

Registered number
3537836

Bournemouth Citizens Advice Bureau

Report and Unaudited Accounts

Year ended 31 March 2011

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Bournemouth Citizens Advice Bureau
Year ended 31 March 2011
Report and accounts
Contents

	Page
Company information	1
Report of the Trustees	2
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance sheet	9
Notes to the accounts	10

Bournemouth Citizens Advice Bureau
Year ended 31 March 2011
Report and accounts
Company Information

Bournemouth Citizens Advice Bureau is a company limited by guarantee and not having a share capital and is governed by its Memorandum and Articles of Association

The company is a registered charity

Trustees (Directors) at the date of this report

Ao Ajomale
Patrick Bligh-Cheesman
Tony Bradley
Peter Davidson
Jayne Kerry
Matthew Moore
Ben Print
Chris Purkis
Ted Taylor

Registered office

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

Accountants and Independent Examiner

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

Bankers

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

Registered numbers

Registered Company number 03537836
Registered Charity number 1074727

Bournemouth Citizens Advice Bureau
Year ended 31 March 2011
Report of the Trustees

The Trustees present their report and accounts for the year ended 31 March 2011

Governance and management

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 twelve, 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.

Trustees during the year and up to the date of this report

Ao Ajomale	appointed	16 September 2009
Dawn Bevan	resigned	30 September 2010
Patrick Bligh-Cheesman	appointed	21 October 2010
Tony Bradley	appointed	21 October 2010
Winnicam Carey	resigned	16 December 2010
Peter Davidson	appointed	02 June 2011
Jayne Kerry	appointed	16 September 2009
Matthew Moore	appointed	18 September 2008
Frances Pantaney	resigned	19-May-10
Ben Print	appointed	20 May 2009
Chris Purkis	appointed	09 February 2011
Theresa Stokes	resigned	29 June 2011
Ted Taylor	appointed	16 September 2009
Tina Thompson	resigned	12 May 2010
David Wheeler	resigned	28 May 2010

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.

Public benefit

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. They do not consider that the charity's activities include any potential detriment or harm or that they convey any significant incidental private benefit.

Bournemouth Citizens Advice Bureau
Year ended 31 March 2011
Report of the Trustees

Affiliation

Bournemouth Citizens Advice Bureau is a member of The National Association of Citizens Advice Bureaux and is required to comply with the regulations provided by this umbrella organisation

Objectives and activities

Objectives

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")

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us ensure our aim, objectives and activities remained focused on our stated purposes.

In addition to the provision of the core advice service, which is principally financed by grant funding from Bournemouth Borough Council, all of which helps the Charity meet its overall aims of providing the advice for the problems people face, the company also operated the following specific projects and services during the year under review. All of these additional operations assisted Bournemouth Citizens Advice Bureau rise to the challenge of meeting an increased demand in the current recession of approximately 20%. Both central and local government have highlighted the social effects within Bournemouth that the recession has had and the Bureau's overall contribution has had a positive impact on the lives of those who use its services.

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

This project enables many who are financially excluded to be in a position where they can move forward with some confidence.

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

This project enables both residents whose health has been affected adversely by their concerns to which the bureau through this project brings support and residents who can access the Citizens Advice Bureau service in their own part of the community through their local surgery.

County Court - funded by Bournemouth Borough Council

This grant enabled the bureau to provide help and support to people at the County Court recession hearing sessions. The grant also included an element to publicise the service and raise the profile of homelessness prevention via debt advice at the court.

Bournemouth Citizens Advice Bureau
Year ended 31 March 2011
Report of the Trustees

Housing Association Project - funded by Bournemouth Churches Housing Association

Being able to offer advice to service users of one of the Borough's largest Housing Associations means that the bureau meets residents facing a variety of issues and empowers them to move on in their lives

Wessex Water – funded by Wessex Water

This project enables the bureau to staff an outreach facility for up to 4 hours per week on Saturday Mornings for residents of Bournemouth & Poole who have migrated into the area from EU A8 & A2 accession countries

DREC Project - funded by Dorset Race Equality Council

This project offered advice services to patients of the Primary Care Trust to improve access to Treatment

Recession Fund - funded by Bournemouth Borough Council

This fund enables the Bureau to extend its service in some of the most deprived parts of the Borough and to improve access to key money, benefit and advice services via a number of different delivery models

Modernisation Fund - funded by (Office of the Third Sector) Capacity Builders

This grant enabled the CAB to work with the Coastal Credit Union to explore models of delivery of money advice across the conurbation of Bournemouth and Poole. The resulting report will be utilised in developing future service delivery models

Additional Hours (Guidance Tutor) - funded by Citizens Advice

This grant enabled the bureau to extend its opening hours and access to its service. This funding enabled the Bureau to employ full-time training management and support and recruit large numbers of unpaid staff to provide the additional service

The Mayor's Fund

Bournemouth CAB was named as the Mayor's chosen charity and funds were provided to set up and develop a new service, staffed by unpaid staff and supported by a part-time paid member of staff, to deliver specialist legal advice and casework to people with problems in the areas of Benefits, Debt, Employment and Housing

Supporting People Debt Counsellor – funded by Supporting People, Bournemouth Borough Council

This project enables professionals working in Supporting People Floating Support projects to refer clients with whom they are working who face further difficulties because of debt to receive a holistic service

Bournemouth Citizens Advice Bureau
Year ended 31 March 2011
Report of the Trustees

Achievements and performance

During the year ended 31 March 2011, the Bureau received enquiries from 10,195 new clients (total unique clients per CASE), which represents an increase in the number of new service users

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

	<u>2011</u>	<u>2010</u>
Welfare benefits	18%	21%
Consumer	4%	3%
Debt and Finance	31%	25%
Employment	9%	13%
Housing	10%	14%
Legal	9%	8%
Immigration	3%	3%
Signposting	0%	3%
Other	16%	10%

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

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

Financial Review

The financial statements of the company for the year ended 31 March 2011 are as set out on pages 7 to 13 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 2011 amounted to £306,717. The total resources expended were £295,197 thereby generating a surplus for the year of £11,520, making the total funds to £58,525 at 31 March 2011

Bournemouth Citizens Advice Bureau
Year ended 31 March 2011
Report of the Trustees

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's aim, 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.

Small company special provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

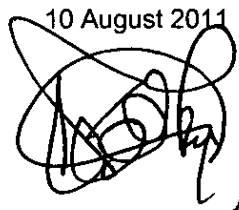
This report was approved by the Board on



Director

JAYNE KERRY

10 August 2011



Director

CHRISTOPHER PURKIS

Bournemouth Citizens Advice Bureau
Year ended 31 March 2011
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 2011, which are set out on pages 8 to 16

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 ("the 1993 Act") and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- to state whether 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 Commission. 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out below.

This report is made solely to the company's board of trustees, as a body, in accordance with the General Directions given by the Charity Commission. My examination has been undertaken so that I might state to the company's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's trustees as a body, for my examination, for this report, or for the opinions I have formed.

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 386 of the Companies Act 2006, and to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities, 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

Kellah Towers

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

5 September 2011
(date)

Bournemouth Citizens Advice Bureau
Statement of Financial Activities
for the year ended 31 March 2011

Income and expenditure

	Notes	General Fund £	Designated Fund £	Restricted Funds £	2011 Total £	2010 Total £
Incoming resources						
Incoming resources from generated funds						
Voluntary income	2	1,544	-	-	1,544	3,482
Activities for generating funds		1,422	-	-	1,422	1,484
Investment income		44	-	-	44	47
Incoming resources from charitable activities	3	157,362	-	146,345	303,707	349,346
Total incoming resources		<u>160,372</u>	<u>-</u>	<u>146,345</u>	<u>306,717</u>	<u>354,359</u>
Resources expended						
Costs of generating funds						
Costs of generating voluntary income		(862)	-	-	(862)	(335)
Charitable activities	14	(143,566)	(5,468)	(143,009)	(292,043)	(327,602)
Governance costs	15	(2,292)	-	-	(2,292)	(17,462)
Total resources expended	4	<u>(146,720)</u>	<u>(5,468)</u>	<u>(143,009)</u>	<u>(295,197)</u>	<u>(345,399)</u>
Net incoming/(outgoing) resources before transfers		13,652	(5,468)	3,336	11,520	8,960
[Net income/(expenditure) for year]						
Transfers						
Gross transfers between funds	10 11	(6,952)	3,277	3,675	-	-
Net movement in funds		<u>6,700</u>	<u>(2,191)</u>	<u>7,011</u>	<u>11,520</u>	<u>8,960</u>
Reconciliation of funds						
Total funds brought forward		28,621	14,161	4,224	47,006	38,046
Total funds carried forward		<u>35,321</u>	<u>11,970</u>	<u>11,235</u>	<u>58,526</u>	<u>47,006</u>

All of the company's activities are classed as continuing
The company had no gains or losses other than those shown above

The notes on pages 10 to 16 form part of these accounts

Bournemouth Citizens Advice Bureau
Balance Sheet
as at 31 March 2011

Registered number
3537836

	Notes	General Fund £	Designated Fund	Restricted Funds £	2011 Total £	2010 Total £
Fixed assets						
Tangible assets	6	-	11,970	-	11,970	14,161
		-	11,970	-	11,970	14,161
Current assets						
Debtors	7	2,812		-	2,812	36,017
Cash at bank and in hand		58,352		22,235	80,587	35,130
		61,164	-	22,235	83,399	71,147
Creditors amounts falling due within one year	8	(20,481)		(11,000)	(31,481)	(27,578)
Net current assets		40,683	-	11,235	51,918	43,569
Total assets less current liabilities		40,683	11,970	11,235	63,888	57,730
Creditors amounts falling due after more than one year	9	(5,362)			(5,362)	(10,724)
Net assets		35,321	11,970	11,235	58,526	47,006
The funds of the charity						
Restricted Funds	10	-		11,235	11,235	4,224
Unrestricted Funds						
Designated Fund	11		11,970		11,970	14,161
General Fund		35,321		-	35,321	28,621
Total charity funds		35,321	11,970	11,235	58,526	47,006

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that members have not required the company to obtain an audit in accordance with section 476 of the Act

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to the small companies regime

JAYNE KERRY

[name of trustee]

Director

Approved by the Board on



10 August 2011

CHRISTOPHER PURKIS

[name of trustee]

Director



The notes on pages 10 to 16 form part of these accounts

Bournemouth Citizens Advice Bureau
Year ended 31 March 2011
Notes to the Accounts

1 Accounting policies

The accounts have been prepared under the historical cost convention and in accordance with the Companies Act 2006, SORP 2005 "Accounting and Reporting by Charities" and the Financial Reporting Standard for Smaller Entities issued by the APB

Income

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

Donated services and facilities

Donated services and facilities provided by individuals or entities as part of their trade or profession are included as incoming resources at their estimated open market value where the benefit to the Fund is reasonably quantifiable and measurable

Resources expended

Resources expended are included in the Statement of Financial Activities when, and to the extent that, a liability, legal or constructive, is incurred

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives

Office equipment and furniture	20% straight line
Computer systems and equipment	25% straight line

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

Leasing commitments

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

Bournemouth Citizens Advice Bureau
Year ended 31 March 2011
Notes to the Accounts

Fund accounting

The General Fund is an unrestricted fund which is available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for specific purposes

The Designated Fund represents funds which have been earmarked by the Trustees for a particular purpose

Restricted Funds are funds which are to be used in accordance with specific restrictions imposed by the donors. The aim and use of each restricted fund is set out in the notes to the accounts

Incoming resources and resources expended are allocated to the Funds on a direct or time apportioned basis as appropriate

Pensions

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme

The company has also contributed to a multi-employer defined benefit scheme in past years. It is not considered practicable or cost effective to obtain and disclose information about this scheme and, in accordance with generally accepted accounting principles, costs under this scheme are accounted for as if it were a defined contribution scheme

2 Voluntary Income

	General Fund £	Restricted Funds £	2011 Total £	2010 Total £
Voluntary donations	1,544	-	1,544	3,482
Other	-	-	-	-
	<u>1,544</u>	<u>-</u>	<u>1,544</u>	<u>3,482</u>

3 Incoming resources from charitable activities

	General Fund £	Restricted Funds £	2011 Total £	2010 Total £
Grants	-	136,677	136,677	278,436
Service level agreements	124,982	9,668	134,650	38,530
Donated facilities	32,380	-	32,380	32,380
	<u>157,362</u>	<u>146,345</u>	<u>303,707</u>	<u>349,346</u>

Bournemouth Citizens Advice Bureau
Year ended 31 March 2011
Notes to the Accounts

4 Total resources expended	2011 £	2010 £
These include		
Depreciation of owned fixed assets	5,453	4,748
Wages & salaries	139,787	199,142
Employers' national insurance	9,170	14,608
Pension costs	4,829	4,270
Independent Examiner's remuneration	810	510
Other services provided by Independent Examiner	230	2,615

Average number of employees during the year	<u>12</u>	<u>14</u>
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5 Trustees' remuneration and expenses

No Trustee received any remuneration from the charity in relation to the performance of their duties
Out of pocket travel expenses of £104 were reimbursed

6 Tangible fixed assets

	Computer systems and equipment £	Office furniture and equipment £	Total £
Cost			
At 1 April 2010	43,802	12,358	56,160
Additions	1,132	2,190	3,322
Disposals	545	25	570
At 31 March 2011	<u>44,389</u>	<u>14,523</u>	<u>58,912</u>
Depreciation			
At 1 April 2010	32,789	9,210	41,999
Charge for the year	4,249	1,219	5,468
On disposals	500	25	525
At 31 March 2011	<u>36,538</u>	<u>10,404</u>	<u>46,942</u>
Net book value			
At 31 March 2011	<u>7,851</u>	<u>4,119</u>	<u>11,970</u>
At 31 March 2010	<u>11,013</u>	<u>3,148</u>	<u>14,161</u>

7 Debtors	2011 £	2010 £
Other debtors	2,812	36,017
	<u>2,812</u>	<u>36,017</u>

Bournemouth Citizens Advice Bureau
Year ended 31 March 2011
Notes to the Accounts

8 Creditors: amounts falling due within one year	2011 £	2010 £
Trade creditors	5,735	6,322
Other taxes and social security costs	2,121	6,152
Other creditors	19,698	12,442
Accruals	3,927	2,662
	<u>31,481</u>	<u>27,578</u>

9 Creditors: amounts falling due after one year	2011 £	2010 £
Other creditors	5,362	10,724
	<u>5,362</u>	<u>10,724</u>

10 Restricted Funds	2010 Funds brought forward £	Incoming resources in year £	Outgoing resources in year £	Transfers £	2011 Funds carried forward £
Analysis of fund balance by project					
Affordable Warmth	384	-	-	(384)	-
County Court Advice/PR Fund	660	10,107	(9,636)	-	1,131
Wessex Water	119	9,000	(9,147)	-	(28)
Supporting People	1,778	18,680	(18,052)	-	2,406
Financial Inclusion Fund	1,109	59,217	(57,825)	-	2,501
Bournemouth Churches Housing Assc	74	5,132	(5,369)	163	-
GP Advice Scheme	-	4,536	(6,535)	1,999	-
Guidance Tutor	-	-	(1,897)	1,897	-
Recession Fund	-	30,000	(29,766)	-	234
Modernisation Fund	100	-	(100)	-	-
DREC	-	1,101	(2,546)	-	(1,445)
DRO	-	472	(472)	-	-
Mayors fund	-	8,100	(1,664)	-	6,436
	<u>4,224</u>	<u>146,345</u>	<u>(143,009)</u>	<u>3,675</u>	<u>11,235</u>

Specifics for each fund are detailed within the Trustee's report

Bournemouth Citizens Advice Bureau
Year ended 31 March 2011
Notes to the Accounts

11 Designated Funds

	2010 Funds brought forward £	Incoming resources in year £	Outgoing resources in year £	Transfers £	2011 Funds carried forward £
Capital Equipment Fund	14,161	-	(5,468)	3,277	11,970
	<u>14,161</u>	<u>-</u>	<u>(5,468)</u>	<u>3,277</u>	<u>11,970</u>

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.

12 Members' liability

The company is limited by guarantee. Every member of the company undertakes to contribute to the assets of the company, in the event of the same being wound up while he or she is a member, or within one year after he or she ceases to be a member, for payment of the debts and liabilities of the company contracted before he ceases to be a member, and of the costs, charges and expenses of winding up such amount as may be required not exceeding £1. The number of members at the balance sheet date was 27 (31 03 2011).

13 Other financial commitments

	2011 £	2010 £
At the year end the company had annual commitments under non-cancellable operating leases as set out below		
Operating leases which expire		
within one year	1,855	2,473
within two to five years	-	-
in over five years	-	-
	<u>1,855</u>	<u>2,473</u>

Bournemouth Citizens Advice Bureau
Year ended 31 March 2011
Notes to the Accounts

14 Charitable Activities

	General Fund £	Designated Fund £	Restricted Funds £	2011 Total £	2010 Total £
Support costs allocated to charitable activities					
Salaries and Employers' NI	47,017	-	92,770	139,787	199,142
Pensions	4,829	-	-	4,829	4,270
Employer's NI	3,659	-	5,511	9,170	14,608
Temporary staff and recruitment	44,205	-	-	44,205	6,453
Staff training and welfare	1,935	-	225	2,160	3,759
Travel and subsistence	9,598	-	1,060	10,658	9,760
Conference and meeting expenses	1,122	-	-	1,122	1,670
Refreshments	1,530	-	-	1,530	1,569
Rent	32,380	-	-	32,380	32,380
Cleaning and premises expenses	913	-	-	913	974
Telephone and fax	5,770	-	642	6,412	6,200
Postage	2,726	-	-	2,726	3,239
Stationery and printing	5,901	-	-	5,901	8,790
Advertising	-	-	500	500	6,189
PR information and publications	166	-	-	166	1,159
Website costs	195	-	-	195	630
Reference material	2,212	-	-	2,212	2,264
Subscriptions	481	-	-	481	239
Bank charges	470	-	-	470	459
Interest on pension creditor	859	-	-	859	859
Insurance	2,423	-	-	2,423	2,462
Insurance excess	-	-	-	-	850
Equipment hire	2,473	-	-	2,473	2,473
Software and computer expenses	4,775	-	-	4,775	4,701
Repairs and maintenance	-	-	-	-	231
Sundry expenses	(897)	-	897	-	706
Irrecoverable VAT	10,243	-	-	10,243	6,818
Depreciation	(15)	5,468	-	5,453	4,748
Total support costs	184,970	5,468	101,605	292,043	327,602
Allocation to restricted funds	(41,404)	-	41,404	-	-
	143,566	5,468	143,009	292,043	327,602

15 Governance Costs

	General Fund £	Designated Fund £	Restricted Funds £	2011 Total £	2010 Total £
Independent Examination fees	810	-	-	810	510
Accountancy fees	445	-	-	445	4,855
Solicitors fees	-	-	-	-	426
Consultancy fees	-	-	-	-	9,900
Annual Report and AGM costs	933	-	-	933	1,727
Trustee travel	104	-	-	104	19
Other	-	-	-	-	25
	2,292	-	-	2,292	17,462

Bournemouth Citizens Advice Bureau
Funds detail
for the period ended 31 March 2011

Fund #	Balance b/f 01/04/2010 £	Grants & SLA £	Salaries & NI £	EER NI £	Travel £	Training £	Advertising £	Telephone £	Other £	Mgmt & Supervisory £	Overhead Allocation £	Transfers £	Balance c/f 31/03/2011 £
Designated Fund													
6 Capital Equipment	14,161	-	-	-	-	-	-	-	(5,468)	-	-	3,277	11,970
	14,161	-	-	-	-	-	-	-	(5,468)	-	-	3,277	11,970
Restricted Funds.													
4 BBC Affordable Warmth	384											(384)	-
5 BBC County Court	660	10,107	(7,025)	(218)	(109)	(100)	(500)	(27)	(1)	(1,273)	(383)		1,131
7 Wessex Water	119	9,000	(5,303)	(273)	(177)			(17)	(125)	(1,643)	(1,609)		(28)
8 BBC Supporting People	1,778	18,680	(9,810)	(525)	(98)			(50)	(103)	(2,573)	(4,893)		2,406
9 BBC FIF	1,109	59,217	(36,616)	(2,334)	(399)			(548)	(63)	(5,196)	(12,669)		2,501
11 BCHA	74	5,132	(3,951)	(12)	(73)	(125)			(19)	(563)	(626)	163	-
12 GP Advice Scheme	-	4,536	(5,517)	(253)	(69)				(14)	(500)	(196)	1,999	-
15 Guidance Tutor	-		(1,749)	(40)						(94)		1,897	-
16 BBC Recession Fund	-	30,000	(19,621)	(1,780)	(97)				(100)	(2,668)	(5,600)		234
17 Modernisation Fund	100												-
19 DREC	-	1,101	(1,628)		-				(472)	(459)			(1,445)
20 DRO	-	472											-
22 Mayors fund	-	8,100	(1,550)	(76)	(38)								6,436
Totals	4,224	146,345	(92,770)	(5,511)	(1,060)	(225)	(500)	(642)	(897)	(14,969)	(26,435)	3,675	11,235
General Fund	28,620												35,320
Total Funds	47,005												58,525

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