

Company No: 2350030
Charity No: 1113390

CHELMSLEY CITIZENS ADVICE BUREAU
(A Company Limited by guarantee)
REPORT AND FINANCIAL STATEMENTS

31 March 2011

THURSDAY



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COMPANIES HOUSE

COLLINS HART
CHARTERED ACCOUNTANTS
SUTTON COLDFIELD

CHELMSLEY CITIZENS ADVICE BUREAU
(A Company Limited by guarantee)
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CHELMSLEY CITIZENS ADVICE BUREAU
(A Company Limited by guarantee)
Annual Report of the Directors
Reference and Administrative Information
For the year ended 31 March 2011

Directors:	R J Holt C Hodson P McCabe B Hodgetts L A Sorrell D Pinwell K Kneller L W Inniss
Secretary:	K Turner
Company number:	2350030
Charity number:	1113390
Principal Address/Registered Office:	176 Bosworth Drive Chelmsley Wood Birmingham B37 5DZ
Trustee Board Members:	
Officers	Mrs Carol Hodson - Chairperson Mrs Beth Hodgetts - Treasurer
Members Panel:	Cllr A Nash - Solihull MBC Cllr A Harper - Chelmsley Wood Town Council Cllr A Wood - Chelmsley Wood Town Council Cllr D Evans - Solihull MBC Cllr Poulson - Bickenhill Parish Council
Reporting Accountants:	Collins Hart Victoria House 437 Birmingham Road Wylde Green Sutton Coldfield B72 1AX
Bankers	Lloyds TSB Poplar Road Solihull

CHELMSLEY CITIZENS ADVICE BUREAU
(A Company Limited by guarantee)
Annual Report of the Directors

For the year ended 31 March 2011

The trustees present their annual report and the unaudited financial statements for the year ended 31 March 2011.

Structure Governance and Management
Governing Document

The organisation is a charitable company limited by guarantee. The constitution was adopted 3 February 1972 and subsequently amended 13 October 1976, 4 June 1980, 18 November 1981 and 14 January 2006. It was incorporated on 20 February 1989 and re-registered as a charity on 22 March 2006. The charity 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. The memorandum and articles were amended on 11 January 2006. In the event of the company being wound up the members are required to contribute an amount not exceeding £1.

Charitable Objects

The objects are to promote any charitable purpose for the benefit of the community in the North of Solihull and surrounding areas by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

We also follow Citizens Advice aims and principles which are:

The Citizens Advice service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

The service aims:

- To provide the advice people need for the problems they face
- To improve the policies and practices that affect people's lives

Charitable Structure

Chelmsley Citizens Advice Bureau is governed by Directors, who follow the Bureau's Memorandum and Articles of Association. The Directors of the company have responsibility for the daily running of the company. The paid staff are advisory to the panel. The Directors meet monthly.

To ensure that the Bureau is responsive to the local community the Board created a Members Forum, who meet three times per year. The forum directly inputs into the development and the strategic aims of the Bureau. The Members Panel include the Directors of the company, the staff (paid and voluntary), representatives from external organisations, local Parish Councillors, Borough Councillors and local residents.

The day to day management is controlled by a paid full time manager. The manager is supported by the following staff, full time Office Administrator, part time Advice session supervisor, part time Advice session support and part time Guidance tutor. The bureau also has two specialist Caseworkers in the areas of welfare benefits, Housing and money advice. Advice to the general public is given by 33 part time Volunteers.

CHELMSLEY CITIZENS ADVICE BUREAU
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Annual Report of the Directors

For the year ended 31 March 2011

Activities and Achievements

We also have an outreach project where an Adviser visits ten GP practices in North Solihull and one in South Solihull to deliver general advice

We visit Smith's Wood Children's Centre weekly to give advice to parents with children under 5 years of age.

This year we dealt with 13,295 issues of which 5,234 needed further help and 3,381 new people accessed our office

Recruitment and Appointment of the Board of Directors

The directors of the company are also the charity trustees for the purposes of charity law. Under the terms of the articles of association, the maximum number of trustees shall be 9 and the minimum shall be 3 comprised as follows:

- Up to 6 persons elected at the annual general meeting,
- Up to 3 persons nominated by member organisations or co-opted by the Trustee board.

The organisations strives to ensure the diversity of its beneficiaries is reflected within the membership of the board and that directors have the relevant business and practical experience required

Trustee Induction and Training

When a vacancy arises on the Board for a Volunteer to join them an advertisement including a job description will be placed in the local press and on the Chelmsley Citizens Advice Bureau website. When approached by a volunteer the Manager will arrange time for the volunteer to attend the Bureau so that they can ask questions and become familiar with the work the Bureau undertakes. They are given a copy of the business plan, last annual report and a copy of last years accounts

Any interested parties would then complete an application and if short listed would be interviewed by three or more Directors. The next step would be to co-opted on to the Board at the next Board meeting. At the next AGM the members of the Chelmsley Citizens Advice Bureau would be able to vote as to whether they agreed with this appointment. Each Board Member stands for three years before they need to be re-elected

CHELMSLEY CITIZENS ADVICE BUREAU
(A Company Limited by guarantee)
Annual Report of the Directors

For the year ended 31 March 2011

Risk Management

The Management Committee review the risks the charity faces on a regular basis and take appropriate steps to mitigate those risks.

Reserves

The members have a formal reserves policy which maintains reserves at a level to cover such circumstances at least equal to an amount not exceeding three months operating expenditure

Legal Services Contract - The members have a formal agreement to hold funds separately for this project. Monies are paid to the Bureau in advance of the final outcome of the project. Should the bureau not meet with the contracted provisions the Bureau is contractually obliged to repay any outstanding balance back to the Legal Services Commission

Financial Inclusion Fund - The members have a formal agreement to hold funds separately for this project. The Bureau requests the grant for this project six months before it receives payment. Monies are paid in advance for the quarter and any under spend from previous quarter is recouped.

Statement Of Directors Responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to,

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

The Directors have overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. They are also responsible for keeping proper 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 2006. 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.

Change of status

At its year end Chelmsley Citizens Advice Bureau ceased to operate as a separate entity and became part of Citizens Advice Solihull Borough Limited. All of the assets including cash balances, and all liabilities transferred across to the newly formed Citizens Advice Solihull Borough Limited.

The Directors and Members have approved the Trustees' report above

Signature: *C. Atkinson*

Full Name: *CAROLE HODSON*

Position: *CHAIR*

Director/Chairperson of the Members Panel

Date: 04 August 2011

CHELMSLEY CITIZENS ADVICE BUREAU

(A Company Limited by guarantee)

Report of the Accountants

We report on the accounts for the year ended 31 March 2011 set out on pages 6 to 12.

Respective responsibilities of directors and reporting accountants

As described on page 4 the trustees, who are also the directors of Chelmsley Citizens Advice Bureau Limited for the purposes of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the Statement of Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion

- a) The accounts are in agreement with the accounting records kept by the company under the Companies Act 2006.
- b) having regard only to, and on the basis of, the information contained in those accounting records;
- i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in the Act and,
- ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in the Act as modified And did not, at any time within the last year, fall within any of the categories of companies not entitled to exemption specified in the Companies Act 2006.

Victoria House
437 Birmingham Road
Wylde Green
Sutton Coldfield
West Midlands
B72 1AX



Collins Hart
Chartered Accountants

Date: 04 August 2011

CHELMSLEY CITIZENS ADVICE BUREAU
(A Company Limited by guarantee)
Statement of Financial Activities
(Including summary Income and Expenditure Account)
For the year ended 31 March 2011

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2011 £	Unrestricted Funds £	Restricted Funds £	Total 2010 £
Incoming Resources							
Incoming Resources From generated funds							
Voluntary Income	2	55,431	112,650	168,081	61,976	105,767	167,743
Investment Income							
Bank Interest Received		62	-	62	60	-	60
Incoming Resources from charitable activities							
	3	99,783	-	99,783	97,349	-	97,349
Total Incoming Resources		<u>155,276</u>	<u>112,650</u>	<u>267,926</u>	<u>159,385</u>	<u>105,767</u>	<u>265,152</u>
Resources expended							
Charitable Activities							
Water, rates and insurance		662	994	1,656	1,631	685	2,316
Telephone		1,440	1,769	3,209	1,521	1,053	2,574
Heat & light		1,383	1,701	3,084	1,550	986	2,536
Equipment purcs & rpr		4,682	-	4,682	2,913	1,155	4,068
Hire of office equipment		1,479	1,008	2,487	1,395	893	2,288
Computer consumables		584	-	584	284	141	425
Publications & subscriptions		2,572	2,024	4,596	2,781	1,272	4,053
Salaries & wages	4	118,818	107,229	226,047	89,909	86,768	176,677
Travel expenses		2,907	338	3,245	2,337	1,263	3,600
Printing postage stationery		2,710	1,619	4,329	2,724	1,210	3,934
Miscellaneous		4,038	241	4,279	5,313	9	5,322
Depreciation		1,275	-	1,275	1,260	-	1,260
Governance Costs							
Modernisation expenditure		-	-	-	-	8,238	8,238
Accounting		1,400	-	1,400	881	-	881
Total Resources Expended		<u>143,950</u>	<u>116,923</u>	<u>260,873</u>	<u>114,499</u>	<u>103,673</u>	<u>218,172</u>
Net incoming/(outgoing) resources							
		11,326	(4,273)	7,053	44,886	2,094	46,980
Transfers between funds		(2,585)	2,585	-	(1,537)	1,537	-
Balances brought forward		156,301	5,022	161,323	112,952	1,391	114,343
Funds transferred to Citizens Advice Solihull Borough Ltd		(165,042)	(3,334)	(168,376)			
Balances carried forward to 31 March 2011		<u>-</u>	<u>-</u>	<u>-</u>	<u>156,301</u>	<u>5,022</u>	<u>161,323</u>

An analysis of the restricted fund between each fund can be found in note 13 to the accounts
The statement of financial activities includes all gains and losses recognised in the year All amounts derive from continuing activities

CHELMSLEY CITIZENS ADVICE BUREAU
(A Company Limited by guarantee)
Balance sheet

At 31 March 2011

		2011		2010	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	7		986		2,261
Current assets					
Debtors	8	14,512		10,806	
Cash at bank and in hand		159,067		151,769	
		<u>173,579</u>		<u>162,575</u>	
Creditors: amounts falling due within one year	9	<u>174,565</u>		<u>3,513</u>	
Net current assets			(986)		159,062
Total assets less current liabilities			<u>-</u>		<u>161,323</u>
Capital and reserves					
Restricted Funds	10		-		5,022
Unrestricted funds	10				
Designated funds		-		105,000	
General funds		<u>-</u>	<u>-</u>	<u>51,301</u>	<u>156,301</u>
			<u>-</u>		<u>161,323</u>

The directors are satisfied that the company was entitled to exemption under section 477 of the Companies Act 2006 and that no member or members have requested an audit in accordance with section 476

The directors acknowledge their responsibilities for:

- i ensuring that the company keeps accounting records which comply with section 386; and
- ii preparing accounts which give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396, and which otherwise comply with the requirements of this Act relating to accounts so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the board on 04 August 2011.

On behalf of the board

Director



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

CHELMSLEY CITIZENS ADVICE BUREAU
(A Company Limited by guarantee)
Notes to the Financial Statements

As at 31 March 2011

1 Accounting Policies

Basis Of Accounting

The Financial Statements have been prepared under the historical cost convention and are in accordance with the FRSSE (effective April 2008), the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued March 2005 and the Companies Act 2006

True and Fair View

In complying with Accounting by Charities - Statement of Recommended Practice issued by the Charity Commission, the Council considered that the financial statements give a true and fair view and in doing so have placed reliance on section

Incoming Resources

Donations and Grants

Voluntary income including donations and grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when,

- (i) The donor specifies that the grant or donation must only be used in future accounting period; or
- (ii) The donor has imposed conditions which must be met before the charity has unconditional entitlement. Grants for the purchase of fixed assets are recognised in full in the Statement of Financial Activities in the period in which they are receivable and are accounted for as restricted funds

Income from Charitable Activities

Income from charitable activities is recognised as earned.

Bank Interest Receivable

Bank interest receivable is recognised on a receivable basis.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis

Apportionments are based on the estimated amount attributed to an activity, normally based on staff time

Tangible Fixed Assets and Depreciation

Fixed assets for charity use are capitalised at cost. Depreciation is calculated to write off the cost less the estimated residual value, over their expected useful lives as follows

Computer Equipment	25% straight line basis
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Funds

The charity has a number of restricted income funds to account for situations where a donor requires that a donation or grant must be spent on a particular purpose. All other funds are unrestricted income funds

CHELMSLEY CITIZENS ADVICE BUREAU
(A Company Limited by guarantee)
Notes to the Financial Statements (continued)

As at 31 March 2011

2	Voluntary Income	Unrestricted Funds	Restricted Funds	Total 2011	Total 2010
		£	£	£	£
	Donations				
	General	2,401	-	2,401	3,785
	Friends of Chelmsley CAB	2,200	-	2,200	2,000
	Grants				
	Financial inclusion fund	-	37,087	37,087	37,494
	Legal services commission	50,830	-	50,830	56,191
	Volunteer training	-	-	-	5,833
	Modernisation fund grant	-	-	-	8,238
	Childrens centre project	-	8,102	8,102	2,281
	GP advice surgeries	-	36,720	36,720	36,000
	GP advice surgeries - South	-	1,117	1,117	-
	Additional hours	-	13,278	13,278	15,921
	Future job funds	-	16,346	16,346	-
		<u>55,431</u>	<u>112,650</u>	<u>168,081</u>	<u>167,743</u>
		£	£	£	£
3	Incoming Resources from Charitable Activities				
	Solihull MBC	<u>99,783</u>	<u>-</u>	<u>99,783</u>	<u>97,349</u>
		2011	2010		
		£	£		
4	Staff Costs				
	Salaries & wages	210,420	163,593		
	National Insurance	<u>15,627</u>	<u>13,084</u>		
		<u>226,047</u>	<u>176,677</u>		
5	Trustees Remuneration and Related Party Transactions				
	No trustee received any remuneration or expenses during the year (2010-£nil)				
	There were no related party transactions during the year (2010-£nil)				
6	Taxation				
	As a charity , Chelmsley Citizens Advice Bureau is exempt from tax on income falling within S505 of the Taxes Act 1988 to the extent that this is applied to its charitable objects. No tax charge arises in respect of the year ended 31 March 2011 (2010-£nil)				

CHELMSLEY CITIZENS ADVICE BUREAU
(A Company Limited by guarantee)
Notes to the Financial Statements (continued)

As at 31 March 2011

7	Tangible Fixed Assets		Computer Equipment £		
	Cost				
	At 1 April 2010 and 31 March 2011		<u>5,243</u>		
	Depreciation				
	At 1 April 2010		2,982		
	Charge for the year		1,275		
	Eliminated on disposal		<u>-</u>		
	At March 2011		<u>4,257</u>		
	Net Book Value		<u>986</u>		
	At 31 March 2010		<u>2,261</u>		
8	Debtors	2011 £	2010 £		
	Prepayments & accrued income	<u>14,512</u>	<u>10,806</u>		
9	Creditors				
	Citizens Advice Solihull Borough Ltd	162,376	-		
	Other creditors	6,365	-		
	Other taxes and Social Security	4,308	-		
	Accruals & deferred income	<u>1,516</u>	<u>3,513</u>		
		<u>174,565</u>	<u>3,513</u>		
10	Analysis of Net Assets Between Funds	Unrestricted Funds £	Restricted Funds £	Total 2011 £	Total 2010 £
	Fixed assets	986	-	986	2,261
	Current assets	170,245	3,334	173,579	162,575
	Creditors: Amount falling due within one year	<u>(171,231)</u>	<u>(3,334)</u>	<u>(174,565)</u>	<u>(3,513)</u>
	Total net assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>161,323</u>

CHELMSLEY CITIZENS ADVICE BUREAU
(A Company Limited by guarantee)
Notes to the Financial Statements (continued)

As at 31 March 2011

11 Capital Commitments and Contingent Liabilities

There were no material capital commitments or contingent liabilities at the balance sheet date

12 Share Capital and Status

The Company was incorporated on 20 February 1989 as a company limited by guarantee and not having a share capital. The liability of each member in the event of winding up is limited to £1.

13 Income and Expenditure account by restricted fund

See detailed schedule on page 12

CHELMSLEY CITIZENS ADVICE BUREAU LIMITED
(A Company Limited by guarantee)
Notes to the financial statements (continued)

As at 31 March 2011

Income and Expenditure account by restricted fund

	FIF	Volunteer Training	Future Jobs	Children's Centre Project	Additional Hours	GP Advice Surgeries	GP Advice Surgeries South	Total
	£	£	£	£	£	£	£	£
Restricted Funds at 1 April 2010	-	87	-	64	4,871	-	-	5,022
Grants Received	37,087	-	16,346	8,102	13,278	36,720	1,117	112,650
	<u>37,087</u>	<u>87</u>	<u>16,346</u>	<u>8,166</u>	<u>18,149</u>	<u>36,720</u>	<u>1,117</u>	<u>117,672</u>
Expenditure								
Water rates and insurance	332	-	-	-	331	331	-	994
Telephone	552	-	-	90	505	622	-	1,769
Heat & Light	595	-	-	-	511	595	-	1,701
Equipment purchases & repairs	-	-	-	-	-	-	-	-
Hire of Office Equipment	726	-	-	-	141	141	-	1,008
Computer Consumables	-	-	-	-	-	-	-	-
Publications and Subscriptions	675	-	-	-	675	674	-	2,024
Salaries and Wages	34,023	-	14,701	8,369	14,759	34,686	691	107,229
Travel Expenses	26	-	-	10	-	293	9	338
Printing postages and stationery	1,416	-	-	-	-	201	2	1,619
Micellaneous	81	-	-	40	-	80	40	241
	<u>38,426</u>	<u>-</u>	<u>14,701</u>	<u>8,509</u>	<u>16,922</u>	<u>37,623</u>	<u>742</u>	<u>116,923</u>
Transfer between funds	(1,339)	-	-	(343)	-	(903)	-	(2,585)
	<u>37,087</u>	<u>-</u>	<u>14,701</u>	<u>8,166</u>	<u>16,922</u>	<u>36,720</u>	<u>742</u>	<u>114,338</u>
Funds transferred to Citizens Advice Solihull Borough Ltd	(37,087)	-	(14,701)	(8,166)	(16,922)	(36,720)	(742)	(114,338)
Restricted funds	-	87	1,645	-	1,227	-	375	3,334
Funds transferred to Citizens Advice Solihull Borough Ltd	-	(87)	(1,645)	-	(1,227)	-	(375)	(3,334)