	37,331	462,546	473,323
Resources expended						
Charitable activities	3	122,879	251,296 ———	32,502	406,677	358,549
Governance costs	4	44,765	35,605 ———	4,829	85,199	80,146
Total resources expended		167,644	286,901	37,331	491,876	438,695
Net incoming/(expended) resources before transfers	5	14,808	(44,138)	-	(29,330)	34,628
Gross transfers between funds		672	(672)			-
Net movements in funds		15,480	(44,810)	-	(29,330)	34,628
Fund balances brought forward at 1 April 2006		97,602	21,635		119,237	84,609
Fund balances carried forward at 31 March 2007		113,082	(23,175)		89,907	119,237

The notes on pages 8 - 11 form part of these financial statements

BALANCE SHEET

as at 31 March 2007

		2007	2006
	Notes	££	£
Current assets			
Cash in hand		717	750
Cash at bank Debtors	7 8	158,183 11,226	160,808 8,395
		170,126	169,953
Creditors: amounts falling due within one year	9	80,219	50,716
		<u>89,907</u>	119,237
Reserves	10/11	<u>89,907</u>	119,237

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002) Approved by the board of directors on 17 September 2007 and signed on its behalf

A K C Goodfellow Director

N Mackie Director

The notes on pages 8 - 11 form part of these financial statements

Coodfellor

NOTES TO THE FINANCIAL STATEMENTS

for the year 31 March 2007

1 Accounting policies

Accounting convention

The financial statements are prepared under the historical cost convention and are drawn up in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable accounting standards and the Companies Act 1985. The charity 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. The principal accounting policies adopted in the preparation of the financial statements are as follows.

Going concern

The financial statements have been prepared on a going concern basis, which presumes that the trust will continue to receive financial support. Notification of support for the year ending 31 March 2008 has been provisionally agreed.

Incoming resources

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

Resources expended

Expenditure is accounted for on an accruals basis

Pensions

The company operates a defined benefit pension scheme within the Greater Manchester Pension Fund. The assets of the scheme are held separately from those of the company. Contributions to the Scheme are paid in accordance with the advice and recommendations of independent actuaries and are charged to the statement of financial activities so as to spread the cost of pensions over the employees' working lives with the company.

2 Donations and grants

Donations and grants	2007	2006
Local Authority and Funding	£	£
General purpose	168,349	146,763
Advocacy ChoicE information shop	80,000 44,960	77,538 41,499
SRB	-	4,738
FIF ASP	37,331 4,320	-
Citizens Advice (Bureau Grants Fund) Disabled access upgrade	-	13,136
Other	-	3,750
Legal Services Commission in conjunction with the Local Authority (Tameside Metropolitan Borough Council) Specialist advice services, debt, employment and welfare benefits	113,276	161,817
New Charter Housing Trust and Tame Valley Partnership	-	8,450
Donations	919	1,774
	449,155	459,465

NOTES TO THE FINANCIAL STATEMENTS

3	Charitable activities		
		2007	2006
		£	£
	Wages and salaries (note 6)	390,330	353,895
	Recruitment costs	3,813	
	Capital spending	6,098	794
	Volunteers' travel and training	6,436	3,860
		406,677	358,549
4	Governance costs		
-•		2007	2006
		£	£
	Computer costs	7,977	5,684
	Accountancy	4,262	3,109
	AGM costs	1,346	1,626
	Bank charges	31	-
	Building repairs	2,551	2,244
	Catering and cleaning	2,551	2,762
	Electricity	2,508	2,544
	Gas	2,569	1,563
	Water	1,257	1,575
	Insurance	2,548	3,814
	Legal fees	30	30
	Miscellaneous	474	200
	Postage	3,667	3,224
	Rent	25,820	24,118
	Subscriptions	658	1,606
	Telephone	7,650	7,022
	Language line	1,156	858
	Accommodation	9,000	9,000
	Printing and stationery	8,569	8,083
	Publicity	575	1,084
		<u>85,199</u>	80,146
5	Net incoming resources for the year		
J	Hot mooning room for the jour	2007	2006
		£	£
	Net incoming resources are stated after charging		
	Staff costs (note 6)	390,330	353,895
	Auditor's remuneration	1,480	1,480
	Vitalia a lettiquetation		

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2007

6

Staff costs

•				2007	2006
				£	£
	Directors' remuneration			53,076	47,411
	Salaries			284,915	254,933
	Social security costs			26,555	24,275
	Pension			25,784	27,276
				390,330	353,895
	The average number of employe emoluments greater than £50,000				oyees received
7	Cash at bank			2007	0000
				2007	2006
	D			£	£
	Business premium and Current Acc High interest account	counts		113,878 44,305	117,644 43,164
				158,183	160,808
8	Debtors			2007	2006
				2007 £	2006 £
	VAT			L.	2,420
	Prepayments			11,226	5,975
				11,226	8,395
9	Creditors amounts falling due				
	within one year			2007	2006
	•			£	£
	Accruals			77,118	49,697
	Trade creditors			2,378	1,019
	VAT			723	
				80,219	50,716
10	Analysis of net assets between f	unds			
		ι	Jnrestricted designated		
		General	funds	Total	2006
		£	£	£	£
	Cash in hand	717	-	<i>7</i> 17	750
	Cash at bank	99,557	58,626	158,183	160,808
	Debtors	5,299	5,927	11,226	8,395
	Creditors	(20,528)	(59,691)	(80,219)	(50,716)
					

85,045

4,862

89,907

119,237

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2007

11 Movement of funds

	Į			
	General	funds	Total	2006
	£	£	£	£
Balance at 1 April 2006	97,602	21,635	119,237	84,609
Net incoming resources	15,480	(44,810)	(29,330)	34,628
Balance at 31 March 2007	113,082	(23,175)	89,907	119,327

The designated funds are unrestricted funds earmarked by the charity for the following projects

	2007	2006
	£	£
Advocacy	(8,282)	(698)
Legal Services Commission	(44,130)	672
ChoicE Information Shop	25,738	17,162
Acresfield Outreach	4,499	4,499
	(23,175)	21,635

The general fund relates to the main bureau where volunteers offer advice to the Tameside population on an open-door basis and by appointment. The Advocacy Service provides representation for older people in residential care and nursing homes.

The Legal Services Commission contract offers advice and casework on debt, employment and welfare benefits. In accordance with the Legal Services Commission contract, surplus funds brought forward were transferred to the general fund.

The ChoicE Information Shop provides information for older people and vulnerable adults on residential care and nursing homes available in the area, sheltered accommodation, home care and home support and other sub-threshold services

Acresfield Outreach provides a one day per week open-door generalist advice service primarily for the residents of Harbour Farm estate, Newton, Hyde

The company received a grant of £37,331 from the DTI Financial Inclusion Fund, used to provide face-to-face financial advice. At the year end the balance of this restricted fund was £nil

12 Pensions

The company is a small admitted body in a defined benefit pension scheme administered by Tameside Metropolitan Borough Council on behalf of The Greater Manchester Pension Fund. The assets of the scheme are held separately from those of the company. The company is unable to identify its share of the underlying assets and liabilities. Contributions to the scheme are charged to the profit and loss account to spread the cost of the pensions over the employees' working lives with the company. The contributions are determined by a qualified actuary on the basis of triennial valuations using the projected unit method. The most recent valuation was at 31 March 2004, when the value of the fund's assets represented 85% of the benefits that had accrued to members based on an anticipated excess annual return from equities of 1.5%. Other assumptions used were investment returns of 6.3%, salary increases of 4.6% and pension increases of 3.1% per annum. The rates of contribution for the 3 years following the valuation were set 12.6% of payroll costs. The pension charge for the year was £25,784.

13 Related party transactions

The company relies for most of its funding on Tameside Metropolitan Borough Council and the Legal Services Commission. Their contributions are analysed in note 2 to the accounts.

DETAILED INCOME AND EXPENDITURE ACCOUNT - CAB

		2007	_	2006
Iranina	£	£	£	£
Income.				
Grants - Tameside MBC		168,349		155,213
Grants – Citizens Advice				16,886
Donations		919		1,774
Investment income	1,695		2,455	
Accommodation and service charge	9,000		9,000	
Services sold	2,489		486	
		13,184		11,941
		182,452		185,814
Expenditure				
Ashton-under-Lyne and Central administration				
Staff salanes and NIC	117,484		112,848	
Electricity	1,249		1,064	
Gas	1,543		1,069	
Water	732		1,278	
Catering and cleaning materials	2,383		2,359	
Rent	13,785		12,800	
Repairs	31		1,282	
Volunteers' travel	2,663		2,119 3,601	
Printing and stationery Postage	4,279 1,379		1,080	
Telephone	4,012		3,307	
Insurance	1,935		3,814	
Subscriptions	326		1,510	
Miscellaneous	120		200	
Legal fees	30		30	
AGM costs	1,346		1,626	
Accountancy	3,470		3,109	
Bank charges	31		-	
Computer costs	7,005		5,175	
Language line	1,111		535	
Publicity	-		120	
Capital spending	1,064		-	
Recruitment Travelling and course fees	371 1 295		-	
Travelling and course fees	1,295			
		167,644		158,926 ———
Surplus for the year		14,808		26,888

DETAILED INCOME AND EXPENDITURE ACCOUNT - ADVOCACY

		2007		2006
	£	£	£	£
Grants		80,000		77,538
Staff salaries and NIC	80,119		68,019	
Staff travel	743		910	
Building repairs	483		44	
Printing and stationery	228		590	
Computer costs	23		135	
Postage	179		247	
Telephone	1,484		1,465	
Travelling and course fees	122		275	
Accommodation and service charges	3,000		3,000	
Insurances	220		_	
Electricity	221		330	
Gas	152		98	
Water	37		29	
Catering and cleaning materials	- 		43	
Capital spending	34		794	
Accountancy	261		-	
Miscellaneous	3		-	
Rent	<u> 275</u>			
		87,584		75,979
(Deficit)/Surplus for the year		(7,584)		1,559

DETAILED INCOME AND EXPENDITURE ACCOUNT - LSC

	_	2007	_	2006
	£	£	£	£
Income		440.070		404 047
Grants		113,276		161,817
Other income		207		1,768
		113,483		163,585
Staff salaries and NIC	139,897		149,488	
Repairs	154		131	
Printing and stationery	1,696		1705	
Postage	1,446		1,350	
Electricity	493		564	
Catering and cleaning	41		72	
Insurance	299		_	
Telephone	1,102		1,164	
Travelling and course fees	1,560		556	
Subscriptions	219		96	
Rent	3,600		3600	
Accommodation and service charges	3,000		3000	
Gas	644		396	
Water	123		94	
Computer costs	587		374	
Miscellaneous	42		-	
Language Line	45		323	
Accountancy	444		-	
Recruitment	3,119		-	
Capital spending	102		-	
		158,613		162,913
(Deficit)/Surplus for the year		(45,130)		672

DETAILED INCOME AND EXPENDITURE ACCOUNT - CHOICE

		2007		2006
	£	£	£	£
Income				
Grants		44,960		41,499
Services recharged		-		149
		44,960		41,648
		44,500		41,040
Staff salaries and NIC	21,639		23,540	
Building repairs	91		787	
Printing and stationery	996		2,372	
Postage	282		547	
Catering and cleaning	126		288	
Electricity	460		586	
Water	316		174	
Insurance	25		-	
Publicity	575		964	
Telephone	887		1,086	
Rent	7,500		7,326	
Computer costs	142		-	
Accommodation and service charges	3,000		3,000	
Capital spending	34		-	
Subscriptions	121		-	
Miscellaneous	103		-	
Accountancy	87			
		36,384		40,670
Surplus for the year		8,576		978

DETAILED INCOME AND EXPENDITURE ACCOUNT - ACRESFIELD OUTREACH

	2007			2006	
	£	£	£	£	
Grants.		-		4,738	
Staff salaries and NIC	-		-		
Recruitment costs	-		-		
Printing and stationery	-		(185)		
Postage	-		-		
Repairs	-		-		
Insurance	-		-		
Computer costs	-		-		
Accommodation and service charges	-		-		
Catering and cleaning	-		-		
Rent	-		392		
Publicity	-		-		
	·				
		-		207	
Surplus for the year				4,531	

DETAILED INCOME AND EXPENDITURE ACCOUNT - FIF

	2007		2006	
	£	£	£	£
Grants:		37,331		-
Staff salaries and NIC	28,979		-	
Recruitment costs	248		-	
Printing and stationery	1,286		-	
Postage	339		-	
Repairs	1,738		-	
Electricity	84		-	
Gas	219		-	
Water	47		-	
Insurance	68		-	
Computer costs	220		-	
Rent	605		-	
Capital spending	3,224		-	
Travelling and course fees	51		-	
Subscriptions	(8)		-	
Miscellaneous	95		-	
Telephone	136	_	<u>-</u>	
	- ··	37,331		
Surplus for the year		•		-

DETAILED INCOME AND EXPENDITURE ACCOUNT - ASP

	2007			2006	
	£	£	£	£	
Grants		4,320		-	
Staff salaries and NIC	2,212		-		
Recruitment costs	75		-		
Printing and stationery	84		-		
Postage	42		-		
Repairs	55		-		
Gas	11		-		
Electric	1		-		
Water	2		-		
Telephone	29		-		
Rent	55		-		
Miscellaneous	113		-		
Capital spending	1,641		-		
					
		4,320		-	
Curplus for the year					
Surplus for the year		<u> </u>		-	

TAMESIDE CITIZENS ADVICE BUREAU - TRUSTEE BOARD 2007/2008

PART I INDIVIDUAL MEMBERS

G Clarke

M Dale

J Fieldhouse

J Howard

N. Mackie

E Rothwell

S. Routledge

M Sharples OBE

PART II REPRESENTATIVE MEMBERS

M Ashraf

TREC

D Lomas

Ashton Rotary

PART III BUREAU STAFF MEMBERS

AKC Goodfellow

Tameside CAB

N Morgan

Tameside CAB