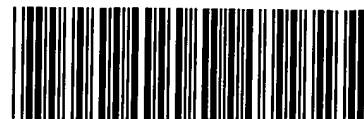


**City of London Citizens Advice Bureau**  
(A Company Limited by Guarantee)

**Financial Statements**  
For the year ended 31 March 2015

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**CITY OF LONDON CITIZENS ADVICE BUREAU**  
**Report and Financial Statements for year ended 31 March 2015**

Registered Charity No. 1058484  
Company No. 3258412

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**CITY OF LONDON CITIZENS ADVICE BUREAU**  
**Report and Financial Statements for year ended 31 March 2015**

**1 OFFICERS AND PROFESSIONAL ADVISERS**

Trustees	Role	Date appointed	Date resigned
Jonathan Tross	Chair	22 November 2012	
Belinda Leathes		22 November 2012	
Martin Mosley		22 November 2012	
Sue Thomas		22 November 2012	

**Company Secretary:** Sue Theodoreson from 5 December 2012

**Company Number:** 3258412

**Charity Number:** 1058484

**Registered Office:** 3<sup>rd</sup> Floor North,  
200 Aldersgate Street  
London EC1A 4HD

**Bank:** CAFbank Ltd

**Solicitors:** Bates, Wells & Braithwaite  
2-6 Cannon Street  
London EC4M 6YH

**CITY OF LONDON CITIZENS ADVICE BUREAU**  
**Report and Financial Statements for year ended 31 March 2015**

**Report of the Directors and Trustees**

**2. STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

City of London Citizens Advice is a registered charity and a company limited by guarantee, governed by its Memorandum and Articles of Association. The maximum liability of each member is limited to £1. At 31 March 2015 the company had 4 members (2014 – 4).

City of London Citizens Advice Bureau was incorporated as a company limited by guarantee on 27 September 1996. The charity commenced operations on 27 September 1996 at which date the assets and liabilities of the unincorporated City of London Citizens Advice Bureau were acquired.

**Recruitment, Appointment of Trustees**

The Trustees are Directors of the Company. The main procedure for the appointment of the Trustees is described in the Memorandum and Articles of Association, as is the process for the election of the Chair. The Trustees have an agreed procedure for co-options to the Board.

**Induction of Trustees**

Newly appointed Trustees are provided with an induction to City of London Citizens Advice Bureau through the provision of mentoring by existing trustees.

**Organisational Structure**

City of London Citizens Advice Bureau is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of City of London Citizens Advice Bureau and for ensuring that the charity satisfies its legal and contractual obligations. Whilst the company is dormant the Trustees meet once a year and the Trustee Board is independent from management. A register of members' interests is maintained at the registered office, and is available to the public.

**CITY OF LONDON CITIZENS ADVICE BUREAU**  
**Report and Financial Statements for year ended 31 March 2015**

**Related Parties**

City of London Citizens Advice Bureau is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the Trustee Board of City of London Citizens Advice Bureau in order to fulfil its charitable objects.

**Major risks**

The Trustees recognise that any major risks to which the charity is exposed need to be reviewed and systems put in place to mitigate those risks. To that end the Bureau monitors and manages its risk, by reviewing and ensuring action plans are in place to mitigate key risks.

The major risk is uncertainty around deficit contributions relating to the pension scheme deficit, in the light of recent loss of funding. The effects of this have been minimised by the procedures in place, which have resulted in regular reviews of the pension scheme deficit, and liaison with the Principal Employer in the scheme and by the implementation of procedures for authorisation of all transactions.

**3. OBJECTIVES AND ACTIVITIES**

**Objects**

The charity's objects are to promote any charitable purpose for the benefit of the community in the City of London, by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

**Aims, Objectives, Strategies and Activities for the Year**

The aims of City of London Citizens Advice Bureau are to provide free, confidential, impartial and independent advice and information for the benefit of the local community, to exercise a responsible influence on the development of social policies and services and to ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively.

The principal activity of City of London Citizens Advice Bureau was the provision of free, confidential, independent and impartial advice, information and counsel for members of the public. The provision of Advisory services through face-to-face consultations, telephone advice lines and outreach sessions ceased on 31 March 2011, following the loss of its major source of funding in January 2011.

**CITY OF LONDON CITIZENS ADVICE BUREAU**  
**Report and Financial Statements for year ended 31 March 2015**

In light of the loss of core funding, the intention is to manage the pension deficit payments for the time being, until such time as it is possible to bid for new sources of funding.

**Public Benefit**

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the bureau during the year. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

**4. ACHIEVEMENTS AND PERFORMANCE**

**Charitable Activities**

The charity is currently dormant, and is managing its assets to pay the liabilities arising from the pension scheme. There are not yet plans to start trading again.

**Investment Activities**

The charity does not currently hold material investments.

**5. FINANCIAL REVIEW**

**Financial Position**

The incoming resources in the year were £130 (2014 £139). Of this £ nil (2014 £nil) related to project restricted activities.

A deficit of £5,870 was made in the year (2014 deficit £6,361). At 31 March 2015 total unrestricted reserves were £93,701 (2014 £99,571).

**Reserves Policy**

City of London Citizens Advice Bureau is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency, and known liabilities. The reserves are now to be used to pay the deficit contributions to the NACAB Pension & Assurance Plan (1991) as outlined in note 10.

**CITY OF LONDON CITIZENS ADVICE BUREAU**  
**Report and Financial Statements for year ended 31 March 2015**

**6. FUTURE PLANS**

City of London Citizens Advice Bureau aims to continue to make the required payments to the pension scheme under the recovery plan agreed with the Pensions Regulator, as they fall due.

**7. DIRECTORS' RESPONSIBILITIES**

Company Law and Charity Law require the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of City of London Citizens Advice Bureau and of the surplus or deficit for that period. In preparing those financial statements, the directors are required to:

- (a) select appropriate accounting policies and then apply them consistently
- (b) make judgements and estimates that are reasonable and prudent,
- (c) state whether applicable accounting standards have been followed, and explain where they haven't been followed, and
- (d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The directors are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of City of London Citizens Advice Bureau and to enable them to ensure that the financial statements comply with the Companies Acts 1985 to 2006.

The directors are responsible for ensuring that the company maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against material loss or unauthorised use and to prevent and detect fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and reporting by Charities and in accordance and in accordance with the provisions applicable to companies subject to the small companies regime.

Signed



Jonathan Tross  
Chair of Trustees

29 October 2015

**CITY OF LONDON CITIZENS ADVICE BUREAU**  
**Report and Financial Statements for year ended 31 March 2015**

**Statement of financial activities for the year ended 31 March 2015**  
Incorporating the Income and Expenditure Account

	Note	Unrestricted funds £	Total funds 2015 £	2014 £
Incoming Resources	1b			
Incoming resources from generated funds	2			
Investment income	2a	130	130	139
Incoming resources from charitable activities		-	-	-
<b>Total Incoming Resources</b>		<u>130</u>	<u>130</u>	<u>139</u>
Resources expended				
Governance costs	3	6,000	6,000	6,500
<b>Total Resources expended</b>	3	<u>6,000</u>	<u>6,000</u>	<u>6,500</u>
<b>Net movement in funds for the year</b>		(5,870)	(5,870)	(6,361)
Balances brought forward 2013	7	99,571	99,571	105,932
<b>Balances carried forward 2014</b>	7	<u>93,701</u>	<u>93,701</u>	<u>99,571</u>

There are no recognised gains or losses in the year, other than those included in the statement of financial activities.



**CITY OF LONDON CITIZENS ADVICE BUREAU**  
**Report and Financial Statements for year ended 31 March 2015**

**Balance Sheet as at 31 March 2015**

	Note	2015 £	2014 £
<b>Current Assets</b>			
Debtors		-	-
Cash at bank and in hand		93,701	99,571
		<u>93,701</u>	<u>99,571</u>
Creditors - amounts falling due within one year		-	-
<b>Net Current Assets</b>		<u>93,701</u>	<u>99,571</u>
<b>Net assets</b>		<u>93,701</u>	<u>99,571</u>
<b>Funds of the Charity</b>			
Unrestricted funds			
Accumulated fund		3,701	9,571
Designated funds	7	90,000	90,000
		<u>93,701</u>	<u>99,571</u>

For the year ending 31 March 2015 the company was entitled to exemption from audit under section 477(2) of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of the accounts

These accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the board of directors on 29 October 2015 and were signed on behalf of the Board by



Jonathan Tross  
Chair

**CITY OF LONDON CITIZENS ADVICE BUREAU**  
**Report and Financial Statements for year ended 31 March 2015**

**Notes to the financial statements Year ended 31 March 2015**

**1. Accounting policies**

**a) Accounting basis**

The financial statements have been prepared under the historical cost convention and are in accordance with the Companies Acts 1985 to 2006, applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities published in March 2005.

**b) Incoming resources**

**Bank interest**

Bank interest is included in the income and expenditure account on receipt.

**c) Resources expended**

All expenditure is accounted for on an accruals basis and is included within charitable expenditure.

**d) Designated funds**

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the trustees' discretion.

**e) Cash Flow**

The bureau has taken advantage of the exemptions in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

**f) Pension**

The National Association of Citizens Advice Bureaux (NACAB) Pension and Assurance Plan (1991) is a multi-employer defined benefit scheme which was closed during the financial year ended 31 March 2008. City of London Citizens Advice Bureau cannot identify its share of the underlying assets and liabilities on a consistent and reasonable basis. The disclosures under FRS 17 in this circumstance are shown in note 10. The expected cost of providing pensions is calculated periodically by a professionally qualified actuary.

**CITY OF LONDON CITIZENS ADVICE BUREAU**  
**Report and Financial Statements for year ended 31 March 2015**

**Notes to the financial statements Year ended 31 March 2015**

**g) Going concern**

The accounts have been prepared on the assumption that the company is able to carry on as a going concern, which the directors consider appropriate having regard to the circumstances outline in note 10.

**2 Incoming Resources from Generated Funds**

	Unrestricted £	2015 Total £	2014 Total £
<b>a Investment income</b>			
Bank Interest received	<u>130</u>	<u>130</u>	<u>139</u>

**3 Total resources expended**

	2015 Total £	2014 Total £
Governance costs	<u>6,000</u>	<u>6,500</u>
Resources Expended	<u>6,000</u>	<u>6,500</u>

**Natural classification of resources expended**

	2015 Total £	2014 Total £
Pension Deficit	<u>6,000</u>	<u>6,500</u>
	<u>6,000</u>	<u>6,500</u>

**4 Information regarding Directors and Employees**

The average number of employees, analysed by function was:

	2015	2014
Charitable purposes	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>

There are no Trustees who are employees of the company during the year.

**CITY OF LONDON CITIZENS ADVICE BUREAU**  
**Report and Financial Statements for year ended 31 March 2015**

**Notes to the financial statements Year ended 31 March 2015**

**5 Analysis of net assets between funds**

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds
Current Assets	3,701	90,000	-	93,701
Current Liabilities	-	-	-	-
Net Assets	<u>3,701</u>	<u>90,000</u>	<u>-</u>	<u>93,701</u>

**6 Movement in funds**

	At 1 April 2014 £	Transfers £	Outgoing Resources £	At 31 March 2015 £
Unrestricted Funds				
Designated pension contingencies fund	90,000	-		90,000
General funds	9,571	-	(5,870)	3,701
Total unrestricted funds	<u>99,571</u>	<u>-</u>	<u>(5,870)</u>	<u>93,701</u>

**7 Designated funds**

**Pension deficit reserve** - These reserves have been designated by the Trustees for the purpose of covering pension deficit contributions currently estimated at £90,000 payable over the next 15 years.

**8. Related party transactions**

There have been no related party transactions identified in accordance with FRS8.

**9. Taxation**

The charity is exempt from corporation tax as all income is applied to charitable purposes.

**CITY OF LONDON CITIZENS ADVICE BUREAU**  
**Report and Financial Statements for year ended 31 March 2015**

**Notes to the financial statements Year ended 31 March 2015**

**10. Pension costs**

The employers operate a defined benefit scheme in the UK. Citizens Advice's defined benefit pension scheme was closed to new entrants future service accrual in March 2008. The scheme is a separate trustee-administered multi-employer scheme and the scheme's actuary has advised the assets and liabilities are not able to be segregated for each contributing employer. Hence it is not possible to separately identify the assets and liabilities relating to City of London Citizens Advice Bureau for the purposes of FRS17.

In closing the scheme, a recovery plan was agreed by the pension fund trustees. From 1 April 2013, the sponsoring employers will pay total annual contributions of £1,200,000 to meet the scheme's deficit over the next 15 years. This amount may vary over time, dependent upon the results of the future actuarial valuations of the scheme. The next triennial valuation is due, based on the position at 31 March 2016.

A full actuarial valuation was carried out on the position at 31 March 2013 and updated to the position at 31 March 2015 by a qualified actuary, independent of the scheme's sponsoring employers. The major assumptions used by the actuary are shown below.

The best estimate of contributions to be paid by the employers to the scheme for the period beginning after 31 March 2015 is:

**a) Contributions by each employer in respect of expenses.**

The principal employer will pay amounts into the scheme in respect of management and administration costs, including levy payments made by the scheme to the Pension Protection Fund subject to a maximum amount of £300,000 in each scheme year.

**b) Contributions by the employers in respect of the shortfall in funding.**

In accordance with the recovery plan following the 31 March 2013 actuarial valuation, the sponsoring employers will pay total annual contributions of £1,200,000, of which City of London Citizens Advice Bureau contributes £6,000

**CITY OF LONDON CITIZENS ADVICE BUREAU**  
**Report and Financial Statements for year ended 31 March 2015**

**Notes to the financial statements Year ended 31 March 2015**

**10. Pension scheme (continued)**

**Present values of scheme liabilities, fair value of assets and deficit**

	<b>31/03/15 £'000s</b>	<b>31/03/14 £'000s</b>	<b>31/03/13 £'000s</b>
Fair value of scheme assets	<b>72,635</b>	68,832	69,123
Present value of scheme liabilities	<b>129,110</b>	107,734	122,142
Liability to be recognised	<b>(56,475)</b>	(38,902)	(53,019)
Deferred tax	-	-	-
Net liability	-	-	-

**Reconciliation of opening and closing balances of the present value of the scheme liabilities**

	<b>Period Ending 31/03/15 £'000s</b>	<b>Period Ending 31/03/14 £'000s</b>
Scheme liabilities at start of period	<b>107,734</b>	122,142
Expenses	<b>243</b>	264
Interest cost	<b>4,684</b>	5,440
Contributions by scheme participants	-	-
Actuarial (gains)/losses	<b>19,257</b>	(17,320)
Benefits paid, death in service insurance premiums and expenses	<b>(2,808)</b>	(2,792)
Scheme liabilities at end of period	<b>129,110</b>	107,734

**CITY OF LONDON CITIZENS ADVICE BUREAU**  
**Report and Financial Statements for year ended 31 March 2015**

**Notes to the financial statements Year ended 31 March 2015**

**10. Pension scheme (continued)**

**Reconciliation of opening and closing balances of the fair value of scheme assets**

	<b>Period Ending 31/03/15 £'000s</b>	<b>Period Ending 31/03/14 £'000s</b>
Fair value of scheme assets at start of period	<b>68,832</b>	69,123
Expected return on scheme assets	<b>3,693</b>	3,496
Actuarial (losses)/gains	<b>1,416</b>	(2,520)
Contributions by employer	<b>1,502</b>	1,525
Benefits paid, death in service insurance premiums and expenses	<b>(2,808)</b>	(2,792)
Fair value of scheme assets at end of year	<b>72,635</b>	68,832

The actual return on the scheme assets over the period ending 31 March 2015 was £5,109,000.

**Total expense**

	<b>Period Ending 31/03/15 £'000s</b>	<b>Period Ending 31/03/14 £'000s</b>
Current service cost	-	-
Expenses	<b>243</b>	<b>264</b>
Interest cost	<b>4,684</b>	<b>5,440</b>
Expected return on scheme assets	<b>(3,693)</b>	<b>(3,496)</b>
Past service cost	-	-
Total	<b>1,234</b>	<b>2,208</b>

**CITY OF LONDON CITIZENS ADVICE BUREAU**  
**Report and Financial Statements for year ended 31 March 2015**

**Notes to the financial statements** Year ended 31 March 2015

**10. Pension scheme (continued)**

**Pension gains/(losses)**

	<b>Period Ending 31/03/15 £'000s</b>	<b>Period Ending 31/03/14 £'000s</b>
Difference between expected and actual return on scheme assets: gain/(loss)	<b>1,416</b>	(2,520)
Experience gains and losses arising on the scheme liabilities: gain/(loss)	-	4,325
Effects of changes in the demographic and financial assumptions underlying the present value of the scheme liabilities: (loss)/gain	<b>(19,257)</b>	12,995
Total actuarial gains and losses (before restriction due to some of the surplus not being recognisable): (loss)/gain	<b>(17,841)</b>	14,800
Total amount : (loss)/gain *	<b>(17,841)</b>	14,800

\* Citizens Advice and its subsidiaries are not required to prepare a statement of total recognised gains and losses.

**Assets**

	<b>31/03/15 £'000s</b>	<b>31/03/14 £'000s</b>	<b>31/03/13 £'000s</b>
Equity	<b>36,318</b>	38,076	38,353
Gilts	<b>7,439</b>	9,166	7,528
Corporate Bonds	<b>13,825</b>	10,212	12,353
Cash	<b>12,850</b>	10,006	9,857
Property	<b>2,203</b>	1,372	1,032
Total assets	<b>72,635</b>	68,832	69,123

None of the fair values of the assets shown above includes any of the employers' own financial instruments or any property occupied by, or other assets used by, the



**CITY OF LONDON CITIZENS ADVICE BUREAU**  
**Report and Financial Statements for year ended 31 March 2015**

employers.

**Notes to the financial statements Year ended 31 March 2015**

**10. Pension scheme (continued)**

**Assumptions**

	<b>31/03/15 % per annum</b>	<b>31/03/14 % per annum</b>	<b>31/03/13 % per annum</b>
Rate of discount	<b>3.2</b>	4.4	4.5
Inflation (RPI)	<b>3.1</b>	3.4	3.4
Inflation (CPI)	<b>2.2</b>	2.5	2.5
Allowance for revaluation of deferred pensions of CPI or 5% p.a. if less	<b>2.2</b>	2.5	2.5
Allowance for pension in payment increases of RPI or 5% p.a. if less	<b>3.1</b>	3.4	3.4
Allowance for commutation of pension for cash at retirement	<b>75% of Post A Day</b>	75% of Post A Day	None

The mortality assumptions adopted at 31 March 2015 imply the following life expectancies

Male retiring in 2015	21.5 years
Female retiring in 2015	23.8 years
Male retiring in 2035	23.2 years
Female retiring in 2035	25.7 years

**Expected long term rates of return**

The expected long term return on cash is determined by reference to gilt yields at the balance sheet dates. The long term expected return on gilts and corporate bonds is determined by reference to UK long dated government and corporate bond yields at the balance sheet date.

**CITY OF LONDON CITIZENS ADVICE BUREAU**  
**Report and Financial Statements for year ended 31 March 2015**

The long term expected rate of return on equities is based on the rate of return on bonds with an allowance for out-performance.

**Notes to the financial statements Year ended 31 March 2015**

**10. Pension scheme (continued)**

The expected long term rates of return applicable for each period are as follows:

	<b>Period commencing 01/04/15 % per annum</b>	<b>Period commencing 01/04/14 % per annum</b>
Equity	<b>6.8</b>	6.6
Gilts	<b>3.2</b>	2.3
Corporate Bonds	<b>4.3</b>	4.1
Cash	<b>3.2</b>	2.3
Property	<b>6.3</b>	6.1
Overall for scheme	<b>5.42</b>	5.1

**Amounts for the current and previous four periods**

	<b>31/03/15 £'000s</b>	<b>31/03/14 £'000s</b>	<b>31/03/13 £'000s</b>	<b>31/03/12 £'000s</b>	<b>31/03/11 £'000s</b>
Fair value of assets	<b>72,635</b>	68,832	69,123	65,073	65,866
Present value of scheme liabilities	<b>129,110</b>	107,734	122,142	115,205	98,104
Deficit in scheme	<b>(56,475)</b>	(38,902)	(53,019)	(50,132)	(32,238)
Experience adjustment on scheme assets	<b>1,416</b>	(2,520)	1,094	(4,470)	965
Experience adjustment on scheme liabilities	-	4,325	286	(1,443)	96