

Southwark Citizens Advice Bureaux Service

Financial Statements

For the year ended 31 March 2006

**Registered Charity No. 1070263
Company No. 3507093**



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Southwark Citizens Advice Bureaux Service

Financial Statements

For the year ended 31 March 2006

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**Southwark Citizens Advice Bureaux Service
Report of the Directors and Trustees
For the year ended 31 March 2006**

1. REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name:	Southwark Citizens Advice Bureaux Service, also known as Bermondsey Citizens Advice Bureau and Peckham Citizen Advice Bureau.
Charity Registration:	1070263
Company Registration:	3507093
Registered Office:	8 Market Place Southwark Park Road Bermondsey London SE16 3UQ
Other Business Address	97 Peckham High Street London SE15 5RS
Chief Executive:	Christopher Green
Company Secretary:	Christopher Green
Bank:	Lloyds TSB 25 Camberwell Green London SE5 7AB CafBank Ltd 25 Kings Hill Avenue Kings Hill, West Malling Kent ME19 4JQ
Auditors:	John Ellis & Company Chartered Accountants 240 High Holborn London WC1V 7DN

**Southwark Citizens Advice Bureaux Service
Report of the Directors and Trustees
For the year ended 31 March 2006**

The following people were directors/trustees of the charity on the date of approval of the report:

Patrick Goode	Chair
Peter Adeane	Vice-Chair
Sarah Tebbutt	Treasurer
Edmund Kaye	
Alfred Asiedu-Yeboah	
Eva Dawson-Assam	
Kirsty McNeil	(resigned 18/9/06)
Lena Ocran	
Angie Stack	
Moyra Weston	
Kenneth Little	(resigned 29/11/05)

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Southwark Citizens Advice Bureaux Service is a registered charity and a company limited by guarantee. Southwark Citizens Advice Bureaux Service is also known and referred to as Bermondsey Citizens Advice Bureaux and Peckham Citizens Advice Bureaux. The maximum liability of each member is limited to one pound. At 31 March 2006 the company had 10 members (2005 – 11). Southwark Citizens Advice Bureaux Service is governed by its Memorandum and Articles of Association as amended on 12 January 1998.

Southwark Citizens Advice Bureaux Service was incorporated as a company limited by guarantee on 9 February 1998. The charity commenced operations on 1 April 1998 at which date the assets and liabilities of the unincorporated Southwark Citizens Advice Bureau Service were acquired.

Recruitment, Appointment of Trustees

Trustees, who are also Directors of the Company, are elected from the local community and must either reside or work in the area of benefit (comprising the London Borough of Southwark and surrounding areas). An Elections Committee, made up of Trustees and chaired by the Chair, is established to oversee the elections process for Board appointments. A separate process agreed by the Trustee Board is followed for the election of the Chair. No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board.

Induction of Trustees

Newly appointed Trustees are provided with a comprehensive induction to Southwark Citizens Advice Bureaux Service through the provision of training courses and mentoring by established trustees.

Organisational Structure

Southwark Citizen Advice Bureaux Service 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 Southwark Citizen Advice Bureaux Service and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to senior management. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office and is available to the public.

**Southwark Citizens Advice Bureaux Service
Report of the Directors and Trustees
For the year ended 31 March 2006**

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Connected Parties

Southwark Citizen Advice Bureaux Service 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 Southwark Citizen Advice Bureaux Service in order to fulfil its charitable objects and comply with the national membership requirements.

The charity also co-operates and liaises with a number of other advisory services, local charities and social services departments on behalf of clients. Where one of the trustees holds the position of trustee/director of another charity they may be involved in discussions regarding that other charity but not in the ultimate decision-making process.

Major Risks

Southwark Citizen Advice Bureaux Service has worked on a Corporate Risk Management exercise. A risk management strategy and risk register were agreed by the Trustee Board. 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 Southwark Citizen Advice Bureaux Service is continually monitoring and managing its risk, reviewing the corporate risk register and ensuring action plans are in place to mitigate its key risks.

Included in external risks is that of the loss of funding. The effects of this have been slightly reduced by the procedures in place, which have resulted in funding being secured from a variety of sources. The charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

**Southwark Citizens Advice Bureaux Service
Report of the Directors and Trustees
For the year ended 31 March 2006**

3. OBJECTIVES AND ACTIVITIES

Objects

The charity's objects are to promote any charitable purpose for the benefit of the community in Southwark and surrounding areas, 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

Southwark Citizens Advice Bureaux Service aims 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.

In addition to the continuing provision of high quality advisory services to the local community the primary objectives for the year were to extend the means of service provision to include a pilot triage advice service and a pilot outreach advice service.

To obtain the necessary funding for the triage advice service applications were made to various local charitable trusts. For both projects advertisements were placed for paid staff, induction and training being provided to the extent that necessary knowledge and skills were not pre-existing.

The principal activity of Southwark Citizens Advice Bureaux Service remained the provision of free, confidential, independent and impartial advice and information for members of the public. This is provided through 2 bureaux in the borough, Bermondsey and Peckham. In addition to generalist advice we provided a specialist advisory service for Vietnamese and Cantonese speakers and specialist level advice through a contract with the Legal Services Commission in immigration and welfare benefits.

Advisory services were provided through face-to-face consultations, telephone advice lines, evening appointment sessions, e-mail and outreach services.

Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance in advising the public and administering the charity.

50 volunteers contributed approximately 18,000 hours of work to the bureau during the year. We estimate the value of this help at £198,000 in respect of the current year (2004/2005 £178,000).

**Southwark Citizens Advice Bureaux Service
Report of the Directors and Trustees
For the year ended 31 March 2006**

4. ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

The key achievements in the year were the successful compliance with the contract with Southwark Council, the Service's principal funder, to provide advice services across the borough from the two main bureaux in Peckham and Bermondsey. The service met and in some areas exceeded the service delivery access and output targets specified under the contract and also met detailed monitoring requirements. The contract with the Legal Services Commission to provide specialist level immigration and welfare benefits advice performed well despite the stringent rules and targets set by the Legal Services Commission particularly in relation to immigration advice. Target hours were exceeded and the service was assessed as meeting contract performance criteria following an audit by the Legal Services Commission in January 2006.

The pilot triage advice service at the Peckham bureau was established with the recruitment of an appropriately trained and experienced project advice worker. One of the most successful achievements of the triage system so far has been the shorter waiting times for clients who attend the triage sessions as compared to normal bureau open door sessions. The pilot system has proved more accessible for the local community particularly for clients with disabilities, care needs or mental health issues who can often find regular advice sessions crowded and stressful. 521 clients have been advised on the triage sessions since they began.

In the year Southwark Citizens Advice Bureaux Service was subject to an external audit by Citizens Advice of compliance against the national association's Membership Scheme, including a quality of advice assessment, which was successfully passed. At the beginning of the year a new Business Plan for the organisation covering the period 2005 – 2009 was approved by the Trustee Board and at the end of the year the Service had successfully achieved all the key objectives and targets set for the first year.

Valuable social policy work was undertaken during the year based on the evidence of the range of problems that clients contacted the service about. The work has been undertaken through participation at variety of local and regional liaison groups, seminars and conferences and the regular production of Bureaux Evidence Forms that are sent into Citizens Advice, the national association. The target for the production of Bureaux Evidence Forms set by Citizens Advice for the year was 95 and 112 were produced.

Southwark Citizens Advice Bureaux Service saw a total of 13,423 client contacts with 21,461 enquiries in 2005/2006 (2004/2005 9,721 client contacts with 19,147 enquiries) the number of enquiries having risen primarily due to start of the new Triage Advice Project. In the year the bureaux assisted in the recovery of £974,650 on behalf of clients (2004/2005 £1,071,484)

Fundraising Activities

Total income for the year was £560,829 an increase of £ 63,004 on 2004/2005. The primary cause of this increase was the funding obtained from the City Parochial Foundation and the Wates Foundation to support the Triage Advice Project. This funding totals £65,086 over a period of 2 years.

**Southwark Citizens Advice Bureaux Service
Report of the Directors and Trustees
For the year ended 31 March 2006**

ACHIEVEMENTS AND PERFORMANCE (Continued)

Investment Activities

The charity does not currently hold material investments.

Factors Affecting the Achievement of Objectives

The charity is only too well aware of the financial pressures experienced by its major funders, and in view of this has taken active measures to seek additional sources of funding for its services.

During the year Peter Adeane and Edmund Kaye retired as Chair and Treasurer respectively but both have continued as directors/trustees of Southwark Citizens Advice Bureaux Service. The Board of Trustees extend their gratitude for their services. A new Chair and Treasurer, Patrick Goode and Sarah Tebbutt respectively, have been appointed and the Board of Trustees believes both of the smooth handovers will ensure continuing high levels of leadership and financial governance.

5. FINANCIAL REVIEW

Financial Position

Incoming resources in the year were £560,829 (2004/2005 £497,825). Of this £37,044 (2004/2005 £Nil) related to project restricted activities.

A surplus of £6,572 was made in the year (2004/2005 £ 1,140). At 31 March 2006 total reserves were £100,534 of which £ 94,466 represented unrestricted funds (2005 £ 93,962).

Reserves Policy

Southwark Citizens Advice Bureaux Service is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. The Bureaux will maintain a projection of income for at least 3 years ahead and will ensure that this continues to be derived from as wide a variety of sources possible. The trustee board consider it would be desirable to maintain unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") at a level which equates to approximately three months expenditure. This would amount to approximately £138,564. However, it is their opinion that the free reserves at the end of the year of £91,075 should be sufficient to cover emergency situations that have been identified in the annual risk management review. This figure is made up of the unrestricted funds carried forward of £94,466 less unrestricted fixed assets of £3,391 as shown in note 10.

The reasons for holding particular reserves are outlined in note 15.

**Southwark Citizens Advice Bureaux Service
Report of the Directors and Trustees
For the year ended 31 March 2006**

FINANCIAL REVIEW (Continued)

Principal Funding Sources

The Directors extend their gratitude to Southwark Council who continued to support the core operating capacity of the charity. Additionally project specific funding was received from the Legal Services Commission in support of the immigration and benefits advisory work and the Wates Foundation and the City Parochial Foundation for the pilot Triage Advice Project.

The charity did not have any borrowings from either providers of funding or other sources at the balance sheet date.

Funds in Deficit

No funds were in deficit at the balance sheet date.

Investment Policy

As required in its Memorandum, paragraph (k), in furtherance of its objects, and for no other purposes, the Company has the power to invest the monies of the Company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions and such consents as may for the time being be imposed or required by law.

6. FUTURE PLANS

Southwark Citizens Advice Bureaux Service aims to continually improve access to its service, and intends to extend its service through reaching out into the community to search out unmet needs either of particular groups or problems faced by the whole community. 2006/07 will mark the beginning of a new Southwark Council Leaseholders Advice Project, and Capitalise (a Department of Trade and Industry funded money advice project). The Service intends to continue widening the scope of its work, making its service available to groups which are difficult to reach, particularly in the area of healthcare. The Service is also committed to improving its Social Policy work, and the Trustee Board intends to ensure that work in this area is actively developed.

The Trustee Board are aware of new challenges at a local and national level. The government's plans for greater involvement for the voluntary sector in providing services and for engaging communities more closely with service providers will radically alter the context within which all charitable organisations operate. To ensure that the Trustee Board is fully dealing with strategic issues, the Trustee Board will be reviewing its governance arrangements, including the Board's committee structure and agendas, so as to give more weight to discussions of strategy.

It is also intended during 2006/2007 to work towards achieving the Investing in Volunteers quality standard to further develop the valuable contribution made by volunteers to the Service.

**Southwark Citizens Advice Bureaux Service
Report of the Directors and Trustees
For the year ended 31 March 2006**

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 Southwark Citizens Advice Bureaux Service and of the surplus or deficit for that period. In preparing those financial statements, the directors are required to:

- (a) select suitable 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, subject to any material departures disclosed and explained in the financial statements, and
- (d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the 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 Southwark Citizens Advice Bureaux Service and to enable them to ensure that the financial statements comply with the Companies Act 1985.

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.

In determining how amounts are presented within items in the Statement of Financial Activities and Balance Sheet the Trustee Board have had regard to the substance of the reported transaction or arrangement, in accordance with generally accepted accounting principles or practice.

So far as the Trustee Board is aware at the time the report is approved:

- there is no relevant audit information of which the company's auditors are unaware, and
- the Trustee Board have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.


Patrick Goode - Chair

4 October 2006

**Southwark Citizens Advice Bureaux Service
Independent Auditors' Report
to the Members of Southwark Citizens Advice Bureaux Service
For the year ended 31 March 2006**

We have audited the financial statements of Southwark Citizens Advice Bureaux Service for the year ended 31 March 2006 set out on pages 13 to 22. These financial statements have been prepared under, the Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005, the Financial Reporting Standard for Smaller Entities (January 2005) and the accounting policies set out on pages 15 and 16.

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 Directors and Auditors

As described in the Statement of Trustees' Responsibilities the company's trustees are responsible for the preparation of the financial statements in accordance with applicable law and 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 Trustees' Report 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 trustees' remuneration and transactions with the company is not disclosed.

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

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 trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

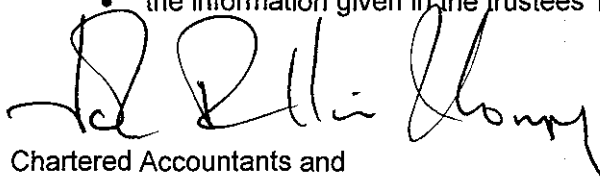
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**Southwark Citizens Advice Bureaux Service
Independent Auditors' Report
to the Members of Southwark Citizens Advice Bureaux Service
For the year ended 31 March 2006**

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 Charity as at 31 March 2006 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; and
- the information given in the trustees' report is consistent with the financial statements.



Chartered Accountants and
Registered Auditors
240 High Holborn
London WC1V 7DN

6 October 2006

Southwark Citizens Advice Bureaux Service
Statement of financial activities
for the year ended 31 March 2006
Incorporating the Income and Expenditure Account

	Notes	Unrestricted Funds 2006 £	Restricted Funds 2006 £	Total Funds 2006 £	Total Funds 2005 £
Incoming resources	1b				
Incoming resources from generated funds:					
Investment Income	2	7,407	-	7,407	6,553
Incoming resources from charitable activities:	3	515,901	37,044	552,945	491,272
Other incoming resources	4	477	-	477	-
Total incoming resources		<u>523,785</u>	<u>37,044</u>	<u>560,829</u>	<u>497,825</u>
Resources expended					
Charitable activities	5	517,390	30,976	548,366	490,545
Governance costs	5	5,891	-	5,891	6,140
Total resources expended		<u>523,281</u>	<u>30,976</u>	<u>554,257</u>	<u>496,685</u>
Net movement in funds		504	6,068	6,572	1,140
Total funds brought forward		93,962	-	93,962	92,822
Total funds carried forward		<u>94,466</u>	<u>6,068</u>	<u>100,534</u>	<u>93,962</u>

The statement of financial activities includes all gains and losses in the year
All incoming resources and resources expended derive from continuing activities

The Statement of Financial Activities incorporates the Income and Expenditure Account

The notes on pages 15 to 22 form part of these financial statements

Southwark Citizens Advice Bureaux Service
Balance Sheet
as at 31 March 2006

	Notes	£	2006 £	2005 £
Fixed Assets				
Tangible assets	10		3,391	1,375
Current Assets				
Debtors	11		7,257	6,631
Cash at bank and in hand			<u>159,170</u>	<u>150,736</u>
			166,427	157,367
Creditors: amounts falling due within one year	12		<u>(69,284)</u>	(64,780)
Net Current Assets			<u>97,143</u>	<u>92,587</u>
Net Assets			<u>100,534</u>	<u>93,962</u>
Unrestricted funds				
General funds	13 & 14		94,466	93,962
Restricted funds	13 & 14		6,068	-
Total Funds			<u>100,534</u>	<u>93,962</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (Effective January 2005).

The financial statements were approved by the Board on 04 October 2006 and signed on their behalf by:



Patrick Goode - Chair



Sarah Tebbutt - Treasurer

The notes on pages 15 to 22 form part of these financial statements

Southwark Citizens Advice Bureaux Service
Notes to the financial statements
for the year ended 31 March 2006

1. Accounting policies

a) Accounting Basis

The financial statements have been prepared under the historical cost convention and are in accordance with the Companies Act 1985, The Financial Reporting Standard for Smaller Entities, issued in January 2005 and the Statement of Recommended Practice on Accounting by Charities published in March 2005. The adoption of the revised SORP has resulted in reclassification of some items and the comparatives have been amended accordingly without any effect on net incoming resources.

b) Incoming Resources

i) Grants receivable

Grants made to finance the activities of the Bureaux are credited to the statement of financial activities in the period to which they relate.

ii) Bank interest

Bank interest is included in the statement of financial activities on receipt.

iii) Other income

Sales of services are included in the statement of financial activities in the period to which they relate. Other income, including donations, gifts and covenants are included as they were received.

c) Resources Expended

All expenditure is accounted for on an accruals basis. All expenditure directly related to the provision of advice services is included within charitable expenditure. Other costs incurred have been allocated between fundraising and publicity and management and administration as appropriate. Where such costs relate to more than one functional cost category they have been split on an estimate of time or floor space basis, as appropriate.

d) Fixed Assets and Depreciation

Fixed assets are included at cost. Items are capitalised if their value is over £500.

Depreciation is charged on a straight line basis on the costs of the assets over their estimated useful lives as follows:

Fixtures, fittings and other equipment	-	4 years
Computers and other electronic equipment	-	3 years

The depreciation policy has been reviewed in accordance with FRS 15 and computers have been revised since the previous year when the life was 2 years.

Southwark Citizens Advice Bureaux Service
Notes to the financial statements
for the year ended 31 March 2006

1. Accounting policies (continued)

e) Restricted Funds

Income received for the restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated.

f) 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.

g) Pension

The charity contributes to two pension schemes:

A defined contribution scheme the company making matching contributions of up to 5% for eligible employees. The assets of the fund are held in an externally administered fund. Payments are charged to the statement of financial activities in the period in which they are incurred.

A defined benefit scheme, closed to new members, which is the NCAB Pension and Assurance Plan (1991). The contributions made by the charity over the financial year were equivalent to 5.1% of total pensionable salary, this will continue until the next triennial revaluation in 2007. Lump sums are being paid on a quarterly basis and will continue until 2015.

h) Leases

Rental costs under operating leases are charged to the statement of financial activity as incurred.

i) VAT

The Bureaux is able to recover VAT.

j) Cash Flow

The Bureaux 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.

Southwark Citizens Advice Bureaux Service
Notes to the financial statements
for the year ended 31 March 2006

2. Investment Income

Investment Income is bank interest receivable

3. Incoming Resources from Activities to further the Charity's Objects

	Unrestricted	Restricted	2006 Total	2005 Total
	£	£	£	£
General advice services				
<i>London Borough of Southwark</i>	351,575	-	351,575	343,000
<i>Merton & Lambeth Citizens Advice Bureaux</i>	250	-	250	250
<i>Other Income</i>	854	-	854	-
	352,679	-	352,679	343,250
Specialist advice services				
<i>Legal Services Commission</i>	163,222	-	163,222	148,022
Triage advice project				
<i>Wates Foundation</i>	-	17,544	17,544	-
<i>City Parochial Foundation</i>	-	15,000	15,000	-
	-	32,544	32,544	-
Language support service				
<i>The Friends of CABx Trust</i>	-	1,500	1,500	-
Investing in volunteers				
<i>Volunteering England</i>	-	1,500	1,500	-
British sign language				
<i>Royal Association for Deaf People</i>	-	1,500	1,500	-
	515,901	37,044	552,945	491,272

Southwark Citizens Advice Bureaux Service
Notes to the financial statements
for the year ended 31 March 2006

4. Other Income

	Unrestricted	Restricted	2006 Total	2005 Total
	£	£	£	£
Surplus on disposal of fixed assets	477	-	477	-
	<u>477</u>	<u>-</u>	<u>477</u>	<u>-</u>

5. Total Resources Expended

	Direct Charitable Activities	Support Activities (Time based)	2006 Total	2005 Total
	£	£	£	£
General advice services	283,588	60,096	343,684	345,672
Specialist advice services	138,035	27,813	165,848	144,873
Triage advice project	29,635	5,545	35,180	-
Outreach project	654	-	654	-
British sign language	1,500	-	1,500	-
Investing in volunteering	1,500	-	1,500	-
	<u>454,912</u>	<u>93,454</u>	<u>548,366</u>	<u>490,545</u>
Governance costs	5,891	-	5,891	6,140
Resources Expended	<u>460,803</u>	<u>93,454</u>	<u>554,257</u>	<u>496,685</u>
Support Costs				
Staff costs			16,920	16,342
Office expenses			23,964	23,595
Premises costs			41,140	38,479
Depreciation			3,070	2,234
Accountancy, legal & professional			8,860	8,258
			<u>93,954</u>	<u>88,907</u>

Governance costs represent the expenditure for the annual report, auditor's fee and trustee indemnity insurance.

Southwark Citizens Advice Bureaux Service
Notes to the financial statements
for the year ended 31 March 2006

6. Net Incoming / (Outgoing) Resources for the Year

	£	£
Depreciation	3,070	2,234
Auditors' remuneration audit services	2,453	2,770

7. Staff Costs and Numbers

Staff costs were as follows:	2006	2005
	£	£
Salaries and wages	379,337	340,407
Social security costs	38,914	34,960
Pension contributions	23,976	18,442
Total	<u>442,227</u>	<u>393,809</u>

No employee received emoluments of more than £60,000.

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

	Number	Number
Charitable purposes	10.0	8.4
Fundraising & publicity	0.3	0
Management	2.7	2.7
Total	<u>13.0</u>	<u>11.4</u>

The charity contributes to individuals' stake holder pension schemes to the value of 5% of salary, and to the NACAB scheme. Payments to the NACAB scheme are at the rate of 5.1% of salary costs of those in the scheme, with an additional payment of £8,631 until 2015. This additional cost has been calculated at the rate required to eliminate the deficit by 2015. The contributions are included in the Statement of Financial Activities when they fall due.

8. Trustee Remuneration & Related Party Transactions

No members of the Board of Trustees received any remuneration during the year. Expenses totalling £208 were incurred by all trustees jointly (2005 - total expenses of £455 with a single trustee receiving £314).

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2005 - Nil).

9. Taxation

As a charity, Southwark Citizens Advice Bureaux is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 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.

Southwark Citizens Advice Bureaux Service
Notes to the financial statements
for the year ended 31 March 2006

10. Tangible Fixed Assets

	Computer & Office Equipment £
Cost	
At 1 April 2005	34,441
Additions	5,086
Disposals	(891)
At 31 March 2006	<u>38,636</u>
Accumulated Depreciation	
At 1 April 2005	33,066
Disposals	(891)
Charge for the year	3,070
At 31 March 2006	<u>35,245</u>
Net book value	
At 31 March 2006	<u>3,391</u>
At 31 March 2005	<u>1,375</u>

11. Debtors

	2006 £	2005 £
Trade Debtors	7,257	3,771
Prepayments and accrued income	-	2,860
Total	<u>7,257</u>	<u>6,631</u>

12. Creditors: Amounts Falling Due within One Year

	2006 £	2005 £
Trade creditors	19,611	22,291
Social security & other taxes	43,903	36,249
Other creditors and accruals	5,770	6,240
Total	<u>69,284</u>	<u>64,780</u>

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13. Analysis of Net Assets Between Funds

	General Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	3,391		3,391
Current assets	160,359	6,068	166,427
Current liabilities	(69,284)	-	(69,284)
Net assets at 31 March 2006	<u>94,466</u>	<u>6,068</u>	<u>100,534</u>

14. Movements in Funds

	At 1 April 2005 £	Incoming Resources (inc.gains) £	Outgoing Resources £	Transfers £	At 31 March 2006 £
Restricted funds:					
Triage Advice Project	-	32,544	(27,976)	-	4,568
Investing in Volunteers	-	1,500	(1,500)	-	-
British Sign Language	-	1,500	(1,500)	-	-
Language Support Services	-	1,500	-	-	1,500
<i>Total restricted funds</i>	<u>-</u>	<u>37,044</u>	<u>(30,976)</u>	<u>-</u>	<u>6,068</u>
Unrestricted funds:					
General Funds	93,962	523,785	(523,281)	-	94,466
<i>Total unrestricted funds</i>	<u>93,962</u>	<u>523,785</u>	<u>(523,281)</u>	<u>-</u>	<u>94,466</u>
Total funds	<u>93,962</u>	<u>560,829</u>	<u>(554,257)</u>	<u>-</u>	<u>100,534</u>

15. Purposes of Restricted Funds

Triage Advice Project	- A restricted fund provided jointly by the City Parochial Foundation and the Wates Foundation to fund the provision of a pilot triage advice service at Peckham CAB.
Language Support Service	- A restricted fund provided by The Friends of CABx Trust for translation and interpreting.
Investing in Volunteers	- A restricted fund for support costs to obtain an award for investing in volunteers.
British Sign Language	- A restricted fund for costs relating to a pilot project between The Royal Association for Deaf people and Southwark Citizens Advice Bureaux Service on providing advice in British sign language.

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16. Financial commitments

Capital Commitments and Contingent Liabilities

Four employees of Southwark Citizens Advice Bureaux Service are in the National Association of Citizens Advice Bureaux Pension and Assurance Plan (1991). The scheme is now closed to new entrants from the Bureaux and as a result there is a contingent liability under section 75 of the Pension Act 1995. This liability crystallises and can be quantified when the last current member ceases employment with the Bureaux. The amount will be based on the deficit in the scheme at that time, if there still is one.

Southwark Citizens Advice Bureaux Service was advised in 2005 by the National Association of Citizens Advice Bureaux, the main employer in the scheme, that the Bureaux's liability would be in the region of £500,000 to £1,000,000 based on the current deficit.

At the end of the period there were no other capital commitments, contingent liabilities or financial commitments for which full provision has not been made in these financial statements (2005 - £Nil)

Operating Lease Commitments

At 31 March 2006 the company has annual commitments under non-cancellable operating leases as follows:

	2006	2005
	£	£
Expiring within two to five years	27,000	27,000

17. Related Party Transactions

There has been no related party transaction identified in accordance with FRS8.

18. Pension Costs

Southwark Citizens Advice Bureaux Service participates in the National Association of Citizens Advice Bureaux Pension and Assurance Plan (1991) which is a defined benefit scheme. More than one employer participates in the scheme and Southwark Citizens Advice Bureaux Service is unable to identify its share of the underlying assets and liabilities in the scheme.

The last full actuarial valuation of this scheme was carried out as at 1 April 2004 and has been updated on an approximate basis to 31 March 2006. This showed a substantial deficit of assets to past service liabilities. This deficit had increased since the previous valuation at 1 April 2001.

Southwark Citizens Advice Bureaux Service are required to make additional annual contributions for the next 10 years of £8,631 which are calculated will recoup its share of the deficit when taken with changes which have been made to the scheme's conditions.

As noted in note 16 there will be a liability under section 75 of the Pension Act 1995 when the last employee in the scheme leaves Southwark Citizens Advice Bureaux Service employment.