

THE RCJ CITIZENS ADVICE BUREAU

FINANCIAL STATEMENTS

For the year ended 31st March 2007



Company Registration Number : 3110908

Registered Charity Number : 1050358

THE RCJ CITIZENS ADVICE BUREAU

FINANCIAL STATEMENTS

For the year ended 31st March 2007

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THE RCJ CITIZENS ADVICE BUREAU

COMPANY INFORMATION

For the year ended 31st March 2007

NUMBER

3110908

CHARITY NUMBER

1050358

CHAIR

The Rt Hon Lord Justice Mummery

DIRECTORS

Nicholas Mark Atkins

Florence Brocklesby

Alan George Carpenter

Vicki Chapman

Louise Mary Coubrough

John Hine

Graham Paul Kingsby Huntley

Robin Knowles CBE QC

Kathryn Elizabeth Ludlow

His Honour Judge David Mackie CBE QC

The Rt Hon Lord Justice Mummery

Robert Nightingale MBE

Kevin John Perry

Jonathan Edwin Fletcher Rushworth

Marlene Ryder

Ali Sallaway

Michael Thomas Smyth

Peter Williamson

Mona Bina Ann Mary Vaswani

TREASURER

Nicholas Mark Atkins

COMPANY SECRETARY

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

REGISTERED OFFICE

10 Upper Bank Street London, E14 5JJ

BANKERS

C Hoare & Co Limited

37 Fleet Street,

London EC4P 4DQ

SOLICITORS

Clifford Chance

10 Upper Bank Street

London E14 5JJ

AUDITORS

The Kings Mill Partnership

Registered Auditors & Business Advisers

75 Park Lane

Croydon Surrey CR9 1XS

THE RCJ CITIZENS ADVICE BUREAU

DIRECTORS' REPORT

For the year ended 31st March 2007

The directors present their report and the audited financial statements for the year ended 31st March 2007

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 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 service funded by Capitalise (DTI)
- Debt advice funded by the Legal Services Commission
- Generalist advice on all areas of social welfare law, supported by funding from Citizens Advice
- Volunteer recruitment, training and support funded by the Big Lottery Fund

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.

Appointment of Directors/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 Committee persons shall retire from office and shall be so eligible for re-appointment or re-election. The Elected Committee persons to retire shall be those who have been longest in office since their last election. All staff and co-opted Committee persons shall retire at each Annual General Meeting and shall be eligible for reappointment.

Organisational Structure

The Committee meets quarterly and is responsible for the strategic direction and policy of the charity. At present the Committee has 17 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.

Directors

The following people were directors of the charity on the date of approval of the report or had been directors during the course of the year.

Nicholas Mark Atkins	
Florence Brocklesby	
Alan George Carpenter	resigned 12th October 2006
Vicki Chapman	
Louise Mary Coubrough	
John Hine	
Graham Paul Kingsby Huntley	
Robin Knowles CBE QC	
Kathryn Elizabeth Ludlow	
His Honour Judge David Mackie CBE QC	
The Right Honourable Lord Justice Mummery	
Robert Nightingale MBE	
Kevin John Perry	
Marlene Ryder	appointed 23rd November 2006
Jonathan Edwin Fletcher Rushworth	
Ali Sallaway	appointed 20th March 2007
Michael Thomas Smyth	
Peter Williamson	resigned 9th May 2006
Mona Bina Ann Mary Vaswani	

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. The charity is also a company limited by guarantee and has no share capital.

THE RCJ CITIZENS ADVICE BUREAU

DIRECTORS' REPORT

For the year ended 31st March 2007

Reserves policy and risk management

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 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 operations and finance is submitted to the Employment and Finance sub-committee on an annual basis.

Achievements and Performance

2006/07 has been a period of great change and development for the Bureau, with the organisation increasing access to high quality advice for all our clients, as well as enhancing the strong partnerships we have with our key stakeholders.

The 2005/06 report from the management committee outlined the principal activities the Bureau would be engaged with in the 2006/07 period, with this report outlining the achievements made in progressing these work areas.

The Bureau's volunteering strategy was implemented with best practice followed in the preparation of volunteer agreements and supporting documents, and a dedicated budget heading created for volunteer expenses. Promotional and training presentations were delivered through links with local colleges, law firms and local community organisations, diversifying the Bureau's volunteer team and increasing numbers involved.

Joint events were held during the year to increase inter-agency understanding at all levels with the Personal Support Unit, Bar Pro Bono Unit and Law Works, enabling clear referral protocols to be developed. Building on this work, a joint project between the Bureau, the BPBU and PSU working with the Civil Appeals Office has enabled the targeting of specialist services at cases where litigants in person have been given permission to appeal.

Introducing an appointments system for legal advice at our RCJ office has increased access for clients, with just under 50% of appointments booked by telephone, enabling us to reach clients from across England and Wales.

The staff team on the Bureau's Bankruptcy Advice Service grew over the year thanks to a new partnership with Capitalise, London's leading debt advice partnership. The expansion of the team from 1 to 2.5 full-time-equivalent staff members has boosted access to specialist advice for clients at our outreach point near the Bankruptcy Courts, with a record number of clients advised thanks to Capitalise funding.

Delivering training on areas of Bureau expertise to external agencies has enabled the knowledge and skills of the Bureau team to be shared with other front-line workers to enhance access to advice across communities. Over the year the Bureau delivered courses funded by HMRC on focussed advice for older people from Black and Minority Ethnic communities, as well as innovative work on financial skills for life for individuals facing financial exclusion.

Bureau services were assessed and enhanced over the year to meet the needs of clients with disabilities or for whom English is not a first language. Bureau premises were audited for access, with funding secured for new interview rooms to be built to high access standards. Through our partnerships with other agencies we have accessed translators in key community languages as well as assisting with the development of the Chancery Lane advice clinic for deaf clients.

New Trustees joined the Board over the year following the Bureau's skills audit of existing members. To support the effective governance of the organisation robust induction materials were developed, supported by meetings between potential Trustees and existing Trustees and staff members. This best practice will be continued in coming years to strengthen the Bureau's governance.

The Bureau's website was developed and launched at www.rcjadvice.org.uk, with updates made during the year to ensure clients were informed of changes to the Bureau's access arrangements (e.g. the appointments system). To build on this work a website working group was established for staff and volunteer input from all service areas into the ongoing design and development of the site.

THE RCJ CITIZENS ADVICE BUREAU

DIRECTORS' REPORT

For the year ended 31st March 2007

Financial Review

Principal Funding Sources: Legal Services Commission, Home Office, Big Lottery, Capitalise DTI, Citizens Advice We would like to thank all the above funders and individual donors for their financial support during 2006-2007 The activities funded by these sources are detailed in the Objectives and Activities section

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 However the Management Committee invests any funds not required immediately in the COIF Charities Deposit Fund managed by CCLA Investment Management Limited CCLA is a specialist investment management company managing funds for the Church of England eligible charities in England and Wales and local authorities in the UK The COIF Charities Deposit Fund provides a secure environment for our reserves and a reasonable return (currently 5.88%)

Plans for future periods

The Bureau has an ambitious Strategic Plan for the period 2007 to 2012, 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 over the five year period are

- Improving access
- Increasing participation
- Maximising impact

To build towards the achievement of these outcomes, the following activities are planned for the 2007/08 year

- Resourcing a dedicated Advice Session Supervisor to oversee generalist advice provision
- Developing proactive recruitment and induction roadshows to increase involvement in the HLA scheme
- Enhancing the social policy campaigning team
- Developing effective methods for measuring and evaluating client satisfaction

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 company and of the surplus or deficit of the company for that year In preparing those financial statements the directors are required to

- a) select suitable accounting policies and apply them consistently,
- b) make judgements and estimates that are reasonable and prudent,
- c) prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue in business

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company, 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

So far as the directors are aware, there is no relevant audit information of which the company's auditors are unaware, and they have taken all of the steps necessary that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information

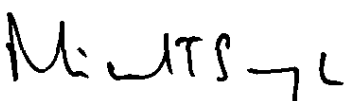
Auditors

In accordance with section 485 of the Companies Act 2006, a resolution will be put to the forthcoming Annual General Meeting that The Kings Mill Partnership, Chartered Accountants, who were appointed during the year, be re-appointed as the Company's auditors for the ensuing year

Small company exemption

Advantage is taken in preparing this report of the special exemptions applicable to small companies conferred by Part VII of the Companies Act 1985 and the Financial Reporting Standard for Smaller Entities

This report was approved by the Board on 1 November 2007

Director 

THE RCJ CITIZENS ADVICE BUREAU
INDEPENDENT AUDITORS' REPORT
To the members of The RCJ Citizens Advice Bureau

We have audited the financial statements of The RCJ Citizens Advice Bureau for the year ended 31st March 2007 which comprise Statement of Financial Activities, the Balance Sheet and related notes. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (Effective January 2005).

This report is made solely to the charitable 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 charitable 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 charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

The responsibilities of the trustees (who are also the directors of The RCJ Citizens Advice Bureau for the purposes of company law) for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

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 Trustees' Report is not consistent with the financial statements.

In addition we report to you if, in our opinion, the charity 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 trustees' remuneration and transactions with the charity is not disclosed.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatement within it.

BASIS OF AUDIT 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 trustees in the preparation of the financial statements and of whether the accounting policies are appropriate to the charitable 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 misstatements, 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, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 31st March 2007 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended, and
- the financial statements have been properly prepared in accordance with the Companies Act 1985
- the information provided in the Trustees' Annual Report is consistent with the financial statements

The Kings Mill Partnership
Chartered Accountants
Registered Auditors & Business Advisers

75 Park Lane,
 Croydon,
 Surrey, CR9 1XS
 1 November 2007

THE RCJ CITIZENS ADVICE BUREAU

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating its Income and Expenditure Account)

For the year ended 31st March 2007

	Notes	Unrestricted funds £	Restricted funds £	Total 2007 £	Total 2006 £
INCOME AND EXPENDITURE					
INCOMING RESOURCES					
Incoming resources from charitable activities	2	50,652	498,965	549,617	478,438
Voluntary income	3	39,309	-	39,309	26,614
Investment income	4	5,106	-	5,106	6,154
Other income		70	-	70	610
		<u>95,137</u>	<u>498,965</u>	<u>594,102</u>	<u>511,816</u>
RESOURCES EXPENDED					
Charitable activities	5	161,117	458,562	619,679	536,371
Governance costs	5	2,500	-	2,500	3,584
TOTAL RESOURCES EXPENDED		<u>163,617</u>	<u>458,562</u>	<u>622,179</u>	<u>539,955</u>
NET OUTGOING RESOURCES	7	(68,479)	40,403	(28,077)	(28,139)
Balance brought forward as at 1st April 2006		88,669	130,526	219,195	247,334
Balance carried forward as at 31st March 2007		<u>£20,190</u>	<u>£170,929</u>	<u>£191,118</u>	<u>£219,195</u>

There were no recognised gains and losses other than those shown above in the Statement of Financial Activities
The results for the above financial years derive from continuing operations

THE RCJ CITIZENS ADVICE BUREAU

BALANCE SHEET

As At 31st March 2007

	Notes	2007	2006
		£	£
FIXED ASSETS	9	30,141	28,000
CURRENT ASSETS			
Debtors	10	2,347	4,736
Cash at bank and in hand		<u>181,902</u>	<u>204,335</u>
		184,249	209,071
CURRENT LIABILITIES			
Creditors amounts falling due within one year	11	<u>(23,272)</u>	<u>(17,876)</u>
Net Current assets		<u>160,977</u>	<u>191,195</u>
Total assets less current liabilities		<u>£191,118</u>	<u>£219,195</u>
Income funds			
Reserves	12	<u>£191,118</u>	<u>£219,195</u>

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies

The financial statements on pages 6 to 13 were approved by the board of directors on 1 November 2007 and signed on its behalf by

Director



THE RCJ CITIZENS ADVICE BUREAU

Notes to the Financial Statements

For the year ended 31st March 2007

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention and follow the recommendations in Accounting and Reporting by Charities Statement of Recommended Practice 2005 (SORP 2005) issued in March 2005, applicable UK accounting standards and the Companies Act 1985

The company has taken advantage of the exemption from preparing a cash flow statement conferred by Financial Reporting Standard No 1 on the grounds that it qualifies as a small company under the Companies Act 1985

Incoming Resources

Grants gifts and investment income are recognised in the Statement of Financial Activities in the period for which it is receivable

Resources Expended

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

Donations

Voluntary donations are included in income in the year in which they are received

Depreciation

Depreciation of fixed assets is calculated to write off their cost or valuation over their estimated useful lives as follows

Office and computer equipment - over 4 years

Pension

The company participates in a defined benefit pension scheme where its contributions are affected by any surplus or deficit in the scheme but 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. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted	Restricted	2007	2006
	£	£	£	£
CitA	29,733	-	29,733	29,733
Capitalise DTI	-	66,698	66,698	-
Royal Courts of Justice Charitable Trust	-	-	-	2,520
Home Office	-	106,484	106,484	100,973
Legal Services Commission	-	283,279	283,279	283,279
Big Lottery Fund	-	42,504	42,504	41,266
Tudor Trust	-	-	-	10,667
EDF Energy Trusts	-	-	-	5,000
Fund Raising	14,669	-	14,669	-
Financial Skills Grant	6,250	-	6,250	-
Law Society Charity	-	-	-	5,000
	<u>£50,652</u>	<u>£498,965</u>	<u>£549,617</u>	<u>£478,438</u>

3. VOLUNTARY INCOME

	Unrestricted	Restricted	2007	2006
	£	£	£	£
Donations received				
Clyde & Co	5,000	-	5,000	10,000
Allen & Overy	2,000	-	2,000	1,000
Slaughter & May Charitable Trust	5,000	-	5,000	-
Freshfields Bruckhaus Deringer	10,000	-	10,000	-
London Legal Walk	16,274	-	16,274	14,523
Other donations & gift aid	1,035	-	1,035	1,091
	<u>£39,309</u>	<u>£-</u>	<u>£39,309</u>	<u>£26,614</u>

THE RCJ CITIZENS ADVICE BUREAU
Notes to the Financial Statements (continued)

For the year ended 31st March 2007

4. INVESTMENT INCOME	Unrestricted	Restricted	2007	2006
Bank interest received	£5,106	£ -	£5 106	£6,154
5. TOTAL RESOURCES EXPENDED	Direct charitable expenditure £ Note 6	Governance costs £	2007 £	2006 £
Costs directly allocated to activities				
Staff costs	522,883	-	522,883	427,490
CitA Pension Costs	14 828	-	14 828	14,336
Recruitment	3,369	-	3 369	4,811
Volunteer's Expenses	8,930	-	8 930	13,280
Stationery	3,545	-	3 545	7,996
Training & Conferences	12 836	-	12 836	10,528
Postage	1,128	-	1 128	534
Support costs allocated to activities				
Insurance	3,799	-	3,799	3,839
IT & Equipment	14,209	-	14,209	7,666
Consultancy	500	-	500	21,151
Miscellaneous	698	-	698	5,368
Telephone	2,060	-	2,060	1,253
Reference materials	2,787	-	2,787	1,128
Photocopying	2 624	-	2,624	1,374
Fund raising costs	450	-	450	440
Marketing and PR	-	-	-	1,277
Travelling & subsistence	1,702	-	1 702	-
Staff related costs	1,243	-	1,243	2,437
Professional fees	3,190	-	3,190	285
Accountants fees	3,776	-	3,776	1,550
Audit fees	-	2,500	2,500	3,584
Property costs	-	-	-	294
Irrecoverable VAT	7,205	-	7,205	-
Depreciation	7,917	-	7,917	9,334
	619,679	2,500	622 179	539,955

6. DIRECT CHARITABLE EXPENDITURE

	Big Lottery £	Legal Services Commission £	Home Office £	CitA £	Capitalise £	Unfunded costs/ Governance £	Total £
Basis of allocation							
Staff apportionment	6%	50%	18%	6%	12%	8%	100%
Staff costs	31 373	261,442	94,119	31,373	62,746	41,831	522 883
CitA Pension Costs	890	7,414	2,669	890	1,779	1 186	14 828
Recruitment	202	1,685	606	202	404	270	3 369
Volunteer's Expenses	536	4,465	1,607	536	1,072	714	8 930
Stationery	213	1,773	638	213	425	284	3 545
Training & Conferences	770	6,418	2,310	770	1,540	1,027	12,836
Postage	68	564	203	68	135	90	1,128

THE RCJ CITIZENS ADVICE BUREAU
Notes to the Financial Statements (continued)

For the year ended 31st March 2007

	Big Lottery	Legal Services Commission	Home Office	CitA	Capitalise	Unfunded costs/ Governance	Total
	£	£	£	£	£	£	£
Support costs allocated to activities							
Insurance	228	1,900	684	228	456	304	3 799
IT & Equipment	853	7,105	2 558	853	1 705	1,137	14 209
Consultancy	30	250	90	30	60	40	500
Miscellaneous	42	349	126	42	84	56	698
Telephone	124	1 030	371	124	247	165	2,060
Reference materials	167	1 394	502	167	334	223	2 787
Photocopying	157	1,312	472	157	315	210	2 624
Fund raising costs	27	225	81	27	54	36	450
Marketing and PR	-	-	-	-	-	-	-
Travelling & subsistence	102	851	306	102	204	136	1,702
Staff related costs	75	622	224	75	149	99	1,243
Professional fees	191	1,595	574	191	383	255	3,190
Accountants fees	227	1 888	680	227	453	302	3,776
Audit fees	-	-	-	-	-	2,500	2 500
Property costs	-	-	-	-	-	-	-
Irrecoverable VAT	432	3,603	1,297	432	865	576	7,205
Depreciation	475	3,959	1,425	475	950	633	7 917
	<u>37 181</u>	<u>309,840</u>	<u>111,542</u>	<u>37,181</u>	<u>74,361</u>	<u>52,074</u>	<u>622 179</u>

7. NET INCOMING RESOURCES FOR THE YEAR

	2007	2006
	£	£
This is stated after charging		
Auditors' remuneration	2,500	3584
Depreciation of owned fixed assets	<u>7,917</u>	<u>9334</u>

8 STAFF COSTS AND NUMBERS

	2007	2006
	£	£
Wages and salaries	522,883	427,490
Pension costs	<u>14 828</u>	<u>14,336</u>
	<u>£537,711</u>	<u>£441,826</u>

There were no employees earning £60,000 or more during the year

	2007	2006
The average number of employees during the year was	<u>16</u>	<u>15</u>

9. TANGIBLE FIXED ASSETS

	Office Equipment	Computer Equipment	TOTAL
	£	£	£
Cost			
As at 1st April 2006	29,109	76,727	105 836
Additions	-	10,058	10 058
As at 31st March 2007	<u>29,109</u>	<u>86,785</u>	<u>115,894</u>
Depreciation			
As at 1st April 2006	25,793	52,043	77 836
Charge for the year	829	7,088	7 917
As at 31st March 2007	<u>26,622</u>	<u>59,131</u>	<u>85,753</u>
Net Book Value			
As at 31st March 2007	<u>£2,487</u>	<u>£27,654</u>	<u>£30,141</u>
As at 31st March 2006	<u>£3,316</u>	<u>£24,684</u>	<u>£28,000</u>

THE RCJ CITIZENS ADVICE BUREAU
Notes to the Financial Statements (continued)

For the year ended 31st March 2007

10. DEBTORS:				2007	2006
				£	£
Prepayments				1,860	4,536
Other debtors				487	200
				<u>£2,347</u>	<u>£4,736</u>
11. CREDITORS: Amounts falling due within one year				2007	2006
				£	£
Trade creditors				-	733
Accruals and deferred income				3,591	16,287
Other taxes and social security costs				19,681	856
				<u>£23,272</u>	<u>£17,876</u>
12. MOVEMENT IN FUNDS					
	Balance	Movement in resources		Balance	
	1st April 2006	Incoming	Outgoing	31st March 2007	
	£	£	£	£	
Restricted funds:					
Legal Services Commission	130,526	283,279	309,840	103,966	
Home Office	-	106,484	111,542	(5,058)	
Big Lottery Fund	-	42,504	37,181	5,323	
Capitalise DTI	-	66,698	74,361	(7,663)	
Total restricted funds:	<u>130,526</u>	<u>498,965</u>	<u>532,924</u>	<u>96,567</u>	
Unrestricted funds:					
CitA	-	29,733	37,181	(7,448)	
General Funds	88,669	65,404	52,074	101,999	
Total unrestricted funds:	<u>88,669</u>	<u>95,137</u>	<u>89,255</u>	<u>94,551</u>	
Total Funds	<u>219,195</u>	<u>594,102</u>	<u>622,179</u>	<u>191,118</u>	

Purposes of restricted funds

Home Office-Miscarriage of Justice

Big Lottery

Legal Services Commission

Capitalise (DTI)

Support and advice to victims of miscarriages of justice whose cases are referred to the Court of Appeal by the Criminal Cases Review Commission
 Provision of a Volunteer Coordinator to recruit and train volunteers to provide additional advice in social welfare law
 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
 The Capitalise Project, a London-wide partnership which aims to reduce debt & exclusion by improving people's capacity to manage their debts help people to take control of their finances and make informed choices in the future. We now have an additional 1.5 full time equivalent advisers providing debt & money advice to financially excluded people

13. COMPANY STATUS

The Royal Courts of Justice Advice Bureau is a company limited by guarantee and, as such, has no share capital. The memorandum and articles of association restrict the liability of members on a winding up to £1.

In the event of winding up, none of the accumulated fund is distributable to members but shall be transferred to one or more charitable institutions having similar objectives.

14. PENSION COMMITMENTS

The Royal Courts of Justice 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 £14,828 (2006 - £14,336). The last full actuarial valuation of this scheme was carried out by a qualified independent actuary as at 1st April 2007.

THE RCJ CITIZENS ADVICE BUREAU
Notes to the Financial Statements (continued)

For the year ended 31st March 2007

14. PENSION COMMITMENTS (continued)

Financial Reporting Standard 17 (FRS17) - 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 1st April 2007 by a qualified independent actuary in accordance with FRS 17. The valuation showed that the scheme had a deficit of £ 28,833,000.

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 31/03/2007	As at 31/03/2006	As at 31/03/2005
Inflation	3.10% p.a.	2.70% p.a.	2.60% p.a.
Salary increases	4.10% p.a.	3.70% p.a.	3.60% p.a.
Rate of discount	5.40% p.a.	5.01% p.a.	5.44% p.a.
Pension in payment increases	3.10% p.a.	2.70% p.a.	2.60% p.a.
Revaluation rate for deferred pensioners	3.10% p.a.	2.70% p.a.	2.60% p.a.

Illustrative balance sheet figures

	As at 31/03/2007	As at 31/03/2006	As at 31/03/2005
Assets	£64,104,000	£57,802,000	£46,233,000
Liabilities	£92,937,000	£77,172,000	£63,255,000
Deficit	£28,833,000	£19,370,000	£17,022,000

Assets

	As at 31/03/2007	As at 31/03/2006	As at 31/03/2005
Equities	£47,915,000	£43,053,000	£33,722,000
Gilts	£11,604,000	£12,812,000	£9,654,000
Corporate Bonds	£2,473,000	-	-
Cash	£2,112,000	£1,937,000	£2,857,000

THE RCJ CITIZENS ADVICE BUREAU
Notes to the Financial Statements (continued)

For the year ended 31st March 2007

14. PENSION COMMITMENTS (continued)

Illustrative balance sheet figures (continued)

Expected long term rate of return

	As at 31/03/2007	As at 31/03/2006	As at 31/03/2005
Equities	7.40% p a	6.26% p a	6.69% p a
Gilts	4.80% p a	5.01% p a	5.44% p a
Corporate Bonds	5.40% p a	5.01% p a	5.44% p a
Cash	4.50% p a	4.50% p a	4.75% p a

15. 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.