

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

FINANCIAL STATEMENTS

for the year ended 31 March 2004

Registered Number: 2302696 (England & Wales)



MOSS & WILLIAMSON

CHARTERED ACCOUNTANTS

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

FINANCIAL STATEMENTS

31 March 2004

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TAMESIDE CITIZENS ADVICE BUREAU LIMITED**COMPANY INFORMATION****31 March 2004****DIRECTORS**

M Dale
A K C Goodfellow
J Howard
D Lomas
N Mackie
N Morgan
E Rothwell
M Sharples OBE
S Routledge
J Sullivan
P Davis – Rice
L Fayers
M Mistry MBE

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 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 BUREAU LIMITED**DIRECTORS' REPORT****31 March 2004**

The directors present their report and the audited financial statements for the year ended 31 March 2004. The directors have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000 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.

Results, activities and future developments

The deficit for the year amounted to **£12,489** (2003: surplus £37,023). The deficit has been deducted from the revenue reserves brought forward from last year making a total of **£90,781**. 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 already been agreed.

Organisation

The charity is administered by its board of directors, who meet regularly to decide policy. 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:

M Dale
P Davis – Rice
A K C Goodfellow
J Howard
D Lomas
N Mackie
M Mistry MBE
N Morgan
E Rothwell
M Sharples OBE
S Routledge
J Sullivan
L Fayers

In accordance with the company's articles of association, M Dale, E Rothwell, P Davis-Rice, AKC Goodfellow and N Morgan retire by rotation and offer themselves for re-election.

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.

TAMESIDE CITIZENS ADVICE BUREAU LIMITED**DIRECTORS' REPORT****31 March 2004****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;
- 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.

Risk management

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

- a. *the charity is operating efficiently and effectively;*
- b. its assets are safeguarded against unauthorised use or disposition;
- c. proper records are maintained and financial information used within the charity or for publication is reliable;
- 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;
- d. identification and management of risks.

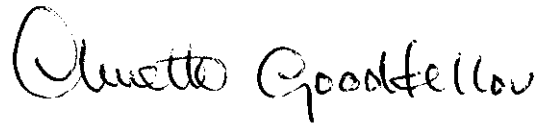
TAMESIDE CITIZENS ADVICE BUREAU LIMITED**DIRECTORS' REPORT****31 March 2004****Auditors**

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

By order of the board



A K C Goodfellow
Secretary

Date: 8 September 2004

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

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 2004 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 2004 and of its deficit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

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

Date 8 September 2004

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 March 2004

	Notes	General Fund £	Designated Funds £	Total Funds 2004 £	2003 £
Incoming resources					
Activities in the furtherance of The charity's objects:					
Donations and grants	2	68,618	359,532	428,150	400,814
Accommodation and service charge		14,650	-	14,650	11,600
Activities for generating funds:					
Other income		-	3,425	3,425	-
Investment income		1,233	-	1,233	1,704
Total incoming resources		84,501	362,957	447,458	414,118
Charitable expenditure					
Direct charitable expenses	3	77,486	290,421	367,907	307,090
Other expenditure:					
Administration and management	4	44,306	37,383	81,689	61,567
Fund raising and publicity	5	4,440	5,911	10,351	8,438
		48,746	43,294	92,040	70,005
Total resources expended		126,232	333,715	459,947	377,095
Net incoming/(expenditure) for the year before transfers		(41,731)	29,242	(12,489)	37,023
Transfers between funds		49,771	(49,771)	-	-
Net incoming resources for the year	6	8,040	(20,529)	(12,489)	37,023
Fund balances brought forward at 1 April 2003		35,301	67,969	103,270	66,247
Fund balances carried forward at 31 March 2004		43,341	47,440	90,781	103,270

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

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

BALANCE SHEET

as at 31 March 2004

	Notes	£	2004	£	£	2003	£
Current assets							
Cash in hand			750			700	
Cash at bank	8		76,758			100,447	
Debtors	9		18,724			4,175	
			<u>96,232</u>			<u>105,322</u>	
Creditors: amounts falling due within one year	10		5,451			2,052	
			<u>90,781</u>			<u>103,270</u>	
Reserves	11/12		<u>90,781</u>			<u>103,270</u>	

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 March 2000). Approved by the board of directors on 8 September 2004 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.

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

NOTES TO THE FINANCIAL STATEMENTS

for the year 31 March 2004

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 2000) issued in October 2000, 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 ended 31 March 2005 has been 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

	2004 £	2003 £
Local Authority Funding		
General purpose	67,740	66,090
Advocacy	72,146	74,528
Residential care information shop*	25,552	22,153
Single regeneration budget	31,602	-
Legal Services Commission in conjunction with the Local Authority (Tameside Metropolitan Borough Council)		
Specialist advice services, debt, employment and welfare benefits	230,232	237,332
Donations		
Specific	-	-
Other	878	711
	<u>428,150</u>	<u>400,814</u>

* including payments from participating care homes.

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2004

3 Direct charitable expenses

	2004	2003
	£	£
Wages and salaries (note 7)	357,451	299,265
Recruitment costs	2,641	985
Capital spending	1,254	1,390
Volunteers' travel and training	6,561	5,450
	<u>367,907</u>	<u>307,090</u>

4 Administration and management

	2004	2003
	£	£
Computer costs	7,635	2,401
Accountancy	1,800	1,600
AGM costs	1,358	1,153
Bank charges	12	(67)
Building repairs	9,016	3,054
Catering and cleaning	2,701	2,388
Electricity	1,755	1,463
Gas	1,046	733
Water	899	779
Insurance	3,825	3,063
Legal fees	301	15
Miscellaneous	253	234
Postage	3,362	2,832
Rent	25,135	23,525
Subscriptions	3,477	2,902
Telephone	6,941	6,492
Equipment repairs	25	-
Language line	148	-
Accommodation	12,000	9,000
	<u>81,689</u>	<u>61,567</u>

5 Fund raising and publicity

	2004	2003
	£	£
Printing and stationery	10,056	8,330
Publicity	295	108
	<u>10,351</u>	<u>8,438</u>

6 Net incoming resources for the year

	2004	2003
	£	£
Net incoming resources are stated after charging:		
Staff costs (note 7)	357,451	299,265
Auditor's remuneration	500	500
	<u>357,951</u>	<u>300,000</u>

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2004

7 Staff costs

	2004	2003
	£	£
Directors' remuneration	44,819	42,805
Salaries	263,367	218,493
Social security costs	23,767	17,937
Pension	25,498	20,030
	<u>357,451</u>	<u>299,265</u>

The average number of employees during the year was 17. None of these employees received emoluments greater than £50,000. There is 1 director accruing pension benefits.

8 Cash at bank

	2004	2003
	£	£
Community account	1,141	1,293
Business premium	34,017	58,023
High interest account	41,600	41,131
	<u>76,758</u>	<u>100,447</u>

9 Debtors

	2004	2003
	£	£
VAT	120	-
Debtors	13,529	2,300
Prepayments	5,075	1,875
	<u>18,724</u>	<u>4,175</u>

10 Creditors: amounts falling due within one year

	2004	2003
	£	£
VAT	-	126
Accruals	2,213	1,774
Trade creditors	3,238	152
	<u>5,451</u>	<u>2,052</u>

11 Analysis of net assets between funds

	General	Unrestricted designated funds	Total	2003
	£	£	£	£
Cash in hand	750	-	750	700
Cash at bank			76,758	100,447
Debtors			18,724	4,175
Creditors			(5,451)	(2,052)
	<u>43,341</u>	<u>47,440</u>	<u>90,781</u>	<u>103,270</u>

All designated funds are held by the charity.

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2004

12 Movement of funds

	General	Unrestricted designated funds	Total	2003
	£	£	£	£
Balance at 1 April 2003	35,301	67,969	103,270	66,247
Net incoming resources	8,040	(20,559)	(12,489)	37,023
Balance at 31 March 2004	<u>43,341</u>	<u>47,440</u>	<u>90,781</u>	<u>103,270</u>

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

	2004	2003
	£	£
Advocacy	11,927	18,124
Legal Services Commission	35,478	49,771
Residential Care Information Shop	67	74
Single Regeneration Budget	(32)	-
	<u>47,440</u>	<u>67,969</u>

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 counselling for debt cases and for welfare benefits. In accordance with the Legal Services Commission contract, surplus funds brought forward were transferred to the general fund.

The Residential Care Information Shop provides information on residential care and nursing homes available in the area.

Single Regeneration Budget – The money management project based at Acresfield, Newton, Hyde is a fixed term project delivering debt and welfare benefit services to the Harbour Farm, Copley and Brushes estates.

13 Pensions

The company operates 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. Contributions to the scheme are charged to the profit and loss account so as 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 2001, at which time the value of the fund's assets represented 105% of the benefits that had accrued to members. The assumptions used were investment returns of 5.25% to 6.5%, salary increases of 4.3% and pension increases of 2.8% per annum. The rates of contribution for the 3 years following the valuation were set at 11.2%, 11.9% and 12.6% of payroll costs. Interim funding reviews were recommended in view of the decline in world stockmarkets and uncertainty about future financial conditions. The pension charge for the year was £25,498.

14 Related party transactions

During the year, the charity paid £1,200 to J Howard, a director of the charity, in respect of accountancy work undertaken.

TAMESIDE CITIZENS ADVICE BUREAU LIMITED
DETAILED INCOME AND EXPENDITURE ACCOUNT - CAB
for the year ended 31 March 2004

	2004		2003	
	£	£	£	£
Income:				
Grants - Tameside MBC		67,740		66,090
Donations		878		711
Investment income	1,233		1,704	
Accommodation and service charge	12,000		9,000	
Services sold	2,650		2,600	
		15,883		13,304
		84,501		80,105
Expenditure:				
Ashton-under-Lyne and Central administration:				
Staff salaries and NIC	74,851		59,947	
Electricity	1,122		939	
Gas	871		560	
Water	597		410	
Catering and cleaning materials	2,444		1,959	
Rent	12,800		12,800	
Repairs	7,636		2,756	
Capital spending	-		695	
Volunteers' travel	2,193		1,566	
Printing and stationery	4,440		4,036	
Postage	1,294		1,015	
Telephone	4,792		2,632	
Travelling and course fees	442		564	
Insurance	2,795		1,984	
Subscriptions	1,122		1,937	
Miscellaneous	253		234	
Legal fees	50		15	
AGM costs	1,358		1,153	
Accountancy	1,800		1,600	
Bank charges	12		(67)	
Computer costs	5,177		1,737	
Language line	148		-	
Recruitment	35		30	
		126,232		98,502
Deficit for the year		(41,731)		(18,397)

TAMESIDE CITIZENS ADVICE BUREAU LIMITED
DETAILED INCOME AND EXPENDITURE ACCOUNT - ADVOCACY

for the year ended 31 March 2004

	2004		2003	
	£	£	£	£
Grants:		72,146		74,528
Staff salaries and NIC	70,397		60,763	
Staff travel	1,405		1,092	
Building repairs	646		98	
Capital spending	-		695	
Printing and stationery	576		365	
Computer costs	485		-	
Postage	169		112	
Telephone	945		1,800	
Travelling and course fees	299		38	
Accommodation and service charges	3,000		3,000	
Insurances	366		339	
Subscriptions	55		55	
		78,343		68,357
Surplus for the year		(6,197)		6,171

TAMESIDE CITIZENS ADVICE BUREAU LIMITED
DETAILED INCOME AND EXPENDITURE ACCOUNT - LSC

for the year ended 31 March 2004

	2004		2003	
	£	£	£	£
Income:				
Grants		230,232		237,332
Other income		3,425		-
		<hr/>		<hr/>
		233,657		237,332
Staff salaries and NIC	177,599		168,330	
Repairs	262		155	
Printing and stationery	3,082		2,951	
Postage	1,376		1,353	
Electricity	360		279	
Catering and cleaning	53		250	
Insurance	644		570	
Telephone	802		1,532	
Travelling and course fees	2,097		2,190	
Subscriptions	2,300		910	
Rent	4,250		4,225	
Recruitment costs	1,465		955	
Accommodation and service charges	3,000		3,000	
Gas	175		173	
Water	26		24	
Computer costs	688		664	
	<hr/>		<hr/>	
		198,179		187,561
		<hr/>		<hr/>
Surplus for the year		35,478		49,771
		<hr/>		<hr/>

TAMESIDE CITIZENS ADVICE BUREAU LIMITED
DETAILED INCOME AND EXPENDITURE ACCOUNT - RCIS

for the year ended 31 March 2004

	2004		2003	
	£	£	£	£
Grants:		25,552		22,153
Staff salaries and NIC	11,872		10,225	
Building repairs	433		45	
Printing and stationery	650		978	
Postage	344		352	
Catering and cleaning	186		179	
Electricity	273		245	
Water	276		345	
Insurance	-		170	
Legal costs	251		-	
Publicity	295		108	
Telephone	402		528	
Rent	7,500		6,500	
Recruitment costs	77		-	
Accommodation and service charges	3,000		3,000	
		<u>25,559</u>		<u>22,675</u>
Deficit for the year		<u><u>(7)</u></u>		<u><u>(522)</u></u>

TAMESIDE CITIZENS ADVICE BUREAU LIMITED
DETAILED INCOME AND EXPENDITURE ACCOUNT - SRB
for the year ended 31 March 2004

	2004		2003	
	£	£	£	£
Grants:		31,602		-
Staff salaries and NIC	22,732		-	
Recruitment costs	1,064		-	
Capital spending	1,254		-	
Printing and stationery	1,308		-	
Postage	179		-	
Repairs	64		-	
Insurance	20		-	
Computer costs	1,285		-	
Course fees	125		-	
Accommodation and service charges	3,000		-	
Catering and cleaning	18		-	
Rent	585		-	
		31,634		-
Deficit for the year		(32)		-

TAMESIDE CITIZENS ADVICE BUREAU - TRUSTEE BOARD 2004/05

PART I INDIVIDUAL MEMBERS

J. Howard
M. Dale
P. Davis-Rice
S. Routledge
N. Mackie
E. Rothwell
M. Sharples OBE

PART II REPRESENTATIVE MEMBERS

D.Lomas	<i>Ashton Rotary</i>
M. Mistry MBE	<i>Tameside Council for Racial Equality</i>
J. Sullivan	<i>Cllr. TMBC</i>
M. Bailey	<i>Cllr. TMBC</i>

PART III BUREAU STAFF MEMBERS

A.K.C. Goodfellow	<i>Tameside CAB</i>
N. Morgan	<i>Tameside CAB</i>