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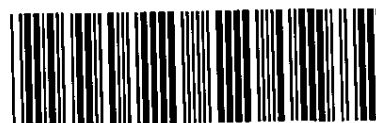
BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

[Registered Charity No. 1074727]

Report and Unaudited Financial Statements

Year ended 31 March 2008

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BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS - 31 March 2008

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BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

COMPANY INFORMATION
AS AT 31 MARCH 2008

DIRECTORS

N A. Haswell - Chairman
A J Hunt
M J Moore
E J Taylor

S J Hough
A Ajomale
T Thompson (appointed 13/09/2007)
D V Bevan (appointed 13/09/2007)

COMPANY SECRETARY

A J Hunt

CHARITY TRUSTEES

N A. Haswell
A J Hunt
M J Moore
E J. Taylor

S J Hough
A Ajomale
T Thompson
D V. Bevan

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

REPORTING ACCOUNTANTS

Accounting for Charities Ltd
Arena
Holyrood Close
Poole
Dorset BH17 7BA

BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

REPORT OF THE TRUSTEES AND DIRECTORS
for the year ended 31 March 2008

STRUCTURE, GOVERNANCE AND MANAGEMENT

Introduction

The trustees and the directors are pleased to present their report and the financial statements of the company for the year ended 31 March 2008, being the tenth year of operation by Bournemouth Citizens Advice Bureau as an incorporated body

Constitution and Registration

The company was incorporated on 31 March 1998, following which it took over the net assets and operations of the former unincorporated charitable body known as the Citizens Advice Bureau, Bournemouth. The company is incorporated in England under Company No 3537836, and is 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, and include in particular those persons currently serving as members of the company's Trustee Board, either as elected or co-opted individuals or as representative members.

Organisation

A Trustee Board, as constituted in accordance with the provisions set out in the Articles of Association, is responsible for the overall governance of the company. The Trustee Board 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.

The maximum number of trustees is nine, and the minimum is four. Trustees are either elected at the annual general meeting, nominated by member organisations or co-opted by the Trustee Board, providing that the total of co-opted and nominated trustees does not exceed one third of the total number of trustees. All elected trustees must retire from office at the third annual general meeting following the annual general meeting at which they were elected but may be re-elected. All nominated or co-opted trustees must retire from office at the third annual general meeting following the ordinary meeting of the Trustee Board at which they were appointed but may be re-elected.

Directors, trustees and company secretary

The current directors and secretary of the company are as set out on page 1.

BOURNEMOUTH CITIZENS ADVICE BUREAU
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REPORT OF THE TRUSTEES AND DIRECTORS (continued)
for the year ended 31 March 2008

Directors, trustees and company secretary (continued)

Ms N.A Haswell, Mr E J Taylor, Mr A.J Hunt, Mr M.J Moore, Mrs. S.J Hough and Ms. A. Ajomale all served as directors throughout the year ended 31 March 2008 Mr. J N. Fletcher resigned as a director on 23 May 2007, Mr P R Avis resigned as a director on 13 September 2007, Mr D Eyre resigned as a director on 31 March 2008 and Mrs. T Thompson and Mrs D V Bevan were both appointed as directors on 13 September 2007

The current trustees of the charity are as set out on page 1 All trustees are elected members of the company's Trustee Board

Trustee recruitment and training

Trustees are recruited from member organisations and/or for the specific skills that they can bring to the charity There is a trustee induction process and new trustees are invited to attend the Bureau to see the work of the charity New trustees are also able to access relevant training and information in relation to the Bureau's affairs and operations and the role and duties of a trustee

Risk Management

The Trustee Board 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 Trustee Board can monitor such risks and, where necessary, steps can be taken to mitigate exposure thereto.

OBJECTIVES AND ACTIVITIES

Objects

The objects of the charity are to promote any charitable purpose for the benefit of the community in the area of the Council of the Borough of Bournemouth, or any successor body to it, by the advancement of education, the protection and preservation of health, and the relief of poverty, sickness and distress

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.

Activities

In furtherance of the objects, the principal activity of the company 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 ("Citizens Advice")

BOURNEMOUTH CITIZENS ADVICE BUREAU
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REPORT OF THE TRUSTEES AND DIRECTORS (continued)
for the year ended 31 March 2008

Activities (continued)

In addition to the provision of the core advice service, which is principally financed by grant funding from Bournemouth Borough Council, the company also operated the following specific projects and services during the year under review :-

Financial Inclusion Fund Project - funded by government via Citizens Advice regionally

GP's Advice Scheme - funded by Bournemouth Primary Care Trust

County Court Advice Service - funded by Lloyds TSB Foundation

Housing Association Project - funded by Bournemouth Churches Housing Association

Accessible Volunteering – funded by Awards for All

ACHIEVEMENTS AND PERFORMANCE

During the year ended 31 March 2008, the Bureau received 18,727 enquiries from 7,464 clients, again representing a reduction in the number of enquiries compared to the previous year

The breakdown of the areas of work was as follows, together with comparatives for the previous year :-

Welfare benefits	19%	(21%)
Consumer	3%	(3%)
Debt and Finance	34%	(34%)
Employment	10%	(12%)
Housing	10%	(10%)
Legal	6%	(6%)
Immigration	3%	(3%)
Signposting	4%	(2%)
Other	9%	(9%)

The management and trustees continue to monitor the number of enquiries and breakdown of areas of work to ensure resources are appropriately allocated. In addition, client feedback continues to be sought which provides information about methods of contact, waiting times and levels of satisfaction in relation to the advice offered.

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 once again wish to express their appreciation of the invaluable contribution made by the volunteers during the year under review.

BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

REPORT OF THE TRUSTEES AND DIRECTORS (continued)
for the year ended 31 March 2008

FINANCIAL REVIEW

The financial statements of the company for the year ended 31 March 2008 are as set out on pages 7 to 22 attached. The results are presented on an activity basis, in accordance with the Statement of Recommended Practice 2005, which provides a clear picture of the funding resources available to finance the various operational activities undertaken.

The total incoming resources for the year ended 31 March 2008 amounted to £288,124. The total resources expended were £296,408 thereby generating a deficit for the year of £8,284, reducing the total funds to a deficit of £4,552 at 31 March 2008.

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 Trustee Board regularly monitors this issue as part of its overall risk management assessment. The current level of free reserves is in deficit and therefore remains low in relation to the overall activity level, and by comparison with indicative benchmarks in the UK charity sector. The longer term strategic target of the Trustee Board, notwithstanding the constraints inherent in the present funding arrangements, is to extend the balance of free reserves to a level which corresponds to approximately six months' expenditure on core activities. Additional resources of at least £100,000 would be required to meet the current target.

Investment Policy

The Trustee Board adopts a risk averse strategy in relation to the investment of surplus funds. All cash funds held by the Bureau in excess of immediate requirements to finance its charitable activities are invested in interest-bearing deposit accounts with Lloyds TSB Bank plc. There are no other investments relevant to the Bureau's activities.

BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

REPORT OF THE TRUSTEES AND DIRECTORS (continued)
for the year ended 31 March 2008

PLANS FOR FUTURE PERIODS

The Trustee Board plans to continue to operate the core advice service together with other projects and services, funding permitted

STATEMENT OF TRUSTEES' AND DIRECTORS' RESPONSIBILITIES

Law applicable to charities in England and Wales requires the trustees and directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees and directors are required to

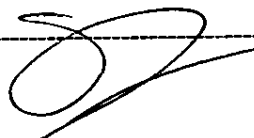
- select suitable accounting policies and then apply them consistently ,
- make judgements and estimates that are reasonable and prudent , and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees and directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 1993. 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.

The report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the trustees and the directors on 13 8 08 (date), and signed on their behalf by

 (Trustee and Director)

 (Trustee and Director)

BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 March 2008

	Note	General Fund (Unrestricted) £	Restricted Funds (Restricted) £	Capital Equipment Fund (Designated) £	Total 2008 £	Total 2007 £
Incoming Resources						
Incoming resources from generated funds						
Voluntary income						
Sundry donations		3,599	-	-	3,599	1,016
Accommodation – donated service from Bournemouth Borough Council		32,380	-	-	32,380	30,786
Activities for generating funds:						
Investment income – interest receivable		1,165	-	-	1,165	1,001
Fundraising income		380	-	-	380	-
Incoming resources from charitable activities	3	152,039	95,424	-	247,463	231,997
Other incoming resources						
Miscellaneous income		3,137	-	-	3,137	600
Total Incoming Resources		<u>192,700</u>	<u>95,424</u>	<u>-</u>	<u>288,124</u>	<u>265,400</u>
Resources Expended						
Costs of generating funds						
		-	-	-	-	-
Charitable activities, including support costs	4	172,600	82,263	7,269	262,132	292,963
Governance costs						
Accountancy/Audit fees		795	-	-	795	2,400
Exceptional Items						
Pension strain payment, former Legal Services contract		26,812	-	-	26,812	-
Legal Service Contract refund		6,669	-	-	6,669	-
Total Resources Expended		<u>206,876</u>	<u>82,263</u>	<u>7,269</u>	<u>296,408</u>	<u>295,363</u>
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS (to page 8)						
		<u>(14,176)</u>	<u>13,161</u>	<u>(7,269)</u>	<u>(8,284)</u>	<u>(29,963)</u>

BOURNEMOUTH CITIZENS ADVICE BUREAU
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STATEMENT OF FINANCIAL ACTIVITIES (continued)
for the year ended 31 March 2008

	Note	General Fund (Unrestricted) £	Restricted Funds (Restricted) £	Capital Equipment Fund (Designated) £	Total 2008 £	Total 2007 £
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS (from page 7)		(14,176)	13,161	(7,269)	(8,284)	(29,963)
GROSS TRANSFERS BETWEEN FUNDS		-	-	-	-	-
Financing of capital expenditure	36	(1,676)	1,640	-	-	-
Net Movement in Funds for the Year		(14,140)	11,485	(5,629)	(8,284)	(29,963)
Total funds at the beginning of the year		(12,844)	4,092	12,484	3,732	33,695
Total Funds at the End of the Year		(26,984)	15,577	6,855	(4,552)	3,732

BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

SUMMARY INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 March 2008

	Note	2008		2007	
		£	£	£	£
Operating Income					
Grants receivable		184,419		179,117	
Other direct operational funding		95,424		83,666	
Donations received		3,599		1,016	
Other incoming resources		3,517		600	
			286,959		264,399
Operating Costs					
Staff costs		187,466		211,633	
Depreciation		7,269		7,284	
Other operating charges		101,673		76,446	
			(296,408)		(295,363)
			(9,449)		(30,964)
Operating (Deficit) – continuing operations	5				
Interest receivable	7		1,165		1,001
			(8,284)		(29,963)
(Deficit) for the Financial Year					
Total funds at the beginning of the year			3,732		33,695
Total Funds at the End of the Year			(4,552)		3,732

Further details regarding incoming resources and expenditure, and movements in funds during the year, are shown in the Statement of Financial Activities on pages 7 and 8 of these financial statements.

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

The company had no gains or losses other than those shown above

BALANCE SHEET: 31 March 2008

BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

	Note	2008 £	2007 £
Fixed Assets			
Tangible Fixed Assets	8	6,855	12,484
Current Assets			
Debtors	9	1,308	1,152
Cash at bank and in hand	10	31,400	4,774
		<u>32,708</u>	<u>5,926</u>
Creditors: Amounts Falling Due Within One Year	11	(22,352)	(14,678)
Net Current Assets/(Liabilities)		<u>10,356</u>	<u>(8,752)</u>
Creditors: Amounts Falling Due After More Than One Year	12	(21,763)	-
Total Assets less Current Liabilities		<u>(4,552)</u>	<u>3,732</u>
Total Funds	16		
Unrestricted funds:			
General Fund		(26,984)	(12,844)
Restricted funds			
Financial Inclusion Project Fund		773	2,425
County Court Advice Service Fund		2,194	1,667
Awards for All		10,000	-
Bournemouth Borough Council – Neighbourhood Management		1,702	-
Bournemouth Borough Council – Kinson		908	-
Designated funds			
Capital Equipment Fund		6,855	12,484
		<u>(4,552)</u>	<u>3,732</u>

The Trustees and Directors are satisfied that the company was entitled to exemption under subsection (2) of section 249A of the Companies Act 1985 and that members have not required an audit in accordance with subsection (2) of section 249B.

BOURNEMOUTH CITIZENS ADVICE BUREAU
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BALANCE SHEET: 31 March 2008 (continued)

The Directors acknowledge their responsibilities for

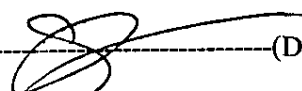
- i) Ensuring that the company keeps accounting records which comply with section 221, and
- ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 226 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to this company

These accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies

These financial statements were formally approved by the Directors and Trustees on
(date) 13 8 08

Signed on behalf of the Directors and Trustees ·

 (Director and Trustee)

 (Director and Trustee)

BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2008

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

Going Concern

The financial statements have been prepared on the going concern basis as the directors' forecasts confirm that the company will have sufficient assets to meet external liabilities for the next 12 months

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.

Fund accounting

Unrestricted funds are incoming resources and donations receivable or generated in furtherance of the charitable objects of the company without further specified purpose

Designated funds are unrestricted funds earmarked by the Trustee Board for particular purposes

Restricted funds are incoming resources to be used for specific purposes as laid down by the donor. Such resources are allocated to separate funds against which relevant expenditure is charged

Further information and explanation regarding the nature and purpose of each fund is included in note 16 to the financial statements

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 receivable

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

BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2008

2. ACCOUNTING POLICIES...continued

Resources expended

All expenditure is accounted for on an accruals basis. Expenditure which is associated with the provision of advice services, including related support costs, is included within charitable activities. Support costs relate to expenditure incurred centrally in support of the advice services provided. Other expenditure is allocated as appropriate between governance costs and, where applicable, costs of generating funds. Governance costs represent costs incurred in compliance with constitutional and statutory requirements. Where costs cannot be directly attributed to particular headings they are allocated to activities on a basis consistent with the use of the resources.

Donated Services

The accommodation provided without charge by Bournemouth Borough Council has been valued by Bournemouth Borough Council and included in the financial statements as a donated service and accommodation cost.

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

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

Pension costs are accounted for as described in Note 15 to the financial statements.

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.

BOURNEMOUTH CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2008

	Unrestricted £	Restricted £	Total 2008 £	Total 2007 £
3. Incoming resources from charitable activities				
Core Advice Service				
Bournemouth Borough Council				
– direct grant	152,039	-	152,039	148,331
Legal Aid Franchise				
Legal Services Commission	-	-	-	35,722
Financial Inclusion Fund				
- Citizens Advice	-	54,757	54,757	28,950
GP's Advice Scheme				
- Bournemouth Primary Care Trust	-	17,023	17,023	17,023
Housing Association Project –				
Bournemouth Churches Housing Association	-	4,093	4,093	1,971
County Court Advice Scheme –				
Lloyds TSB Foundation	-	5,265	5,265	-
Awards for All Project – Accessible Volunteering	-	10,000	10,000	-
Neighbourhood Management Outreach – Bournemouth Borough Council	-	1,702	1,702	-
Kinson Outreach – Bournemouth Borough Council	-	2,170	2,170	-
Equipment Support – Bournemouth Borough Council	-	414	414	-
	<u>152,039</u>	<u>95,424</u>	<u>247,463</u>	<u>231,997</u>

BOURNEMOUTH CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2008

	General Fund (Unrestricted) £	Financial Inclusion Fund (Restricted) £	Other Restricted Funds (Restricted) £	Capital Equipment Fund (Designated) £	Total 2008 £	Total 2007 £
4. Charitable activities, including support costs						
Salaries and National Insurance	114,504	44,735	20,981	-	180,220	189,876
Employer pension contributions	6,425	-	533	-	6,958	10,109
Other staff costs	288	-	-	-	288	11,648
Travelling expenses	6,323	130	217	-	6,670	8,885
Accommodation	32,380	-	-	-	32,380	30,786
Telephone and fax	3,643	359	-	-	4,002	4,623
Postage, stationery and advertising	4,677	-	-	-	4,677	9,212
Photocopier leasing and maintenance	4,470	-	-	-	4,470	3,741
Information and reference material	4,438	20	-	-	4,458	5,554
Training costs – external	350	-	-	-	350	1,784
Repairs and maintenance	1,162	-	-	-	1,162	863
Insurance	2,925	-	-	-	2,925	3,202
Miscellaneous expenses	3,247	-	-	-	3,247	2,565
Irrecoverable VAT input tax	2,995	61	-	-	3,056	2,831
Depreciation of equipment				7,269	7,269	7,284
Common overheads allocated to other activities	(15,227)	11,104	4,123	-	-	-
	<u>172,600</u>	<u>56,409</u>	<u>25,854</u>	<u>7,269</u>	<u>262,132</u>	<u>292,963</u>

BOURNEMOUTH CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2008

	2008		2007	
	£	£	£	£
4. Charitable activities, including support costs				
Other restricted funds – breakdown of expenditure between projects				
GP's Advice Scheme Fund				
Salaries and national insurance	14,134		13,799	
Travelling expenses	217		289	
Allocation of common overheads	2,672		2,935	
		17,023		17,023
County Court Advice Service				
Salaries and national insurance	3,514		3,436	
Employer pension contributions	533		501	
Allocation of common overheads	691		63	
		4,738		4,000
Housing Association Project				
Salaries and national insurance	3,333		2,211	
Allocation of common overheads	760		417	
		4,093		2,628
Total charitable expenditure – other restricted funds		25,854		23,651

BOURNEMOUTH CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2008

5. OPERATING (DEFICIT)	2008	2007
The operating (deficit) is arrived at after charging	£	£
Depreciation of tangible fixed assets – owned assets	7,269	7,284
Rentals under operating leases	2,473	2,224
Auditors' remuneration – audit services	-	2,400
Staff costs (see note 6)	187,466	211,633

6. 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	2008	2007
	£	£
Wages and salaries	166,358	174,977
Agency staff and other sundry staff costs	288	5,558
Redundancy costs	-	6,090
Social security costs	13,862	14,898
Pension costs	6,958	10,110
	187,466	211,633

The total emoluments, including pension contributions, of the highest paid employee amounted to	31,606	30,843
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The average number of persons employed during the year, excluding directors, was as follows	10	11
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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 ("Citizens Advice") Additional clerical and administrative support is also provided by unpaid volunteers

BOURNEMOUTH CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2008

	2008	2007
	£	£
7. INTEREST RECEIVABLE		
Bank and building society deposit interest	1,165	1,001

8. TANGIBLE FIXED ASSETS

	Computer Systems and Equipment £	Office Furniture and Other Office Equipment £	Total £
Cost			
At 1 April 2007	50,160	8,881	59,041
Additions	1,640	-	1,640
Disposals	(21,768)		(21,768)
At 31 March 2008	30,032	8,881	38,913
Depreciation			
At 1 April 2007	39,852	6,705	46,557
Charge for the year	6,529	740	7,269
Disposals	(21,768)	-	(21,768)
At 31 March 2008	24,613	7,445	32,058
Net Book Value			
At 31 March 2008	5,419	1,436	6,855
At 31 March 2007	10,308	2,176	12,484

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

BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2008

	2008	2007
	£	£
9. DEBTORS		
Prepayments and accrued income	1,308	1,152
	<hr/>	<hr/>
10. CASH AT BANK AND IN HAND	2008	2007
	£	£
Bank current account	11,585	1,120
Bank deposit account	19,571	3,071
Building society deposit account	-	372
Cash in hand	244	211
	<hr/>	<hr/>
	31,400	4,774
	<hr/>	<hr/>
11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2008	2007
	£	£
Taxation and social security	4,501	4,745
Other creditors	12,110	831
Accruals and deferred income	5,741	9,102
	<hr/>	<hr/>
	22,352	14,678
	<hr/>	<hr/>
12. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR	2008	2007
	£	£
Pension Scheme strain payment (Legal Aid) (2 to 5 years)	21,763	-
	<hr/>	<hr/>
13. CAPITAL COMMITMENTS	2008	2007
	£	£
Authorised but not contracted for	-	-
	<hr/>	<hr/>
14. OPERATING LEASE COMMITMENTS		
At 31 March 2008 the company was committed to making the following payments during the year in respect of operating leases		
	2008	2007
	£	£
Leases expiring between one and five years – office equipment	2,473	2,473
	<hr/>	<hr/>

BOURNEMOUTH CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2008

15. PENSION SCHEME

The company participates in and contributes to the Dorset County Pension Fund 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.

Although the Dorset County Pension Fund is a defined benefit scheme, in view of the size of the scheme and the extent of its membership, it is not practicable or cost effective to commission an actuarial report to separately identify the assets and liabilities relating specifically to those employees of the company, past and present, who have a retained interest in the scheme. 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 as they fall due.

The total pension cost for the company in respect of the year ended 31 March 2008 was £6,958 (2007 - £10,110). Contributions amounting to £393 were outstanding at 31 March 2008 (2007 - £600). The last full actuarial valuation of the Dorset County Pension Fund, completed in March 2005, revealed an overall deficit in the scheme, resulting in a requirement for increased employer contributions, with contributions scheduled for 2007/08 at 16.2% and 2008/09 at 16.8%. Technically, the company is contingently liable to contribute to any deficit in the scheme on a proportional basis linked to the accrued interests of past and present employees of the company who are still members of the scheme, either as active, deferred or pensioner members. In normal circumstances, and assuming the company continues to have active members in the scheme, such liability is reflected in the ongoing employer funding rate as calculated and advised by the scheme's actuary.

BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2008

16. TOTAL FUNDS

	Balance at 1.4.2007 £	Movements in the Year £	Transfers between Funds £	Balance at 31.3.2008 £
Unrestricted Funds				
General Fund	(12,844)	(14,176)	36	(26,984)
Restricted Funds				
Awards for All Fund	-	10,000	-	10,000
Financial Inclusion Fund	2,425	(1,652)	-	773
GP's Advice Scheme Fund	-	-	-	-
County Court Advice Service Fund	1,667	527	-	2,194
Housing Association Project Fund	-	-	-	-
Neighbourhood Management Fund	-	1,702	-	1,702
Kinson Fund	-	2,170	(1,262)	908
Safer and Stronger Fund	-	414	(414)	-
Designated Funds				
Capital Equipment Fund	12,484	(7,269)	1,640	6,855
	<u>3,732</u>	<u>(8,284)</u>	<u>-</u>	<u>(4,552)</u>

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 Financial Inclusion Fund covers funds provided by government via Citizens Advice regionally, the application of which is restricted to financing the related project work

The GP's Advice Scheme Fund covers funds provided under contract by Bournemouth Primary Care Trust, the application of which is restricted to financing the operation of that particular scheme

The County Court Advice Service Fund covers funds provided by Lloyds TSB Foundation, the application of which is restricted to financing the operation of that particular activity.

The Housing Association Project Fund covers funds provided by Bournemouth Churches Housing Association, the application of which is restricted to financing the project in question

The Neighbourhood Management Fund, Kinson Fund and Safer and Stronger Fund covers funds provided by Bournemouth Borough Council, the application of which is restricted to specific agreed expenditure

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

BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2008

16. 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 2008, between the General Fund and other specific funds operated by the Bureau

Fund	Tangible Fixed Assets £	Bank and Cash Balances £	Other Current Assets £	Liabilities £	Total £
General Fund	-	15,371	1,308	(43,663)	(26,984)
Awards for All Fund	-	10,000	-	-	10,000
Financial Inclusion Fund	-	847	-	(74)	773
GP's Advice Scheme Fund	-	-	-	-	-
County Court Advice Service Fund	-	2,194	-	-	2,194
Housing Association Project Fund	-	-	-	-	-
Capital Equipment Fund	6,855	-	-	-	6,855
Neighbourhood Management Fund	-	1,702	-	-	1,702
Kinson Fund	-	908	-	-	908
Safer and Stronger Fund	-	378	-	(378)	-
	<u>6,855</u>	<u>31,400</u>	<u>1,308</u>	<u>(44,115)</u>	<u>(4,552)</u>

17. 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. As the company's membership is principally comprised of those persons serving as members of the Trustee Board, the aggregate amount of such potential contributions would be relatively insignificant.

18. CONTROLLING PARTY

The company is effectively controlled by the Trustee Board, including the directors and the charity trustees, acting in accordance with the Memorandum and Articles of Association.

19. COPIES OF THE FINANCIAL STATEMENTS

Further copies of these financial statements may be obtained by written request to the company secretary at the registered office address shown on page 1.

BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

ACCOUNTANTS' REPORT
to the Members of Bournemouth Citizens Advice Bureau

We report on the accounts of the company for the year ended 31 March 2008, set out on pages 7 to 22

Respective responsibilities of Trustees and reporting accountant

As described on page 10 the charity's Trustees, who are also the Directors of the company, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

This report is made to the company's Members as a body in accordance with the letter of engagement dated 16 June 2008. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's Trustees, as a body, for our work or for this report

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of our report. These procedures provide only the assurance expressed in our opinion

Opinion

In our opinion

- (a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records,
 - (i) the accounts have been drawn up in a manner consistent with the provisions specified in section 249C(6) of the Act, and
 - (ii) the company satisfied the requirements for the exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of the companies not entitled to the exemption specified in section 249B(1) (a) to (f)

Accounting for Charities Ltd
Accounting for Charities Ltd
Chartered Accountants

Arena, Holyrood Close, Poole BH17 7BA

date 1 September 2008

BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT
to the Trustees of Bournemouth Citizens Advice Bureau

I report on the accounts of the company for the year ended 31 March 2008, which are set out on pages 7 to 22.

Respective responsibilities of trustees and examiner

The company's Trustees/Directors are responsible for the preparation of the accounts. The company's Trustees/Directors consider that an audit is not required for this year (under section 249A(4) of the Companies Act 1985 ("the Act")) and have chosen to have an independent examination of the accounts on a voluntary basis.

It is my responsibility to

- examine the accounts,
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the Charities Act 1993; and
- to state whether any particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

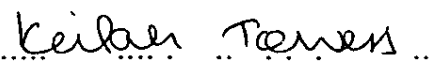
In connection with my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 221 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act,

have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Keilah Towers FCA
Director
Accounting for Charities Ltd
Arena, Holyrood Close, Poole, BH17 7BA

date 1 September 2008