

BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

[Registered Charity No. 1074727]

Report and Financial Statements

Year ended 31 March 2002



BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS - 31 March 2002

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BOURNEMOUTH CITIZENS ADVICE BUREAU
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COMPANY INFORMATION

DIRECTORS

E.R. Gillett
J.E. Gay

COMPANY SECRETARY

A.J. Hunt

CHARITY TRUSTEES

E.R. Gillett
J.E. Gay
A.J. Hunt

REGISTERED OFFICE

The West Wing
Town Hall
Bourne Avenue
Bournemouth
Dorset
BH2 6DX

BANKERS

Lloyds TSB Bank plc
45 Old Christchurch Road
Bournemouth
Dorset
BH1 1ED

AUDITORS

Mazars
Chartered Accountants
8 New Fields, 2 Stinsford Road
Nuffield
Poole
Dorset
BH17 0NF

BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

REPORT OF THE TRUSTEES AND DIRECTORS
for the year ended 31 March 2002

Introduction

The trustees and the directors are pleased to present their report and the audited financial statements of the company for the year ended 31 March 2002, being the fourth year of operation by Bournemouth Citizens Advice Bureau as an incorporated body.

Constitution and Registration

The company was incorporated on 31 March 1998 with a view to taking over the net assets and operations of the unincorporated charitable body known as the Citizens Advice Bureau, Bournemouth (Charity Registration No. 202129). The company is incorporated in England under Company No. 3537836, and has been registered with the Charity Commissioners under Charity Registration No. 1074727. The constitution and principal objects of the company, and the regulations concerning its management, are embodied in the Memorandum and Articles of Association of the company as lodged with the Registrar of Companies. The company is limited by guarantee of its members and, as such, does not have a share capital. The members of the company are defined and determined by reference to its Articles of Association, these being all persons currently serving as members of the company's management committee, either as elected or co-opted individuals or as representative members.

Principal Activities and Charitable Objects

The principal charitable object of the company is to establish and conduct a free, independent, confidential and impartial service of advice, information and counsel for the benefit of the community and general public within the Borough of Bournemouth. In furtherance of this object, the company's principal activity is the operation of an independent Citizens Advice Bureau in Bournemouth, within the overall membership framework as laid down by the National Association of Citizens Advice Bureaux.

Management of the Company and the Charity

A Committee of Management ("the Management Committee"), as constituted in accordance with the provisions set out in the Articles of Association, is responsible for the overall governance of the company. The Management Committee is responsible for appointing certain of its members to act in an individual capacity, as its representatives, either as directors of the company or as company secretary, in accordance with the requirements of the Companies Acts. As a registered charity, the company is also required by the Charity Commissioners to appoint named individuals to act in a formal capacity as trustees of the charity, with duties and responsibilities as set out in charity law and regulations.

Directors and Company Secretary

The current directors and secretary of the company are as set out on page 1. Both of the directors and the secretary were appointed upon incorporation of the company on 31 March 1998, and all continued to serve in their respective capacities throughout the year ended 31 March 2002.

BOURNEMOUTH CITIZENS ADVICE BUREAU
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REPORT OF THE TRUSTEES AND DIRECTORS (continued)
for the year ended 31 March 2002

Charity Trustees

The current trustees of the charity are as set out on page 1. These individuals were the first trustees appointed following registration of the company as a registered charity. All three trustees are elected members of the company's Management Committee.

Auditors

Mazars (formerly Mazars Neville Russell) have expressed their willingness to continue in office as auditors, and a resolution to reappoint them will be proposed at the forthcoming Annual General Meeting.

Review of Developments and Activities

The Bureau continues to provide a valuable service to the citizens of Bournemouth in furtherance of its principal charitable objectives. Throughout the year ended 31 March 2002, in addition to the core advice service as principally funded by Bournemouth Borough Council, the Bureau continued to operate a number of specific advice projects, separately financed by other bodies under contract or grant arrangements. These projects comprised the various legal aid franchise contracts for the provision of welfare benefits, debt and employment advice, as funded by the Legal Services Commission, the GP Surgeries Advice Project funded by Bournemouth Primary Care Trust, and the Home Visiting Service, financed by grant support from the Community Fund of the National Lottery Charities Board. The Advice for Offenders Scheme, as previously operated in conjunction with the Probation Service, was discontinued in May 2001 following withdrawal of the related funding support by Dorset County Council.

Further specific funding has been obtained to finance three additional advice projects which will commence in 2002/03. These projects comprise the provision of welfare benefits advice to non-legally aided clients, to be financed by grant support from the Community Fund, a Youth Project in North Bournemouth to be jointly funded by Lloyds TSB Foundation and the Tudor Trust, and a pilot project to deal with referrals from Care Direct which will be supported by funding from the charity, Help & Care.

Financial Review

The audited financial statements of the company for the year ended 31 March 2002 are set out on pages 9 to 20 attached. The results are presented on a functional basis which provides a clear picture of the funding resources available to finance the various operational activities undertaken by the Bureau, and the way in which such resources have been utilised during the year in furtherance of those respective activities.

The balance sheet at 31 March 2002 shows, in particular, a balance of unrestricted reserves on the General Fund of £32,756, compared to a corresponding figure of £22,784 as brought forward at 1 April 2001.

BOURNEMOUTH CITIZENS ADVICE BUREAU
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REPORT OF THE TRUSTEES AND DIRECTORS (continued)
for the year ended 31 March 2002

Financial Review (continued)

Whilst this increased level of free reserves is to be welcomed, and provides a degree of comfort in the short term, the present balance is still fairly modest in relation to the current activity level, representing approximately three months' expenditure on core activities. The need to further build free reserves to an adequate level continues to be a key issue for the Management Committee (see Reserves Policy below), although the opportunities for the Bureau to achieve this are limited to an extent by the constraints inherent within the present funding arrangements.

An increased level of grant support has been agreed with Bournemouth Borough Council for 2002/03 in relation to the core advice service and, coupled with the maintenance and extension of funding for the specific projects referred to above, the Bureau has secured a sufficient level of overall funding to enable it to continue the provision and development of its valuable service to the local community throughout the period up to 31 March 2003.

Reserves Policy

The balance carried forward on the General Fund represents unrestricted funds arising from past operating results which are available to finance future activities. Such funds also represent the free reserves of the charity, as all fixed assets are separately designated within the Capital Equipment Fund. The level of free reserves is vital to the ongoing stability of the company's financial position, and should be viewed in relative terms with the level of operating activities and the degree of financial commitment and risk inherent therein. The Management Committee regularly monitors this issue as part of its overall risk management assessment. As stated above, the level of free reserves at 31 March 2002 is still fairly modest in relation to the current activity level, and by comparison with indicative benchmarks in the UK charity sector. It is the broad aim of the Management Committee, where possible given the constraints of the present funding arrangements, to extend the balance of free reserves to a level which corresponds to approximately six months' expenditure on core activities.

Risk Management

The Management Committee actively reviews, on a regular basis, the major risks to which the charity is exposed, in particular those related to the operations and finances of the Bureau. The trustees and the directors are satisfied that systems have been established to enable regular reports to be produced so that the Management Committee can monitor such risks and, where necessary, steps can be taken to mitigate exposure thereto.

Volunteers

The Bureau's operations are supported to a significant extent by a team of unpaid volunteers, either acting as trained advisers or providing additional clerical and administrative support. Without the assistance of such volunteers, it would not be possible for the Bureau to provide the range of services currently made available to clients. The trustees and the directors wish to express their appreciation of the invaluable contribution made by the volunteers during the year under review.

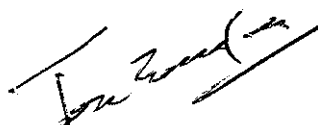

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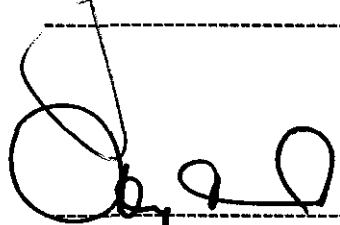
REPORT OF THE TRUSTEES AND DIRECTORS (continued)
for the year ended 31 March 2002

Principal Address

The principal address of the Bureau is The West Wing, Town Hall, Bourne Avenue, Bournemouth, Dorset, BH2 6DX. This is also the registered office address of the company.

Approved by the trustees and the directors on 18 June 2003, and signed by :


----- (Trustee and Director) 
----- (Trustee and Director)


----- (Trustee and Company Secretary)

BOURNEMOUTH CITIZENS ADVICE BUREAU
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STATEMENT OF TRUSTEES' AND DIRECTORS' RESPONSIBILITIES
IN RELATION TO THE FINANCIAL STATEMENTS

The financial statements are the responsibility of the trustees and the directors. Company and charity law requires the trustees and 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 as at the end of the financial year and of the surplus or deficit of the company for that period. In preparing the financial statements, the trustees and the directors are required to :

- select suitable accounting policies and then apply them consistently ;
- make judgements and estimates that are reasonable and prudent ;
- comply with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements ;
- state whether the financial statements have been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities ; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees and 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.

Independent auditors' report to the members of Bournemouth Citizens Advice Bureau

We have audited the financial statements on pages 9 to 20. These financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out on pages 13 and 14.

This report is made solely to the company's trustees', as a body, in accordance with section 235 of Companies Act 1985. Our audit work has been undertaken so that we might state to the trustees of the company, those matters we are required to state to them in an auditor's report and for no other purposes. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the company's trustees 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 Directors' Responsibilities the company's directors (who act as trustees for the charitable activities of Bournemouth Citizens Advice Bureau) are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

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. We also report to you if, in our opinion, the Directors' 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 directors' remuneration and transactions with the company is not disclosed.

We read the other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. Our responsibilities do not extend to any other information.

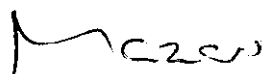
Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards 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 directors 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.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs at 31 March 2002 and of its incoming resources and application of resources, including its income and expenditure for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



MAZARS
Chartered Accountants
and Registered Auditors
8 New Fields
2 Stinsford Road, Poole
Dorset BH17 0NF

18 June 2002

BOURNEMOUTH CITIZENS ADVICE BUREAU
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STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 March 2002

	General Fund (Unrestricted)	Legal Aid Franchise Fund (Restricted)	Home Visiting Fund (Restricted)	Other Restricted Funds (Restricted)	Capital Equipment Fund (Designated)	TOTAL FUNDS 2002	TOTAL FUNDS 2001
	£	£	£		£	£	£
INCOMING RESOURCES							
Donations, legacies and similar							
Sundry donations	981					981	973
Funding of operating activities in furtherance of the charity's objects							
Funding of core advice service :							
Bournemouth Borough Council - direct grant	109,140					109,140	101,500
Bournemouth Borough Council - accommodation	41,390					41,390	24,680
NACAB - salary support grants	1,209					1,209	1,796
Funding of Legal Aid Franchise(s) :							
Legal Services Commission		120,261				120,261	83,545
Funding of Home Visiting Service :							
Community Fund			52,134			52,134	53,365
Funding of other projects :							
Bournemouth Primary Care Trust (GP's Advice Scheme)				15,405		15,405	15,153
Dorset County Council (Advice for Offenders Scheme)				927		927	8,536
Lloyds TSB Foundation (Youth Project)				5,226		5,226	0
Help & Care (Care Direct Project)				1,307		1,307	0
Investment income :							
Interest receivable	796					796	1,119
Other incoming resources :							
Employment Service (re disabled employee access)	5,243					5,243	0
Friends of CAB (re disabled employee access)	1,500					1,500	0
TOTAL INCOMING RESOURCES	160,259	120,261	52,134	22,865	0	355,519	290,667
RESOURCES EXPENDED							
Costs of generating funds						0	0
Charitable expenditure :							
Costs of activities in furtherance of the charity's objects, including support costs							
Core advice service (General Fund)	147,238					147,238	119,982
Legal Aid Franchise(s)		115,365				115,365	81,851
Home Visiting Service			52,074			52,074	50,429
GP's Advice Scheme				15,405		15,405	15,153
Advice for Offenders Scheme				927		927	8,536
Youth Project				0		0	0
Care Direct Project				0		0	0
Depreciation of equipment					7,386	7,386	7,004
Management and administration							
Audit fees	2,000					2,000	1,500
TOTAL RESOURCES EXPENDED	149,238	115,365	52,074	16,332	7,386	340,395	284,455
NET INCOMING / OUTGOING RESOURCES BEFORE TRANSFERS	11,021	4,896	60	6,533	-7,386	15,124	6,212
GROSS TRANSFERS BETWEEN FUNDS							
Financing of capital expenditure	-1,049	-279	-60		1,388	0	0
NET MOVEMENT IN FUNDS FOR THE YEAR	9,972	4,617	0	6,533	-5,998	15,124	6,212
Total funds at the beginning of the year	22,784	1,276	0	0	19,559	43,619	37,407
TOTAL FUNDS AT THE END OF THE YEAR	32,756	5,893	0	6,533	13,561	58,743	43,619

BOURNEMOUTH CITIZENS ADVICE BUREAU
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STATEMENT OF FINANCIAL ACTIVITIES (continued)
for the year ended 31 March 2002

	General Fund (Unrestricted)	Legal Aid Franchise Fund (Restricted)	Home Visiting Fund (Restricted)	Other Restricted Funds (Restricted)	Capital Equipment Fund (Designated)	TOTAL FUNDS 2002	TOTAL FUNDS 2001
	£	£	£		£	£	£
ANALYSIS OF CHARITABLE EXPENDITURE :							
Costs of activities in furtherance of the charity's objects, including support costs							
Salaries and national insurance	87,565	84,783	41,536	11,706		225,590	199,151
Employer pension contributions	7,022	2,649	3,484			13,155	7,430
Other sundry staff costs	619					619	499
Travelling expenses	5,931	691	1,370	629		8,621	8,029
Accommodation	41,390					41,390	24,680
Direct case costs - medical reports, etc.		2,073				2,073	-85
Telephone and fax	5,345	714	863			6,922	6,669
Postage, stationery and advertising	7,409	35	135			7,579	10,140
Photocopier leasing and maintenance	2,718					2,718	2,564
Information and reference material	2,457	556	25			3,038	3,684
Training costs - external	417	524	404	470		1,815	2,433
Repairs and maintenance	2,435					2,435	1,743
Disabled employee access	5,833					5,833	0
Insurance	3,243					3,243	2,454
Miscellaneous expenses	2,996	205				3,201	2,687
Irrecoverable VAT input tax	2,530		247			2,777	3,873
Depreciation of equipment					7,386	7,386	7,004
Common overheads allocated to other activities	-30,672	23,135	4,010	3,527		0	0
	147,238	115,365	52,074	16,332	7,386	338,395	282,955
Management and administration							
Audit fees	2,000					2,000	1,500
TOTAL CHARITABLE EXPENDITURE	149,238	115,365	52,074	16,332	7,386	340,395	284,455

Other restricted funds - breakdown between projects

GP's Advice Scheme

Salaries and national insurance	11,025
Travelling expenses	510
Training costs - external	470
Allocation of common overheads	3,400
	15,405

Advice for Offenders Scheme

Salaries and national insurance	681
Travelling expenses	119
Allocation of common overheads	127
	927

Total charitable expenditure - other restricted funds

16,332

BOURNEMOUTH CITIZENS ADVICE BUREAU
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SUMMARY INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 March 2002

	Note	2002		2001	
		£	£	£	£
OPERATING INCOME					
Grants receivable		151,739		127,976	
Other direct operational funding		195,260		160,599	
Donations received		981		973	
Other incoming resources		6,743		-	
			354,723		289,548
OPERATING COSTS					
Staff costs	4	239,364		207,080	
Depreciation	6	7,386		7,004	
Other operating charges		93,645		70,371	
			(340,395)		(284,455)
OPERATING SURPLUS	3		14,328		5,093
- continuing operations					
Interest received	5		796		1,119
SURPLUS FOR THE FINANCIAL YEAR			15,124		6,212
Total funds at the beginning of the year			43,619		37,407
TOTAL FUNDS AT THE END OF THE YEAR			58,743		43,619

Further details regarding incoming resources and expenditure, and movements in funds during the year, are shown in the Statement of Financial Activities on pages 9 and 10 of these financial statements.

The summary income and expenditure account has been prepared on the basis that all operations are continuing operations.

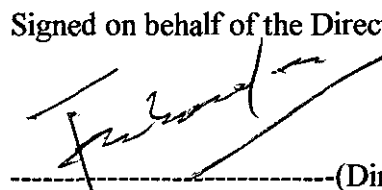
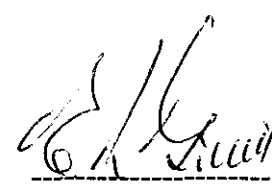
BOURNEMOUTH CITIZENS ADVICE BUREAU
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BALANCE SHEET
31 March 2002

	Note	2002 £	2001 £
FIXED ASSETS			
Tangible fixed assets	6	13,561	19,559
CURRENT ASSETS			
Debtors	7	4,377	2,979
Cash at bank and in hand	8	54,885	39,294
		59,262	42,273
CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR	9	(14,080)	(18,213)
NET CURRENT ASSETS		45,182	24,060
TOTAL ASSETS LESS CURRENT LIABILITIES		58,743	43,619
TOTAL FUNDS	13 & 14		
Unrestricted funds :			
General Fund		32,756	22,784
Restricted funds :			
Legal Aid Franchise Fund		5,893	1,276
Youth Project Fund		5,226	-
Care Direct Project Fund		1,307	-
Designated funds :			
Capital Equipment Fund		13,561	19,559
		58,743	43,619

These financial statements were formally approved
by the Directors and Trustees on **18 June 2003**

Signed on behalf of the Directors and Trustees :


 -----(Director and Trustee)
 
 -----(Director and Trustee)

BOURNEMOUTH CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2002

1. BASIS OF PREPARATION

The financial statements are prepared in accordance with applicable accounting standards, and in line with the recommendations set out in the Statement of Recommended Practice, Accounting and Reporting by Charities, as issued by the Charity Commission. The particular accounting policies adopted by the directors and the trustees are described below.

2. ACCOUNTING POLICIES

Accounting convention

The financial statements are prepared under the historical cost convention. Except as indicated in the following paragraphs, the financial statements are prepared on an accruals basis, that is, income and expenditure is recognised as it becomes receivable or is incurred, not as it is received or paid.

Grants receivable

Grants receivable are recognised as income in the period to which they relate. Grants received in advance which relate to a subsequent period are treated as deferred income and are carried forward within creditors.

Other operational funding

Other operational funding is normally recognised as an incoming resource, and is credited to the relevant fund, in the period in which it is received.

Donations

Income from donations is recognised in the financial statements upon receipt. In respect of sundry donations placed into collecting boxes located within the Bureau's premises, such income is recognised when the collecting boxes are emptied. This takes place on a frequent basis, and any monies remaining within collecting boxes, and therefore unaccounted for, at any particular time are considered to be immaterial.

Interest received

Interest earned on surplus cash balances, as invested in bank or building society deposit accounts, is recognised in the financial statements when such interest is credited to the related accounts.

Tangible fixed assets and depreciation

All material expenditure on the acquisition of tangible fixed assets is capitalised at cost. Depreciation is calculated to write off the cost of tangible fixed assets on a straight line basis over their estimated useful economic lives. The rates of depreciation used are as follows :-

Computer systems and equipment	-	25% per annum
Office furniture and other equipment	-	20% per annum

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NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2002

2. ACCOUNTING POLICIES...continued

Taxation

The company is a registered charity, and is exempt from UK corporation tax under the provisions of Section 505 of the Income and Corporation Taxes Act 1988.

Value Added Tax

The company is registered for Value Added Tax (VAT) in relation to certain of its activities which are deemed to be standard-rated. A significant part of the company's activities remain exempt from VAT, and therefore a proportion of the total input tax suffered on expenditure is not recoverable. Such irrecoverable VAT input tax is written off in the financial statements under a separate heading.

Pension costs

The expected cost of providing pensions, as calculated periodically by professionally qualified actuaries, is charged to expenditure so as to spread the cost over the service lives of employees in the scheme, in such a way that the pension cost is a substantially level percentage of current and expected future pensionable payroll.

Operating leases

Rentals under operating leases, where substantially all the benefits and risks of ownership remain with the lessor, are charged to expenditure on a straight line basis over the lease term.

Cash flow statement

The company has taken advantage of the exemption for small companies as contained in Financial Reporting Standard No.1 (Cash Flow Statements). Accordingly, a cash flow statement is not presented as part of these financial statements.

3. OPERATING SURPLUS

Operating surplus is arrived at after charging :

	2002	2001
	£	£
Depreciation of tangible fixed assets - owned assets	7,386	7,004
Rentals under operating leases	1,344	1,344
Auditors' remuneration - audit services	2,000	1,500
Staff costs (see note 4)	239,364	207,080
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BOURNEMOUTH CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2002

4. INFORMATION REGARDING DIRECTORS, TRUSTEES AND EMPLOYEES

None of the directors or trustees received any emoluments or expenses from the company during the year.

Staff costs during the year were as follows :

	2002	2001
	£	£
Wages and salaries	211,337	185,863
Agency staff and other sundry staff costs	619	499
Social security costs	14,253	13,288
Pension costs	13,155	7,430
	<u>239,364</u>	<u>207,080</u>

The total emoluments, including pension contributions, of the highest paid employee amounted to :

	<u>26,637</u>	<u>25,983</u>
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The average number of persons employed during the year, excluding directors, was as follows :

	2002	2001
	No.	No.
Management staff - full-time	1	1
Management staff - part-time	2	2
Other Bureau staff - full-time	3	3
Other Bureau staff - part-time	9	9
	<u>15</u>	<u>15</u>

In addition to the staff employed, as above, the Bureau's operations are supported to a significant extent by a team of unpaid volunteer advisers who are trained to standards laid down by the National Association of Citizens Advice Bureaux. Additional clerical and administrative support is also provided by unpaid volunteers.

5. INTEREST RECEIVED

	2002	2001
	£	£
Bank and building society deposit interest	796	1,119
	<u>796</u>	<u>1,119</u>

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NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2002

6. TANGIBLE FIXED ASSETS

	Computer systems and equipment £	Office furniture and other office equipment £	TOTAL £
Cost			
At 1 April 2001	30,583	4,346	34,929
Additions	805	583	1,388
Disposals	-	-	-
At 31 March 2002	<u>31,388</u>	<u>4,929</u>	<u>36,317</u>
Depreciation			
At 1 April 2001	13,263	2,107	15,370
Charge for the year	6,669	717	7,386
Disposals	-	-	-
At 31 March 2002	<u>19,932</u>	<u>2,824</u>	<u>22,756</u>
Net book value			
At 31 March 2002	<u>11,456</u>	<u>2,105</u>	<u>13,561</u>
At 31 March 2001	<u>17,320</u>	<u>2,239</u>	<u>19,559</u>

All the tangible fixed assets recognised above are held for use by the company in undertaking its charitable activities.

7. DEBTORS

	2002 £	2001 £
Prepayments and accrued income	<u>4,377</u>	<u>2,979</u>

BOURNEMOUTH CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2002

8. CASH AT BANK AND IN HAND

	2002	2001
	£	£
Bank current account	805	3,928
Bank deposit account	43,341	25,053
Building society deposit account	10,620	10,224
Cash in hand	119	89
	<u>54,885</u>	<u>39,294</u>

9. CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR

	2002	2001
	£	£
Taxation and social security	9,377	10,762
Other creditors	-	-
Accruals and deferred income	4,703	7,451
	<u>14,080</u>	<u>18,213</u>

10. CAPITAL COMMITMENTS

	2002	2001
	£	£
Authorised but not contracted for	-	-

11. OPERATING LEASE COMMITMENTS

	2002	2001
	£	£
At 31 March 2002 the company was committed to making the following payments during the next year in respect of operating leases :		
Leases which expire within two to five years - office equipment	<u>1,344</u>	<u>1,344</u>

BOURNEMOUTH CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS (continued)
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12. PENSION SCHEME

The company participates in and contributes to the Dorset County Pension Scheme in relation to certain of its employees. This local government pension scheme is a multi-employer defined benefit scheme, and the company, whilst having no direct constitutional link with Dorset County Council, has been permitted to participate in the scheme as an Admitted Body. The assets of the scheme are held in separate trustee administered funds.

The employer's contribution rate for Admitted Bodies is determined by the scheme with reference to the advice of the scheme's actuary, and the applicable rate from time to time is notified to the company. The employer's contribution rate is set so as to spread the cost of providing pensions over the average service lives of employees in the scheme, such that the pension cost is a substantially level percentage of current and future pensionable payroll.

Although the Dorset County Pension Scheme is a defined benefit scheme, in view of the size of the scheme and the extent of its membership, it is not practicable to separately identify the assets and liabilities relating specifically to the company's employees. Consequently, from the perspective of the company as an individual employer, the scheme is effectively treated for accounting purposes as a defined contribution scheme. Pension costs are therefore recognised in the financial statements based on the contributions payable to the scheme. The total pension cost for the company in respect of the year ended 31 March 2002 was £13,155 (2001 - £7,430). The last full actuarial valuation of the Dorset County Pension Scheme, completed in March 2002, revealed an overall deficit in the scheme, resulting in a requirement for increased employer contributions for 2002/03 at a rate of 10.80% compared to the rate of 9.12% payable throughout the year ended 31 March 2002, with further increases in contributions scheduled for subsequent years.

13. TOTAL FUNDS

	Balance at 1 April 2001 £	Movements in the year (Net) £	Transfers between funds £	Balance at 31 March 2002 £
Unrestricted funds				
General Fund	22,784	11,021	(1,049)	32,756
Restricted funds				
Legal Aid Franchise Fund	1,276	4,896	(279)	5,893
Home Visiting Service Fund	-	60	(60)	-
GP's Advice Scheme Fund	-	-	-	-
Advice for Offenders Scheme Fund	-	-	-	-
Youth Project Fund	-	5,226	-	5,226
Care Direct Project Fund	-	1,307	-	1,307
Designated funds				
Capital Equipment Fund	19,559	(7,386)	1,388	13,561
	<u>43,619</u>	<u>15,124</u>	<u>-</u>	<u>58,743</u>

BOURNEMOUTH CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2002

13. TOTAL FUNDS...continued

The General Fund reflects the incoming resources and expenditure in relation to the general operation of the Bureau including, in particular, the core CAB advice service provided to the citizens of Bournemouth. No specific restrictions are placed on the funds within the General Fund, except that they are to be generally applied in furtherance of the broad objectives of the charity.

The Legal Aid Franchise Fund covers funding provided under contract by the Legal Services Commission, the application of which is restricted to financing the related legal aid franchise work.

The Home Visiting Service Fund covers funds provided by the Community Fund (the operating name of the National Lottery Charities Board), the application of which is restricted to financing the advice service provided to clients by the home visiting team.

The GP's Advice Scheme and The Advice for Offenders Scheme Funds cover funds provided under contract by Bournemouth Primary Care Trust and Dorset County Council respectively, the application of which is, in each case, restricted to financing the operation of that particular scheme. The Advice for Offenders Scheme was discontinued in May 2001.

The Youth Project and Care Direct Project Funds cover funds provided by Lloyds TSB Foundation and Help & Care respectively, the application of which is, in each case, restricted to financing the project in question. Both projects are due to commence during the year beginning 1 April 2002.

The Capital Equipment Fund reflects the financing of capital equipment used in relation to the Bureau's operations. Depreciation of such equipment is charged against this designated fund.

14. NET ASSETS APPLICABLE TO SPECIFIC FUNDS

The following table gives a breakdown of the net assets, as shown in the balance sheet at 31 March 2002, between the General Fund and other specific funds operated by the Bureau :

Fund	Tangible fixed assets £	Bank and cash balances £	Other current assets £	Current liabilities £	TOTAL £
General Fund	-	42,155	3,318	(12,717)	32,756
Legal Aid Franchise Fund	-	5,953	196	(256)	5,893
Home Visiting Service Fund	-	244	-	(244)	-
GP's Advice Scheme Fund	-	-	863	(863)	-
Advice for Offenders Scheme Fund	-	-	-	-	-
Youth Project Fund	-	5,226	-	-	5,226
Care Direct Project Fund	-	1,307	-	-	1,307
Capital Equipment Fund	13,561	-	-	-	13,561
	<u>13,561</u>	<u>54,885</u>	<u>4,377</u>	<u>(14,080)</u>	<u>58,743</u>

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15. LIMITED LIABILITY OF MEMBERS

The company is limited by guarantee of its members and, as such, does not have a share capital. The liability of each member of the company is limited to a contribution of £1 to the assets of the company in the event of a winding-up.

16. COPIES OF THE FINANCIAL STATEMENTS

Further copies of these financial statements may be obtained by written request to the company secretary at the address shown on page 5.