

BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

[Registered Charity No. 1074727]

Report and Financial Statements

31 March 2001



BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS - 31 March 2001

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BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

COMPANY INFORMATION

DIRECTORS

E.R. Gillett
J.E. Gay

COMPANY SECRETARY

A.J. Hunt

CHARITY TRUSTEES

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

REGISTERED OFFICE

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

BANKERS

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

AUDITORS

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

BOURNEMOUTH CITIZENS ADVICE BUREAU
(a company limited by guarantee)

REPORT OF THE TRUSTEES AND DIRECTORS
for the year ended 31 March 2001

Introduction

The trustees and the directors are pleased to present their report and the audited financial statements of the company for the year ended 31 March 2001, being the third year of operation by Bournemouth Citizens Advice Bureau as an incorporated body.

Constitution and Registration

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

Principal Activities and Charitable Objects

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

Management of the Company and the Charity

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

Directors and Company Secretary

The current directors and secretary of the company are as set out on page 1. Both of the directors and the secretary were appointed upon incorporation of the company on 31 March 1998, and all continued to serve in their respective capacities throughout the year ended 31 March 2001.

BOURNEMOUTH CITIZENS ADVICE BUREAU
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REPORT OF THE TRUSTEES AND DIRECTORS (continued)
for the year ended 31 March 2001

Charity Trustees

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

Auditors

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

Review of Developments and Activities

The Bureau continues to provide a valuable service to the citizens of Bournemouth in furtherance of its principal charitable objectives. Throughout the year ended 31 March 2001, in addition to the core advice service as principally funded by Bournemouth Borough Council, the Bureau continued to operate a number of specific advice projects, separately financed by other bodies under contract arrangements. These projects comprised the legal aid franchise for the provision of welfare benefits advice, as funded by the Legal Services Commission (formerly the Legal Aid Board), the GP Surgeries Advice Project funded by Dorset Health Authority, and the Advice for Offenders Scheme in conjunction with the Probation Service as funded by Dorset County Council. In addition to those projects continued from earlier years, a new Home Visiting Service was established from April 2000, financed by grant support from the National Lotteries Charities Board, the related funding having been secured for a period of three years. Furthermore, extensions and additions to existing legal aid franchise contracts were negotiated during the year, enabling the provision of extended services at Kinson and the introduction, from October 2000, of additional advice services under the respective categories of debt and employment. Unfortunately, from May 2001, specific funding for the Advice for Offenders Scheme has been withdrawn and, as a consequence, this project has had to be discontinued.

Financial Review

The audited financial statements of the company for the year ended 31 March 2001 are set out on pages 7 to 16 attached. In accordance with current recommended accounting practice for charities, the results are presented on a functional basis which provides a clear picture of the funding resources available to finance the various operational activities undertaken by the company, and the way in which such resources have been utilised during the year in furtherance of those respective activities.

Further significant capital investment amounting to £18,009 was made during the year ended 31 March 2001, principally in relation to computer systems and equipment.

The balance sheet at 31 March 2001 shows, in particular, a balance of unrestricted reserves on the General Fund of £22,784, broadly similar to the opening position at 1 April 2000.

BOURNEMOUTH CITIZENS ADVICE BUREAU
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REPORT OF THE TRUSTEES AND DIRECTORS (continued)
for the year ended 31 March 2001

Financial Review (continued)

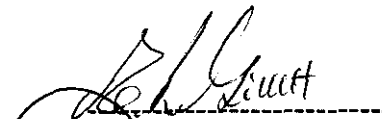
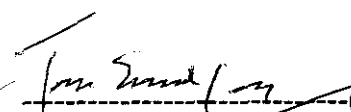

As always, the level of unrestricted reserves is vital to the ongoing stability of the Bureau's financial position, and such balance must be viewed in relative terms to the expansion of operational activities and the increasing level of financial commitment and risk inherent therein. Whilst the current financial position could be viewed as broadly satisfactory in the short term, it must be recognised that there is vulnerability in the medium to longer term whilst the balance of "free" reserves remains relatively low by comparison to current activity levels. There is of course no simple solution to this situation and, realistically, the Bureau is in the same predicament as many similar charitable organisations in that the relevant funding regimes are principally geared towards the financing of direct operational requirements in the relatively short term, as opposed to providing broader financial support at an entity level. Whilst the prudent strategy of building reserves to an adequate level continues to be a key issue for the Bureau's Management Committee, the opportunities for the Bureau to achieve this are limited by the constraints inherent within the present funding arrangements.

With the maintenance of an adequate level of grant support from Bournemouth Borough Council for 2001/02 in relation to the core facilities, coupled with a continuance of funding for the specific projects referred to above, with the sole exception of the Advice for Offenders Scheme, the trustees and the directors are able to report that the Bureau has secured a sufficient level of overall funding for the current year to enable it to continue the provision and development of its valuable service to the local community throughout the period up to 31 March 2002.

Principal Address

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

Approved by the trustees and the directors on 17 July 2001, and signed by :

 -----	(Trustee and Director)	 -----	(Trustee and Director)
 -----	(Trustee and Company Secretary)		

**STATEMENT OF TRUSTEES' AND DIRECTORS' RESPONSIBILITIES
IN RELATION TO THE FINANCIAL STATEMENTS**

The financial statements are the responsibility of the trustees and the directors. Company and charity law requires the trustees and the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company as at the end of the financial year and of the surplus or deficit of the company for that period. In preparing the financial statements, the trustees and the directors are required to :

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

The trustees and the directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

We have audited the financial statements on pages 7 to 16. These financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out on pages 10 and 11.

Respective responsibilities of directors and auditors

As described in the Statement of Directors' Responsibilities the company's directors (who act as trustees for the charitable activities of Bournemouth Citizens Advice Bureau) are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

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

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

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

Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

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



Opinion

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs at 31 March 2001 and of its incoming resources and application of resources, including its income and expenditure for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Mazars Neville Russell

MAZARS NEVILLE RUSSELL

Chartered Accountants
and Registered Auditors

17 July 2001

BOURNEMOUTH CITIZENS ADVICE BUREAU
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SUMMARY INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 March 2001

	Note	2001		2000	
		£	£	£	£
OPERATING INCOME					
Grants receivable		127,976		121,800	
Other direct operational funding		160,599		67,143	
Donations received		973		872	
			289,548		189,815
OPERATING COSTS					
Staff costs	4	207,080		127,030	
Depreciation	6	7,004		3,661	
Other operating charges		70,371		53,205	
			(284,455)		(183,896)
OPERATING SURPLUS	3		5,093		5,919
- continuing operations					
Interest received	5		1,119		996
SURPLUS FOR THE FINANCIAL YEAR			6,212		6,915
Total funds at the beginning of the year			37,407		30,492
TOTAL FUNDS AT THE END OF THE YEAR			43,619		37,407

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

BOURNEMOUTH CITIZENS ADVICE BUREAU

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STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 March 2001

	General Fund (Unrestricted) £	Advice for Offenders Scheme Fund (Restricted) £	GP's Advice Scheme Fund (Restricted) £	Legal Aid Franchise Funds (Restricted) £	Home Visiting Service Fund (Restricted) £	Capital Equipment Fund (Designated) £	TOTAL FUNDS 2001 £	TOTAL FUNDS 2000 £
GROSS INCOMING RESOURCES								
Funding of core activities :								
Bournemouth Borough Council - direct grant	101,500						101,500	91,000
Bournemouth Borough Council - special grant	0						0	6,000
Bournemouth Borough Council - accommodation	24,680						24,680	24,550
NACAB - salary support grants	1,796						1,796	0
Funding of outreach projects :								
Dorset County Council		8,536					8,536	8,360
Dorset Health Authority / GP Practices			15,153				15,153	14,780
Funding of Legal Aid Franchise :								
Legal Aid Board - start up funding				2,266			2,266	0
Legal Aid Board - operational funding				81,279			81,279	44,003
Funding of Home Visiting Scheme :								
National Lottery Charities Board - start up funding					3,100		3,100	0
National Lottery Charities Board - operational funding					50,265		50,265	0
Other grant support :								
Dorset Health Authority - IT grant							0	250
Other income :								
Sundry donations	973						973	872
Interest receivable	1,119						1,119	996
TOTAL INCOMING RESOURCES	130,068	8,536	15,153	83,545	53,365	0	290,667	190,811
RESOURCES EXPENDED								
Direct charitable expenditure :								
Salaries and national insurance	81,871	5,924	10,675	58,927	41,754		199,151	120,165
Employer pension contributions	6,027			1,403			7,430	6,098
Temporary agency staff costs	499						499	767
Travelling expenses	5,368	504	405	728	1,024		8,029	6,959
Accommodation	24,680						24,680	24,550
Direct case costs - medical reports, etc.				-85			-85	1,182
Telephone and fax	4,694			952	1,023		6,669	3,014
Postage, stationery and advertising	6,803			1,420	1,917		10,140	5,158
Photocopier leasing and maintenance	2,564						2,564	2,437
Information and reference material	3,015			607	62		3,684	2,909
Training costs - external	971			1,277	185		2,433	336
Repairs and maintenance	1,683				60		1,743	504
Insurance	2,454						2,454	1,056
Miscellaneous expenses	2,532				155		2,687	1,987
Irrecoverable VAT input tax	2,956				917		3,873	1,613
Depreciation of equipment						7,004	7,004	3,661
Other expenditure :								
Audit fees	1,500						1,500	1,500
TOTAL RESOURCES EXPENDED	147,617	6,428	11,080	65,229	47,097	7,004	284,455	183,896
MOVEMENT IN FUNDS BEFORE TRANSFERS	-17,549	2,108	4,073	18,316	6,268	-7,004	6,212	6,915
GROSS TRANSFERS BETWEEN FUNDS								
Financing of capital expenditure	-9,781			-4,266	-2,936	16,983	0	0
Overhead contributions from (to) respective funds	26,135	-2,108	-4,073	-16,622	-3,332		0	0
NET MOVEMENT IN FUNDS FOR THE YEAR	-1,195	0	0	-2,572	0	9,979	6,212	6,915
Total funds at the beginning of the year	23,979	0	0	3,848	0	9,580	37,407	30,492
TOTAL FUNDS AT THE END OF THE YEAR	22,784	0	0	1,276	0	19,559	43,619	37,407

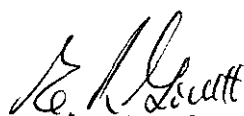
BOURNEMOUTH CITIZENS ADVICE BUREAU
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BALANCE SHEET
31 March 2001

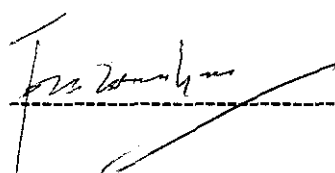
	Note	2001 £	2000 £
FIXED ASSETS			
Tangible fixed assets	6	19,559	9,580
CURRENT ASSETS			
Debtors	7	2,979	1,572
Cash at bank and in hand	8	39,294	46,107
		42,273	47,679
CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR	9	(18,213)	(19,852)
NET CURRENT ASSETS		24,060	27,827
TOTAL ASSETS LESS CURRENT LIABILITIES		43,619	37,407
TOTAL FUNDS	13 & 14		
Unrestricted funds :			
General Fund		22,784	23,979
Restricted funds :			
Legal Aid Franchise Fund		1,276	3,848
Designated funds :			
Capital Equipment Fund		19,559	9,580
		43,619	37,407

These financial statements were formally approved
by the Directors and Trustees on 17 July 2001

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 2001

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 by Charities, as issued by the Charity Commission. The particular accounting policies adopted by the directors and the trustees are described below.

2. ACCOUNTING POLICIES

Accounting convention

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

Grants receivable

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

Other operational funding

Other operational funding is also recognised as income in the period to which it relates, in the same manner as grants receivable.

Donations

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

Interest received

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

Tangible fixed assets and depreciation

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

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

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NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2001

2. ACCOUNTING POLICIES...continued

Taxation

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

Value Added Tax

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

Pension costs

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

Operating leases

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

Cash flow statement

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

3. OPERATING SURPLUS

Operating surplus is arrived at after charging :

	2001	2000
	£	£
Depreciation of tangible fixed assets - owned assets	7,004	3,661
Rentals under operating leases	1,344	1,305
Auditors' remuneration - audit services	1,500	1,500
Staff costs (see note 4)	207,080	127,030
	<hr/>	<hr/>

BOURNEMOUTH CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2001

4. INFORMATION REGARDING DIRECTORS, TRUSTEES AND EMPLOYEES

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

Staff costs during the year were as follows :

	2001	2000
	£	£
Wages and salaries	185,863	112,637
Agency staff	499	767
Social security costs	13,288	7,528
Pension costs	7,430	6,098
	<u>207,080</u>	<u>127,030</u>

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

<u>25,983</u>	<u>24,005</u>
---------------	---------------

The average number of persons employed during the year, excluding directors, was as follows :

	2001	2000
	No.	No.
Management staff - full-time	1	1
Management staff - part-time	2	2
Other Bureau staff - full-time	3	1
Other Bureau staff - part-time	9	5
	<u>15</u>	<u>9</u>

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

5. INTEREST RECEIVED

	2001	2000
	£	£
Bank and building society deposit interest	1,119	996
	<u>1,119</u>	<u>996</u>

BOURNEMOUTH CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2001

6. TANGIBLE FIXED ASSETS

	Computer systems and equipment £	Office furniture and other office equipment £	TOTAL £
Cost			
At 1 April 2000	15,025	3,331	18,356
Additions	16,867	1,142	18,009
Disposals	(1,309)	(127)	(1,436)
At 31 March 2001	30,583	4,346	34,929
Depreciation			
At 1 April 2000	7,292	1,484	8,776
Charge for the year	6,254	750	7,004
Disposals	(283)	(127)	(410)
At 31 March 2001	13,263	2,107	15,370
Net book value			
At 31 March 2001	17,320	2,239	19,559
At 31 March 2000	7,733	1,847	9,580

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

7. DEBTORS

	2001 £	2000 £
Prepayments and accrued income	2,979	1,572

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NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2001

8. CASH AT BANK AND IN HAND

	2001	2000
	£	£
Bank current account	3,928	691
Bank deposit account	25,053	35,515
Building society deposit account	10,224	9,775
Cash in hand	89	126
	<u>39,294</u>	<u>46,107</u>

9. CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR

	2001	2000
	£	£
Taxation and social security	10,762	4,738
Other creditors	-	5,940
Accruals	6,242	3,955
Deferred income	1,209	5,219
	<u>18,213</u>	<u>19,852</u>

10. CAPITAL COMMITMENTS

	2001	2000
	£	£
Authorised but not contracted for	-	-
	<u>-</u>	<u>-</u>

11. OPERATING LEASE COMMITMENTS

	2001	2000
	£	£
At 31 March 2001 the company was committed to making the following payments during the next year in respect of operating leases :		
Leases which expire within two to five years - office equipment	1,344	1,344
	<u>1,344</u>	<u>1,344</u>

BOURNEMOUTH CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2001

12. PENSION SCHEME

The company participates in and contributes to the Dorset County Pension Scheme in relation to certain of its employees. This local government pension scheme is a 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 total pension cost for the company in respect of the year ended 31 March 2001 was £7,430 (2000 - £6,098).

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

13. TOTAL FUNDS

	Balance at 1 April 2000 £	Movements in the year £	Transfers between funds £	Balance at 31 March 2001 £
Unrestricted funds				
General Fund	23,979	(17,549)	16,354	22,784
Restricted funds				
Advice for Offenders Scheme Fund	-	2,108	(2,108)	-
GP's Advice Scheme Fund	-	4,073	(4,073)	-
Legal Aid Franchise Fund	3,848	18,316	(20,888)	1,276
Home Visiting Service Fund	-	6,268	(6,268)	-
Designated funds				
Capital Equipment Fund	9,580	(7,004)	16,983	19,559
	<u>37,407</u>	<u>6,212</u>	<u>-</u>	<u>43,619</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 Advice for Offenders Scheme and GP's Advice Scheme Funds cover funds provided under contract by Dorset County Council and Dorset Area Health Authority respectively, the application of which is, in each case, restricted to financing the operation of that particular scheme.

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

BOURNEMOUTH CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2001

13. TOTAL FUNDS.....continued

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

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

14. NET ASSETS APPLICABLE TO SPECIFIC FUNDS

The following table gives a breakdown of the net assets, as shown in the balance sheet at 31 March 2001, between the General Fund and other specific funds operated by the Bureau :

Fund	Tangible fixed assets £	Bank and cash balances £	Other current assets £	Current liabilities £	TOTAL £
General Fund	-	37,068	2,720	(17,004)	22,784
Advice for Offenders Scheme Fund	-	37	-	(37)	-
GP's Advice Scheme Fund	-	33	-	(33)	-
Legal Aid Franchise Fund	-	1,772	99	(595)	1,276
Home Visiting Service Fund	-	384	160	(544)	-
Capital Equipment Fund	19,559	-	-	-	19,559
	<u>19,559</u>	<u>39,294</u>	<u>2,979</u>	<u>(18,213)</u>	<u>43,619</u>

15. LIMITED LIABILITY OF MEMBERS

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

16. COPIES OF THE FINANCIAL STATEMENTS

Further copies of these financial statements may be obtained by written request to the company secretary at the address shown on page 4.