

THE RCJ CITIZENS ADVICE BUREAU

ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2006

Company Number: 3110908

Charity Number: 1050358



THE RCJ CITIZENS ADVICE BUREAU

REPORTS AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2006

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THE RCJ CITIZENS ADVICE BUREAU

REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31ST MARCH 2006

The Management Committee present their report and audited financial statements for the year ended 31 March 2006.

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name: The RCJ Citizens Advice Bureau

Charity Number: 1050358

Company Number: 3110908

Registered Office: 10 Upper Bank Street
London
E14 5JJ

Operational Address: Royal Courts of Justice
Strand
London
WC2A 2LL

The Management Committee ("The Committee")

The members of the Committee, who have the legal status of company directors, and who served during the year were:

Committeeperson's Name	Resigned	Appointed
The Rt Hon Lord Justice Mummery (Chairperson)		29/01/2004
John Hine		24/01/2001
Graham Huntley		08/04/1998
Joy Julien	31/03/2005	
Robin Knowles QC		01/11/1999
David Mackie QC		08/04/1998
Kevin Perry		08/04/1998
Robert Nightingale		08/05/2000
Jonathan Rushworth		08/05/2000
Michael Smyth		24/01/2001
Peter Williamson	09/05/2006	
Louise Coubrough		29/01/2004
Mona Vaswani		29/01/2004
Nicholas Atkins		21/10/2003
Florence Campbell		09/03/2005
Alan Carpenter		05/05/2004
Vicki Chapman		05/05/2004
Kathryn Ludlow		05/05/2004

Secretary

Clifford Chance Secretaries Limited, 10 Upper Bank Street, London E14 5JJ

THE RCJ CITIZENS ADVICE BUREAU

REPORT OF THE MANAGEMENT COMMITTEE **FOR THE YEAR ENDED 31ST MARCH 2006 - continued**

Senior Management Team

J Banks	Bureau Director
A Okeniyi	Deputy Director/Service Manager
C Kane	Operations Manager

Auditors

Tenon Audit Limited, 66 Chiltern Street, London W1U 4JT

Bankers

C Hoare & Co Limited, 37 Fleet Street, London EC4P 4DQ

Solicitors

Clifford Chance, 10 Upper Bank Street, London E14 5JJ

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The RCJ Citizens Advice Bureau ("The Bureau") was incorporated on 6th October 1995 and commenced trading on 7th November 1995. The company is limited by guarantee and does not have a share capital. The company 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.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee.

Under the requirements of the Memorandum and Articles of Association at each Annual General Meeting one third of the Elected Committeepersons shall retire from office and shall be so eligible for re-appointment or re-election. The Elected Committeepersons to retire shall be those who have been longest in office since their last election. All Staff and Co-opted Committeepersons shall retire at each Annual General Meeting and shall be eligible for reappointment.

Committeepersons are recruited through the Bureau's networks, to ensure representation from all key stakeholders. This includes promoting the role within Law Firms involved in the Bureau's work, as well as other advice-providing organisations. Potential Committeepersons meet with existing Committeepersons and the Bureau Director to discuss the role and to clarify responsibilities and expectations.

THE RCJ CITIZENS ADVICE BUREAU

REPORT OF THE MANAGEMENT COMMITTEE **FOR THE YEAR ENDED 31ST MARCH 2006 - continued**

To ensure the skills set of Committeepersons remains appropriate for the Bureau's work, an annual skills audit is held to identify the skills of existing Committeepersons, and identify any skill or experience gaps, which then forms the recruitment strategy for new Committeepersons.

Committeeperson Induction and Training

Prior to taking on the role, potential Committeepersons attend Management Committee meetings as part of their induction to the role. As the Bureau is a member of Citizens Advice, new Committeepersons are able to access formal training and support from Citizens Advice throughout their time on the Management Committee.

Risk Management

The Committee has assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate our exposure to the major risks.

A detailed complaints procedure is in place and clients are advised of this when their case is taken on. A full complaints report is presented to the Trustees on a quarterly basis.

Health and Safety is within the remit of the Operations Manager and a full Health and Safety assessment, encompassing all aspects of the service, will go to the Employment and Finance Sub Committee on a regular basis.

Organisational Structure

The Committee meets quarterly and is responsible for the strategic direction and policy of the charity. At present the Committee has 16 members from a variety of professional backgrounds relevant to the work of the charity.

A scheme of delegation is in place and day to day responsibility for the provision of the Bureau services rests with the Bureau Director, client services and delivery is the responsibility of the Deputy Director and Finance, Personnel and ITC is managed by the Operations Manager

Related Parties

No transactions occurred between the RCJ Citizens Advice Bureau and the Trustees.

OBJECTIVES AND ACTIVITIES

The object of the Bureau is to promote any charitable purpose for the benefit of persons having business in the Royal Courts of Justice or having business or residing in the neighbourhood thereof or who are visitors to the said courts or to the said neighbourhood, by the advancement of education, the protection of health and the relief of poverty, sickness and distress.

THE RCJ CITIZENS ADVICE BUREAU

REPORT OF THE MANAGEMENT COMMITTEE **FOR THE YEAR ENDED 31ST MARCH 2006 - continued**

The principal activities of the Bureau are:

- Legal advice to litigants in person funded by the Legal Services Commission.
- Advice and support to victims of miscarriages of justice funded by the Home Office.
- Specialist bankruptcy advice part funded by the Law Society Charity, EDF Energy Trust and The Tudor Trust.
- Debt advice funded by the Legal Services Commission.
- Volunteer recruitment, training and support funded by the Big Lottery Fund.
- Generalist advice on all areas of social welfare law, supported by funding from Citizens Advice.

ACHIEVEMENTS AND PERFORMANCE

2005/2006 has been a period of growth and development of the Bureau's services to clients, with key achievements including:

The success of the Bureau's Miscarriages of Justice Support Service in gaining a new 3-year contract with the Home Office to build on the strong track record of advice and support for victims of miscarriages of justice from across England and Wales. New developments during the year included a reception for all clients to share their experiences with each other and professionals from the health, legal, advice, media, voluntary and statutory sectors;

The development and launch of a specialist Bankruptcy Advice Service (thanks to funding from Tudor Trust, EDF Energy and the Law Society), tackling issues related to the rise in personal insolvency by providing focussed advice and support to people from across Greater London going through the Bankruptcy Court at the Royal Courts of Justice;

In addition to our new Bankruptcy Advice Service, the demand for our Debt Advice specialist has continued to grow. Cases handled by the Bureau's specialist adviser during the course of 2005/2006 involved high levels of personal debt, with clients advised and supported by the Bureau having average individual debt levels of over £55,000, often involving multiple and complex financial arrangements;

The growth of our team of trained volunteer advisers, giving advice to clients on issues as diverse as welfare benefits, housing and employment – ensuring that people with business in the High Courts have access to an holistic service meeting the full range of their advice needs;

Campaigns highlighting key social policy issues across the diverse range of clients using the Bureau's services during the year. This has included work on the issues facing people petitioned for bankruptcy for Council Tax arrears, and the impact of proposed changes to the compensation scheme for victims of miscarriages of justice – both campaigns that have been taken up at a national level.

THE RCJ CITIZENS ADVICE BUREAU

REPORT OF THE MANAGEMENT COMMITTEE **FOR THE YEAR ENDED 31ST MARCH 2006 - continued**

Further expansion of our legal advice activities, with over 5,000 advice sessions run for litigants in person (and potential litigants) at the Royal Courts of Justice. Our legal advice work at the Principal Registry of the Family Division has also been enhanced during the year, with a new partnership with national pro bono charity Law Works expanding the number of volunteer solicitors giving advice from our offices, meeting the advice needs of 750 family clients during the year.

FINANCIAL REVIEW

Principal Funding Sources

Legal Services Commission
Home Office
Big Lottery Fund
Citizens Advice
Law Society Charity
EDF Energy Trust
The Tudor Trust

We would like to thank all the above funders and individual donors for their financial support during 2005-2006:

The activities funded by these sources are detailed in the Objective and Activities section above.

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are few funds for long term investment. Having considered the options available, the Management Committee has decided to invest any funds which will not be required immediately in a fixed deposit account for terms no longer than one month. The Management Committee has now decided to move their investment funds into a fund set up for Charities (through CCLA Investment Management Limited COIF Charities Deposit Fund which provides an improved return of 4.5% in a secure environment.

Reserves Policy

The Committee has reviewed the reserves of the charity. The review encompassed a comparison of the nature and certainty of the levels of income and expenditure streams and the consideration of the level of free reserves that were required to provide a buffer for unforeseen falls in income. The Committee have agreed that free reserves should equate to a level of approximately three months normal expenditure to ensure that the charity can efficiently maintain its services.

THE RCJ CITIZENS ADVICE BUREAU

REPORT OF THE MANAGEMENT COMMITTEE **FOR THE YEAR ENDED 31ST MARCH 2006 - continued**

PLANS FOR FUTURE PERIODS

The Bureau has an ambitious Business Plan for 2006/2007, set following consultation with staff, volunteers and Trustees, and discussions with external stakeholders. This plan is based on an impact-measurement approach, with clear outcomes identified from the Bureau's activities and measurements of success defined.

The key outcomes the Bureau will be working towards in 2006/2007 are:

- Increased knowledge and skills of all our people
- Increased access to referral services
- Increased access to Bureau services
- Increased knowledge and confidence of clients
- Increased awareness of, and support for, the Bureau's work
- Increased access to effective IT systems
- Increased diversity of involvement in governance.

To achieve these outcomes, the following activities are planned for the year:

- Development and implementation of forward-looking volunteering strategy, to increase the number and diversity of volunteers involved in all areas of the Bureau's work
- Strengthening partnership working with key agencies, including the Personal Support Unit, Bar Pro Bono Unit and Law Works
- Introduction of an appointments system for legal advice to increase the numbers of clients supported by the Bureau
- Expansion of the Bureau's Bankruptcy Advice Service through increasing staff capacity on this area of work
- Delivery of training on areas of Bureau expertise to external agencies
- Enhancement of services to ensure they meet the needs of clients with disabilities, or for whom English is not a first language
- Proactive recruitment strategy for new Trustees to increase diversity of the Board and address any needs identified from the skills audit
- Development and launch of a Bureau website to increase access to information about Bureau services for potential clients.

RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

Company law requires the Committee to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Bureau as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year.

THE RCJ CITIZENS ADVICE BUREAU

REPORT OF THE MANAGEMENT COMMITTEE **FOR THE YEAR ENDED 31ST MARCH 2006 - continued**

In preparing those financial statements, the Committee should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Bureau and to enable them to ensure that the financial statements comply with the Companies Act 1985. It is also responsible for safeguarding the assets of the Bureau and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Management Committee

Members of the Management Committee, who are directors for the purposes of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2.

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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting for Charities (issued 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 on 4th October 2006 and signed on its behalf by:

..... J-Rushworth
J Rushworth (Committeeperson)

Dated 11th October 2006

INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF THE RCJ CITIZENS ADVICE BUREAU

We have audited the financial statements for the year ended 31 March 2006 set out on pages 11 to 23 which have been prepared under the historical cost convention and on the basis of the accounting policies set out on page 13.

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 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 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 the Committee persons and Auditors

As described in the Report of the Management Committee, the Committee persons, who are the company's directors for the purposes of company law, are responsible for the preparation of financial statements in accordance with the 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 Report of the Management Committee 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 other information contained in the Report of the Management Committee, 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.

Basis of 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 Committee persons 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 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.

THE RCJ CITIZENS ADVICE BUREAU

INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF THE RCJ CITIZENS ADVICE BUREAU - continued

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of affairs of the Bureau as at 31st March 2006 and of the incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Report of the Management Committee is consistent with the financial statements.

66 Chiltern Street
London
W1U 4JT

13 October 2006

Tenon Audit Limited

Tenon Audit Limited
Registered Auditor

THE RCJ CITIZENS ADVICE BUREAU

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2006


		Unrestricted Funds	Restricted Funds	Total 2006	Total 2005
		£	£	£	£
	Notes				
Incoming Resources					
Incoming resources from charitable activities	4	32,253	446,185	478,438	546,065
Voluntary income	2	26,614	-	26,614	96,259
Investment income	3	6,154	-	6,154	3,809
Other income		610	-	610	771
Total incoming resources		65,631	446,185	511,816	646,904
<u>Resources Expended</u>					
Costs of generating voluntary income	5	32,182	-	32,182	27,558
Charitable activities	5	38,083	466,106	504,189	431,737
Governance costs	5	3,584	-	3,584	3,633
Total resources expended		73,849	466,106	539,955	462,928
<u>Net (outgoing)/incoming resources for the year</u>		(8,218)	(19,921)	(28,139)	183,976
Fund balances brought forward		137,266	110,068	247,334	63,358
<u>Fund balances carried forward</u>		129,048	90,147	219,195	247,334
		=====	=====	=====	=====

THE RCJ CITIZENS ADVICE BUREAU

BALANCE SHEET AS AT 31ST MARCH 2006

		Unrestricted Funds	Restricted Funds	Total 2006	Total 2005
		£	£	£	£
	Notes				
FIXED ASSETS					
Tangible assets	10	<u>3,316</u>	<u>24,684</u>	<u>28,000</u>	<u>31,276</u>
CURRENT ASSETS					
Debtors					
Amounts due within one year	11	4,736	-	4,736	1,690
Cash at bank and in hand	12	126,085	78,250	204,335	244,425
TOTAL CURRENT ASSETS		<u>130,821</u>	<u>78,250</u>	<u>209,071</u>	<u>246,115</u>
LESS: CURRENT LIABILITIES					
Amounts falling due within one year:					
Creditors	13	<u>5,089</u>	<u>12,787</u>	<u>17,876</u>	<u>30,057</u>
NET ASSETS		<u>129,048</u> =====	<u>90,147</u> =====	<u>219,195</u> =====	<u>247,334</u> =====
REPRESENTED BY:					
Reserves	14	<u>129,048</u> =====	<u>90,147</u> =====	<u>219,195</u> =====	<u>£247,334</u> =====

The financial statements were approved by the Committee and signed on their behalf by:



 J Rushworth (Committee Person)

Dated ... 11th Oct 2006

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2006

1 Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

1.1 Basis of accounting

The financial statements have been prepared under the historical cost convention, in accordance with the Companies Act 1985, in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) issued March 2005 and applicable Accounting Standards.

All income and expenditure is accounted for on a receivable and payable basis.

Grants for specific purposes are accounted for as restricted funds.

1.2 Fund accounting

- Unrestricted funds are available for use at the discretion of the Committee and in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions of their expenditure imposed by the donor or through the terms of an appeal.

1.3 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 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 grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2006 – continued

1.4 Resources expended

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

- Costs of generating funds comprises the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both the costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in note 5.

1.5 Taxation

The Bureau is an exempt charity within the meaning of Section 506(1) of the Income and Corporation Taxes Act 1988. Accordingly, the Bureau is potentially exempt from taxation in respect of income or capital gains received within categories covered by Section 256 of the Taxation of Chargeable Gains Act, 1992 to the extent that such income or gains are applied to exclusively charitable purposes. The Bureau receives no similar exemption in respect of Value Added Tax.

1.6 Cash Flow Statement

No cash flow statement has been prepared, as the Bureau has taken advantage of the exemptions conferred by Financial Reporting Standard 1 for small companies.

1.7 Tangible Fixed Assets

Major expenditure on tangible fixed assets is capitalised. The cost of other items is written off as incurred.

Depreciation is calculated to write off the cost of tangible fixed assets over their useful lives. The rate used for equipment is 25% of net book value.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2006 - continued

1.8 Pensions

The company participates in a defined benefit pension scheme where its contributions are affected by any surplus or deficit in the scheme but it is unable to identify its share of the underlying assets and liabilities in the scheme on a consistent and reliable basis. In accordance with FRS 17, the company has therefore treated its pension contributions to the scheme as if they were paid to a defined contribution scheme.

2. Voluntary income

	Unrestricted	Restricted	2006 Total	2005 Total
	£	£	£	£
Donations received				
Clyde & Co	10,000	-	10,000	-
Allen & Overy	1,000	-	1,000	-
London Legal Walk	14,523	-	14,523	-
Other donations & gift aid	1,091	-	1,091	96,259
	<hr/>	<hr/>	<hr/>	<hr/>
	26,614	-	26,614	96,259
	<hr/>	<hr/>	<hr/>	<hr/>

3. Investment income

	Unrestricted	Restricted	2006 Total	2005 Total
	£	£	£	£
Bank interest received	6,154	-	6,154	3,809
	<hr/>	<hr/>	<hr/>	<hr/>

4. Incoming resources from activities to further the charity's objects

	Unrestricted	Restricted	2006 Total	2005 Total
	£	£	£	£
Grants received				
CitA	29,733	-	29,733	29,008
Royal Courts of Justice Charitable Trust	2,520	-	2,520	76,663
Home Office	-	100,973	100,973	97,000
Legal Services Commission	-	283,279	283,279	283,279
Big Lottery Fund	-	41,266	41,266	23,782
Tudor Trust	-	10,667	10,667	21,333
EDF Energy Trust	-	5,000	5,000	5,000
Law Society Charity	-	5,000	5,000	10,000
	<hr/>	<hr/>	<hr/>	<hr/>
	32,253	446,185	478,438	546,065
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THE RCJ CITIZENS ADVICE BUREAU

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2006 - continued

5. Total resources expended

	Voluntary income	RCJ Trust	Miscarriage of Justice	Big Lottery	Bankruptcy Project	Legal Services Commission	CitA	Governance	Total 2006	Total 2005
Basis of allocation:										
Staff apportionment	6%	0.2%	23.5%	9.4%	5%	49%	6.9%			
Costs directly allocated to activities										
Staff costs	25,649	855	100,461	40,184	21,374	209,469	29,498	-	427,490	377,276
Pension costs	860	29	3,369	1,348	717	7,024	989	-	14,336	-
Recruitment	289	10	1,131	452	241	2,356	332	-	4,811	8,043
Volunteers' travel	797	27	3,121	1,248	664	6,507	916	-	13,280	7,051
Stationery	480	15	1,879	752	400	3,918	552	-	7,996	5,805
Training	632	21	2,474	990	526	5,159	726	-	10,528	4,935
Postage	32	1	125	50	27	262	37	-	534	1,343
Support costs allocated to activities										
Insurance	230	8	902	361	192	1,881	265	-	3,839	5,151
IT equipment	460	15	1,802	721	383	3,756	529	-	7,666	-
IT consultancy	1,269	42	4,970	1,988	1,059	10,364	1,459	-	21,151	7,098
Miscellaneous	322	11	1,262	504	268	2,631	370	-	5,368	3,146
Telephone	75	3	294	118	63	614	86	-	1,253	1,473
Exceptional items	-	-	-	-	-	-	-	-	-	7,821
Reference materials	68	2	265	106	56	553	78	-	1,128	254
Opera costs	-	-	-	-	-	-	-	-	-	19,473
Photocopying	82	3	323	129	69	673	95	-	1,374	-
Fund raising costs	26	-	104	41	22	217	30	-	440	-
Marketing and PR	77	3	300	120	63	626	88	-	1,277	-
Staff related costs	146	5	573	229	122	1,194	168	-	2,437	-
Professional fees	17	1	67	27	13	140	20	-	285	-
Accountants fees	93	3	363	146	78	759	108	-	1,550	-
Audit fees	-	-	-	-	-	-	-	3,584	3,584	3,633
Property costs	18	-	69	28	15	144	20	-	294	-
Depreciation of fixed assets	560	19	2,193	877	467	4,574	644	-	9,334	10,425
	<u>32,182</u>	<u>1,073</u>	<u>126,047</u>	<u>50,419</u>	<u>26,819</u>	<u>262,821</u>	<u>37,010</u>	<u>3,584</u>	<u>539,955</u>	<u>462,928</u>

6. Net incoming resources for the year

This is stated after charging:

	2006 £	2005 £
Auditors remuneration	3,584	3,633

THE RCJ CITIZENS ADVICE BUREAU

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES**FOR THE YEAR ENDED 31ST MARCH 2006 - continued****7. Staff costs and numbers**

Staff costs were as follows:

	2006 £	2005 £
Salaries and wages	427,490	377,276
Pension costs	14,336	14,327
	<hr/>	<hr/>
	441,826	391,603
	<hr/>	<hr/>

No employee received more than £60,000.

The average number of employees during the year, calculated on the basis of full time equivalents was as follows:

	2006 Number	2005 Number
Projects and activities	8	7
Office and management	5	5
Part time	2	1
	<hr/>	<hr/>
	15	13
	<hr/>	<hr/>

The charity participates in the Citizens Advice Pension and Assurance Plan (1991), which is a defined benefit arrangement. See note 17 for further details regarding this scheme. The charity also administers contributions to a stakeholder pension scheme for 2 staff.

8. Management Committee remuneration and related party transactions

No Committee person is or has been entitled to any fee or salary, except Joy Julien in her capacity as employee of the Bureau. A total remuneration of £3,037 (2005 - £38,963) and personal pension contribution £Nil (2005 - £2,770) was paid to her during the year. Joy Julien resigned as a Trustee on 31 March 2005 and left the charity on 30 April 2005.

THE RCJ CITIZENS ADVICE BUREAU

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES**FOR THE YEAR ENDED 31ST MARCH 2006 - continued****9. Taxation**

As a charity, the Project is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s.256 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.

10. Tangible Fixed Assets

	Office Equipment £	Computer Equipment £	Total £
Cost			
At 1 April 2005	29,109	70,669	99,778
Additions	-	6,058	6,058
	<hr/>	<hr/>	<hr/>
At 31 March 2006	29,109	76,727	105,836
	=====	=====	=====
Depreciation			
At 1 April 2005	24,687	43,815	68,502
Charge for year	1,106	8,228	9,334
	<hr/>	<hr/>	<hr/>
At 31 March 2006	25,793	52,043	77,836
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 March 2006	£3,316	£24,684	£28,000
	=====	=====	=====
At 31 March 2005	£4,422	£26,854	£31,276
	=====	=====	=====

THE RCJ CITIZENS ADVICE BUREAU

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2006 - continued

11 Debtors

	2006	2005
	£	£
<i>Amounts falling due within one year</i>		
Other debtors	200	-
Prepayments	4,536	1,690
	<hr/>	<hr/>
	£4,736	£1,690
	=====	=====

12 Cash At Bank And In Hand

	2006	2005
	£	£
C Hoare & Co Limited	204,056	244,247
Petty Cash	279	178
	<hr/>	<hr/>
	£204,335	£244,425
	=====	=====

13 Creditors

	2006	2005
	£	£
Trade Creditors	733	5,821
Accruals and deferred Income	16,287	24,236
VAT	856	-
	<hr/>	<hr/>
	£17,876	£30,057
	=====	=====

THE RCJ CITIZENS ADVICE BUREAU

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2006 - continued

14. Movements in funds

	At 1 April 2005	Incoming Resources	Outgoing Resources	At 31 March 2006
Restricted funds:				
Miscarriage of Justice	-	100,973	126,047	(25,074)
Big Lottery	-	41,266	50,419	(9,153)
Bankruptcy Project	-	20,667	26,819	(6,152)
Legal Services Commission	110,068	283,279	262,821	130,526
Total restricted funds	110,068	446,185	466,106	90,147
Unrestricted funds:				
CitA	-	29,733	37,010	(7,227)
Royal Courts of Justice	-	2,520	1,073	1,447
Charitable Trust	137,266	33,378	35,766	134,878
Total unrestricted funds	137,266	65,631	73,849	129,048
Total funds	247,334	511,816	539,955	219,195

Purposes of Restricted Funds:

Miscarriage of Justice	Support and advice to victims of miscarriages of justice whose cases are referred to the Court of Appeal by the Criminal Cases Review Commission.
Big Lottery	Provision of a Volunteer Coordinator to recruit and train volunteers to provide additional advice in social welfare law.
Bankruptcy Project	Specialist advice on statutory rights and responsibilities in relation to bankruptcy, negotiating with third parties and drafting documents.
Legal Services Commission	Provision of a mixture of traditional Citizens Advice work (e.g. generalist advice) and pro bono legal assistance to litigants in person in cases in the High Court, the Principal Registry of the Family Division and the Court of Appeal.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2006 - continued

15. Accommodation

The Bureau leases two properties rent free from the Royal Courts of Justice Services. Since this accommodation would not be available on the open market, it is not possible to quantify this benefit. In addition the telephone costs are provided by the Court Services.

16. Control

The Charity has no individual who can exercise ultimate control.

17. Pension Commitments

The RCJ Citizens Advice Bureau participates in the Citizens Advice Pension and Insurance Plan (1991) which is a defined benefit arrangement. The pension charge for the year for the employees who are members of the scheme is £14,336 (2005 - £11,114). At the balance sheet date, pension contributions of £Nil (2005 - £1,306) had not been paid over to the trustees.

The last full actuarial valuation of this scheme was carried out by a qualified independent actuary as at 1 April 2004. This has been updated on an approximate basis to 31 March 2006.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES**FOR THE YEAR ENDED 31ST MARCH 2006 – continued****Financial Reporting Standard 17 (FRS 17) – Retirement Benefits**

The company participates in a defined benefit pension scheme where its contributions are affected by any surplus or deficit in the scheme but it is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reliable basis. In accordance with FRS 17, the company has therefore treated its pension contributions to the scheme as if they were paid to a defined contribution scheme.

The defined benefit pension scheme was valued at 1 April 2004 by a qualified independent actuary in accordance with FRS 17. The valuation showed that the scheme had a deficit of £19,370,000.

Assumptions

The assets of the scheme have been taken at market value and the liabilities have been calculated using the following principal actuarial assumptions:

	As at 31/03/2006	As at 31/03/2005	As at 31/03/2004
Inflation	2.70% p.a.	2.60% p.a.	2.50% p.a.
Salary increases	3.70% p.a.	3.60% p.a.	3.50% p.a.
Rate of discount	5.01% p.a.	5.44% p.a.	5.60% p.a.
Pensions in payment increases	2.70% p.a.	2.60% p.a.	2.50% p.a.
Revaluation rate for deferred pensioners	2.70% p.a.	2.60% p.a.	2.50% p.a.

Illustrative balance sheet figures

	As at 31/03/2006	As at 31/03/2005	As at 31/03/2004
Assets	£57,802,000	£46,233,000	£37,369,000
Liabilities	£77,172,000	£63,255,000	£51,781,000
Deficit	£19,370,000	£17,022,000	£14,412,000

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2006 - continued

Assets

	As at 31/03/2006	As at 31/03/2005	As at 31/03/2004
Equities	£43,053,000	£33,722,000	£28,269,000
Bonds	£ 12,812,000	£ 9,654,000	£ 8,087,000
Property	-	-	-
Cash	£ 1,937,000	£ 2,857,000	£ 1,013,000

Expected long term rate of return

	As at 31/03/2006	As at 31/03/2005	As at 31/03/2004
Equities	6.26%	6.69%	6.85%
Bonds	5.01%	5.44%	5.60%
Property	6.01%	6.44%	6.60%
Cash	4.50%	4.75%	4.00%

18 INTANGIBLE INCOME

Throughout the year the charity has received professional advice, services, time and accommodation from various individuals and companies. The value of this cannot be quantified. However, the Committee persons would like to thank everyone who has volunteered their time, professional knowledge or any other service for this valuable contribution without which the charity could not exist.