

Registered number  
3537836

# **Bournemouth Citizens Advice Bureau**

## **Report and Unaudited Accounts**

**Year ended 31 March 2010**

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**Bournemouth Citizens Advice Bureau**  
**Year ended 31 March 2010**  
**Report and accounts**  
**Contents**

	<b>Page</b>
Company information	1
Report of the Trustees	2
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance sheet	8
Notes to the accounts	9

**Bournemouth Citizens Advice Bureau**  
**Year ended 31 March 2010**  
**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  
Dawn Bevan  
Winnicam Carey  
Jayne Kerry  
Matthew Moore  
Ben Print  
Theresa Stokes  
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 03737836  
Registered Charity number 1074727

**Bournemouth Citizens Advice Bureau**  
**Year ended 31 March 2010**  
**Report and accounts**  
**Report of the Trustees**

The Trustees present their report and accounts for the year ended 31 March 2010

**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	appointed	16 September 2007
Winnicam Carey	appointed	20 May 2009
Sarah Hough	resigned	13 September 2009
Tony Hunt	resigned	15 July 2009
Jayne Kerry	appointed	16 September 2009
Matthew Moore	appointed	18 September 2008
Frances Pantaney	appointed	20 May 2009, resigned 19 May 2010
Ben Print	appointed	20 May 2009
Theresa Stokes	appointed	20 May 2009
Ted Taylor	appointed	16 September 2009
Tina Thompson	resigned	12 May 2010
David Wheeler	appointed	16 September 2009, resigned 28 May 2010
Phil Watson	appointed	16 September 2009, resigned 16 December 2009

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.

**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.

## Report of the Trustees

### 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 Advice Service - funded by Lloyds TSB Foundation

The recession has seen an increase in the number of residents facing repossession of their homes. This project is of value to the many who, in that moment of crisis and facing court proceedings, are enabled through the support from the bureau to stay in their own homes.

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 is of clear benefit to those customers of Wessex Water who find themselves in financial difficulties.

IAPT Project - funded by Bournemouth and Poole Primary Care Trust

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.

Affordable Warmth - funded by Bournemouth Borough Council

This grant enabled the Bureau to undertake a series of home visits to assist local people with debt and fuel costs issues.

## Report of the Trustees

### County Court - funded by Bournemouth Borough Council

This grant enabled the bureau to provide help and support to people at the County Court recession  
of

### 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

## Achievements and performance

During the year ended 31 March 2010, the Bureau received enquiries from 9,571,017 new clients, which representing a small reduction 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>2010</u>	<u>2009</u>
Welfare benefits	21%	20%
Consumer	3%	3%
Debt and Finance	25%	38%
Employment	13%	10%
Housing	14%	10%
Legal	8%	5%
Immigration	3%	2%
Signposting	3%	4%
Other	10%	8%

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 2010 are as set out on pages 7 to 16 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 2010 amounted to £354,359. The total resources expended were £345,399 thereby generating a surplus for the year of £8,960, making the total funds to £470,06 at 31 March 2010.

## 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 regularly monitors this issue as part of its overall risk management assessment. The current level of free reserves is £28621 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.

### **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 11 August 2010



Director



Director

## **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 2010, which are set out on pages 7 to 15.

### **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.

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.

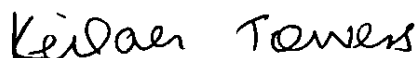
### **Independent examiner's statement**

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.

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



**Bournemouth Citizens Advice Bureau**  
**Statement of Financial Activities**  
**for the year ended 31 March 2010**

**Income and expenditure**

	Notes	General Fund £	Designated Fund £	Restricted Funds £	2010 Total £	2009 Total £
<b>Incoming resources</b>						
<b>Incoming resources from generated funds</b>						
Voluntary income	2	3,482		-	3,482	3,448
Activities for generating funds		1,484			1,484	1,719
Investment income		47		-	47	895
<b>Incoming resources from charitable activities</b>						
	3	159,111		190,235	349,346	284,727
<b>Total incoming resources</b>		<b>164,124</b>		<b>190,235</b>	<b>354,359</b>	<b>290,789</b>
<b>Resources expended</b>						
<b>Costs of generating funds</b>						
Costs of generating voluntary income		(335)			(335)	-
Charitable activities	14	(134,637)	(4,749)	(188,216)	(327,602)	(247,341)
Governance costs	15	(7,562)	-	(9,900)	(17,462)	(850)
<b>Total resources expended</b>	4	<b>(142,534)</b>	<b>(4,749)</b>	<b>(198,116)</b>	<b>(345,399)</b>	<b>(248,191)</b>
<b>Net incoming/(outgoing) resources before transfers</b>						
		21,590	(4,749)	(7,881)	8,960	42,598
<b>[Net income/(expenditure) for year]</b>						
<b>Transfers</b>						
Gross transfers between funds	10 11	(6,783)	7,041	(258)	-	
<b>Net movement in funds</b>		<b>14,807</b>	<b>2,292</b>	<b>(8,139)</b>	<b>8,960</b>	<b>42,598</b>
<b>Reconciliation of funds</b>						
Total funds brought forward		13,814	11,869	12,363	38,046	(4,552)
<b>Total funds carried forward</b>		<b>28,621</b>	<b>14,161</b>	<b>4,224</b>	<b>47,006</b>	<b>38,046</b>

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 9 to 15 form part of these accounts

**Bournemouth Citizens Advice Bureau**  
**Balance Sheet**  
**as at 31 March 2010**

	Notes	General Fund £	Designated Fund	Restricted Funds £	2010 Total £	2009 Total £
<b>Fixed assets</b>						
Tangible assets	6	-	14,161	-	14,161	11,869
		-	14,161	-	14,161	11,869
<b>Current assets</b>						
Debtors	7	36,017		-	36,017	2,982
Cash at bank and in hand		30,906		4,224	35,130	62,423
		66,923	-	4,224	71,147	65,405
<b>Creditors: amounts falling due within one year</b>	8	(27,578)		-	(27,578)	(23,141)
<b>Net current assets</b>		39,345	-	4,224	43,569	42,264
<b>Total assets less current liabilities</b>		39,345	14,161	4,224	57,730	54,133
<b>Creditors: amounts falling due after more than one year</b>	9	(10,724)			(10,724)	(16,087)
<b>Net assets</b>		28,621	14,161	4,224	47,006	38,046
<b>The funds of the charity</b>						
Restricted Funds	10	-		4,224	4,224	12,363
Unrestricted Funds						
Designated Fund	11		14,161		14,161	11,869
General Fund		28,621		-	28,621	13,814
<b>Total charity funds</b>		28,621	14,161	4,224	47,006	38,046

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

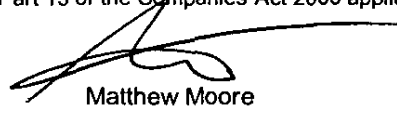
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

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  
Director

Approved by the Board on

11 August 2010

  
Matthew Moore  
Director

The notes on pages 9 to 15 form part of these accounts

## 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

## 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**

			<b>2010</b>	<b>2009</b>
	<b>General Fund</b>	<b>Restricted Funds</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Voluntary donations	3,482	-	3,482	2,753
Other	-	-	-	695
	<b>3,482</b>	<b>-</b>	<b>3,482</b>	<b>3,448</b>

## **3 Incoming resources from charitable activities**

			<b>2010</b>	<b>2009</b>
	<b>General Fund</b>	<b>Restricted Funds</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grants	126,731	151,705	278,436	229,019
Service level agreements	-	38,530	38,530	22,708
Donated facilities	32,380	-	32,380	33,000
Other	-	-	-	-
	<b>159,111</b>	<b>190,235</b>	<b>349,346</b>	<b>284,727</b>

## Notes to the Accounts

<b>4 Total resources expended</b>	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
These include		
Depreciation of owned fixed assets	4,748	5,192
Wages & salaries	199,142	141,921
Employers' national insurance	14,608	11,936
Pension costs	4,270	4,204
Independent Examiner's remuneration	510	800
Other services provided by Independent Examiner	2,615	-
	<hr/>	<hr/>
Average number of employees during the year	14	9

## 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 £20 were reimbursed

## 6 Tangible fixed assets

	<b>Computer systems and equipment £</b>	<b>Office furniture and equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2009	38,132	10,987	49,119
Additions	5,670	1,371	7,041
Disposals	-	-	-
At 31 March 2010	<hr/> 43,802	<hr/> 12,358	<hr/> 56,160
<b>Depreciation</b>			
At 1 April 2009	29,086	8,164	37,250
Charge for the year	3,703	1,046	4,749
On disposals	-	-	-
At 31 March 2010	<hr/> 32,789	<hr/> 9,210	<hr/> 41,999
<b>Net book value</b>			
At 31 March 2010	<hr/> 11,013	<hr/> 3,148	<hr/> 14,161
At 31 March 2009	<hr/> 9,046	<hr/> 2,823	<hr/> 11,869

<b>7 Debtors</b>	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Other debtors	36,017	2,982
	<hr/> 36,017	<hr/> 2,982

## Notes to the Accounts

<b>8 Creditors: amounts falling due within one year</b>	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Trade creditors	6,322	
Other taxes and social security costs	6,152	4,016
Other creditors	12,442	13,522
Accruals	2,662	5,603
	<u>27,578</u>	<u>23,141</u>
 <b>9 Creditors: amounts falling due after one year</b>	 <b>2010</b>	 <b>2009</b>
	<b>£</b>	<b>£</b>
Other creditors	10,724	16,087
	<u>10,724</u>	<u>16,087</u>

## Notes to the Accounts

### 10 Restricted Funds

	2009 Funds brought forward £	Incoming resources in year £	Outgoing resources in year £	Transfers £	2010 Funds carried forward £
Analysis of fund balance by project					
County Court Advice Service	2,275	-	(2,275)	-	-
Neighbourhood Management Fund	1,134	-	-	(1,134)	-
Affordable Warmth	3,546	5,375	(8,537)	-	384
County Court Advice/PR Fund	3,251	16,798	(19,389)	-	660
Wessex Water	-	9,000	(8,881)	-	119
Supporting People	-	18,408	(16,630)	-	1,778
Financial Inclusion Fund	-	53,647	(52,538)	-	1,109
Bournemouth Churches Housing Assc	-	5,012	(4,938)	-	74
GP Advice Scheme	-	18,142	(18,684)	542	-
Improving Access	-	9,952	(9,946)	(6)	-
Guidance Tutor	2,157	18,820	(20,977)	-	-
Recession Fund	-	22,500	(22,840)	340	-
Modernisation Fund	-	10,000	(9,900)	-	100
Local Improvement Fund	-	2,581	(2,581)	-	-
	12,363	190,235	(198,116)	(258)	4,224

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 Guidance Tutor Fund covers funds provided by Citizens Advice, the application of which is restricted to financing the related project work

The Neighbourhood Management Fund, Affordable Warmth Fund and County Court advice/PR Fund covers funds provided by Bournemouth Borough Council, the application of which is restricted to specific agreed expenditure

Wessex Water Fund covers funds provided by Wessex Water the application of which is restricted to financing the related project work

### 11 Designated Funds

	2009 Funds brought forward £	Incoming resources in year £	Outgoing resources in year £	Transfers £	2010 Funds carried forward £
Capital Equipment Fund	11,869	-	(4,749)	7,041	14,161
	11,869	-	(4,749)	7,041	14,161

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

## Notes to the Accounts

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 £11. The number of members at the balance sheet date was 38 (31 03 2010 ).

### 13 Other financial commitments

2010	2009
£	£

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  
within two to five years  
in over five years

-	-
2,473	2,473
-	-
<u>2,473</u>	<u>2,473</u>



# 14 Charitable Activities

				2010	2009
	General	Designated	Restricted	Total	Total
	Fund	Fund	Funds		
	£	£	£	£	£
<b>Support costs allocated to charitable activities</b>					
Salaries and Employers' NI	80,632	-	118,510	199,142	141,921
Pensions	4,270	-	-	4,270	4,204
Employer's NI	6,812	-	7,796	14,608	11,936
Temporary staff and recruitment	6,453	-	-	6,453	438
Staff training and welfare	1,583	-	2,176	3,759	3,648
Travel and subsistence	6,193	-	3,567	9,760	10,177
Conference and meeting expenses	1,670	-	-	1,670	2,030
Refreshments	1,569	-	-	1,569	271
Rent	32,380	-	-	32,380	33,000
Cleaning and premises expenses	974	-	-	974	-
Telephone and fax	5,892	-	308	6,200	4,434
Postage	3,239	-	-	3,239	741
Stationery and printing	8,790	-	-	8,790	7,696
Advertising	570	-	5,619	6,189	-
PR information and publications	1,159	-	-	1,159	-
Website costs	630	-	-	630	-
Reference material	2,264	-	-	2,264	4,375
Subscriptions	239	-	-	239	348
Bank charges	459	-	-	459	427
Interest on pension creditor	859	-	-	859	859
Insurance	2,462	-	-	2,462	2,561
Insurance excess	850	-	-	850	-
Equipment hire	2,473	-	-	2,473	5,026
Software and computer expenses	4,701	-	-	4,701	1,409
Repairs and maintenance	231	-	-	231	911
Sundry expenses	706	-	-	706	965
Irrecoverable VAT	6,818	-	-	6,818	4,772
Depreciation	(1)	4,749	-	4,748	5,192
Total support costs	184,877	4,749	137,976	327,602	247,341
Allocation to restricted funds	(50,240)	-	50,240	-	-
	134,637	4,749	188,216	327,602	247,341

# 15 Governance Costs

				2010	2009
	General	Designated	Restricted	Total	Total
	Fund	Fund	Funds		
	£	£	£	£	£
Independent Examination fees	510	-	-	510	800
Accountancy fees	4,855	-	-	4,855	-
Solicitors fees	426	-	-	426	50
Consultancy fees	-	-	9,900	9,900	-
Annual Report and AGM costs	1,727	-	-	1,727	-
Trustee travel	19	-	-	19	-
Other	25	-	-	25	-
	7,562	-	9,900	17,462	850

**Bournemouth Citizens Advice Bureau**  
**Funds detail**

Year ended 31 March 2010

Fund #	Balance b/f 01/04/2009	Grants & SLA	Salaries & NI	NI	Travel	Training	Advertising	Telephone	Other	M'gement & Supervisory	Overhead Allocation	Transfers	Balance c/f 31/03/2010
	£	£	£	£	£	£	£	£	£	£	£	£	£
6 Designated Fund	11,869	-	-	-	-	-	-	-	(4,749)	-	-	7,041	14,161
Capital Equipment	11,869	-	-	-	-	-	-	-	(4,749)	-	-	7,041	14,161
<b>Restricted Funds</b>													
2 Lloyds TSB County Court	2,275	-	(1,141)	(114)	-	-	-	-	-	(1,020)	-	-	-
3 BBC Neighbourhood Management	1,134	-	-	(271)	(176)	-	-	-	-	(1,084)	(1,725)	(1,134)	-
4 BBC Affordable Warmth	3,546	5,375	(5,281)	(444)	(99)	(728)	(5,619)	-	-	(1,273)	(1,900)	-	384
5 BBC County Court	3,251	16,798	(9,326)	(524)	(650)	-	-	-	-	(1,600)	(1,328)	-	660
7 Wessex Water	-	9,000	(5,303)	(524)	(500)	-	-	-	-	(2,570)	(3,223)	-	119
8 BBC Supporting People	-	18,408	(9,813)	(3,016)	(160)	-	-	-	-	(4,264)	(9,411)	-	1,778
9 BBC FIF	-	53,647	(35,379)	(175)	(392)	-	-	-	-	(550)	(500)	-	1,109
11 BCHA	-	5,012	(3,713)	(1,011)	-	-	-	-	-	(2,000)	(1,662)	542	74
12 GP Advice Scheme	-	18,142	(13,619)	(51)	-	-	-	-	-	(1,081)	(3,511)	(6)	-
13 IAPT	-	9,952	(5,303)	(1,068)	(234)	-	-	-	-	(2,738)	(2,150)	-	-
15 Guidance Tutor	2,157	18,820	(14,787)	(1,297)	(48)	-	-	-	-	(2,000)	(4,650)	340	-
16 BBC Recession Fund	-	22,500	(14,845)	-	-	-	-	-	-	-	-	-	-
17 Modernisation Fund	-	10,000	-	-	-	-	-	-	(9,900)	-	-	-	100
18 Local Improvement Fund	-	2,581	-	-	(1,133)	(1,448)	-	-	-	-	-	-	-
Totals	12,363	190,235	(118,510)	(7,796)	(3,567)	(2,176)	(5,619)	(308)	(9,900)	(20,180)	(30,060)	(258)	4,224

## Bournemouth Citizens Advice Bureau

Date 15/04/2010

Time 16 18 32

Page 1

To Period

Month 12 March 2010

N/C	Name	Debit	Credit
22	Computer Equipment	43 802 06	
23	Computer Equipment Depreciation		32 789 09
30	Office Equipment	12 357 52	
31	Office Equipment Depreciation		9 210 36
1102	Other drs	31562 5	
1103	Prepayments	4454 3	
1200	Bank Current Account		12 485 13
1210	Bank Deposit Account	47 452 04	
1230	Petty Cash	164 17	
2100	Creditors Control Account		6 322 42
2101	Legal Services Commission		4,668 61
2102	Crs short term		5 363 00
2109	Accruals		2662 46
2200	VAT on Vatable Sales		0 00
2201	VAT on Vatable Purchases	0 00	
2202	VAT Liability	0 00	1 138 84
2210	P A Y E / NIC		5,012 98
2220	net wages		2 500 00
2230	Pension Fund Dorset County Pension Fund		10 724 40
2231	Halifax Life Pension Fund	89 87	47 005 17 b/s total
3200	Funds		38 046 00
4000	Donations Received (just giving)		1029 98
4001	Donations Received -Non Gift Aid		2 451 67
4100	Grants (NOT BCHA or BPPCT)		310 815 68
4101	Service Level Agreements (BCHA & BPPCT)		38 530 18
4500	Fund Generation - Fund Raising		1 483 51
4800	Other Income		0 00
4802	Insurance Claims	0 00	
4804	Bank Interest received		46 65
6000	Beach Festival		
6100	Fund Raising Expenses/Event costs	335 49	
6101	Advertising	6 188 82	
6102	PR (Literature & Brochures)	1 159 36	
7000	Rent	32 380 00	
7200	Staff Travel Expenses	5 107 58	
7201	Volunteer Travel	4 481 99	
7202	Trustee travel	19 3	
7206	Subsistence	170 00	
7207	Staff Outing Costs	602 78	
7301	Postage and Carnage	3 239 19	
7302	Telephone	6 199 67	
7304	Office Stationery	3 681 74	
7305	Books , info and Reference Matenal	2 263 76	
7306	Website Costs	630 00	
7307	IT/Computer misc purchases	4,700 50	
7308	Subscriptions/Membership fees	239 22	
7309	AGM & Annual Report Costs	1 727 16	
7310	Meeting Costs (Room & Catering)	155 88	
7400	Equipment Hire	2 472 88	
7401	Copier charges exc paper	3 316 64	
7402	Paper	1 067 70	
7403	Ink	724 28	
7500	Repairs and Renewals	230 52	
7501	Cleaning	45 20	
7503	Premises expenses	929 29	
7600	External Training - Staff Training	3,044 81	
7601	Volunteer Training	111 00	
7602	Trustee Training	25 00	
7603	Conference Fees	1,514 27	
7604	Insurance	2 461 61	
7605	Refreshments	1 569 22	

8959 17 p&i total  
354357 67 income

485,280 96 485,280 96