

AG 2339 - LC

GRAVESHAM CITIZENS ADVICE BUREAU

44 WINDMILL STREET

GRAVESEND

KENT

DA12 1BA

Registered Charity: 1082979

Company Number: 3960538

STATEMENT OF ACCOUNT

AND

INDEPENDENT EXAMINATION REPORT

FOR THE YEAR ENDED 31ST MARCH 2007

**Luke Silver
Accountancy & Taxation Services
51 Southall Avenue
Worcester
Worcestershire
WR3 7LX**

Tel: 0

76



A03	23/07/2009	72
COMPANIES HOUSE		
A41	11/07/2009	98
COMPANIES HOUSE		
A11	16/06/2009	124
COMPANIES HOUSE		

Handwritten signature and date: 26/9/07

SATURDAY

**A51 27/06/2009 158
COMPANIES HOUSE**

THURSDAY

**Accountants Report to the Members on the Unaudited Financial Statements
of the Gravesham Citizens Advice Bureau for the year ended 31 March 2007**

(a) the accounts of the company for the financial year in question are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985; and

(b) having regard only to, and on the basis of, the information in those accounting records, those accounts have been drawn up in a manner consistent with the provisions of the Act as specified in subsection (6) of section 249C, so far as applicable to the company; and

(c) having regard only to, and on the basis of, the information in the accounting records, the company satisfied the requirements of section 249A(4), for the financial year in question, and did not fall within section 249B(1)(a) to (f) at any time within that financial year.

Signed: *L Silver*

Luke Silver

26 May 2009

WEDNESDAY

A52

"AGU32A/3"
27/05/2009
COMPANIES HOUSE

295

Independent Examiner's Report on the Accounts

Accruals Accounts

Report to the trustees of Gravesham Citizens Advice Bureau

Registered Charity Number 1082979

On the accounts for the year ended 31st March 2007

Set out on the following pages

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts (under section 43(3)(a) of the Act);
follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act); and
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 Commissioners. An examination includes a review of the accounting records kept by the charity 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

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

- To keep accounting records in accordance with section 41 of the Act; and
 - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act
- Have not been met; or

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

Signed *LA Silver*

Date: 20 June 2007

Luke Silver HNC Business & Finance
Accountancy Practitioner

51 Southall Avenue
Worcester
Worcestershire
WR3 7LX

Gravesham Citizens Advice Bureau

**Statement of Financial Activities
for the year ended 31st March 2007**

	Notes	Unrestricted 2006/07 £	Restricted 2006/07 £	Total 31.03.07 £	Total 31.03.06 £
<u>Resources Arising</u>					
Donations & Gifts	2	352	0	352	3,072
Other Income	2	92,157	41,450	133,607	129,013
		92,509	41,450	133,959	132,085
<u>Resources Used</u>					
Direct Charitable Expenditure					
Functional Costs	3	81,623	36,609	118,232	130,530
Support Costs	4	5,478	2,667	8,145	13,880
		87,101	39,276	126,377	144,410
Other Expenditure					
Administration	5	585	0	585	446
Resources used in this year		87,686	39,276	126,962	144,856
Net Movement in Funds		4,823	2,174	6,997	(12,771)
Balances Brought Forward		6,951	8,101	15,052	27,823
Transfers		(3,288)	3,288	0	0
Balances Carried Forward		8,486	13,563	22,049	15,052

Notes to the Accounts for the year ended 31.03.07

1. Accounting Policies

(a) These accounts have been prepared on a accruals basis and include income which has been received or that is receivable at the year end.

(b) The recommendations of charities SORP have been followed in the preparation of these accounts.

2. Resources Arising

Donations & Gifts

Donations

Unrestricted 2006/07 £	Restricted 2006/07 £	Total 31.03.07 £	Total 31.03.06 £
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352	0	352	3,072
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<u>352</u>	<u>0</u>	<u>352</u>	<u>3,072</u>
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Other Income

GBC Grant

84,880	0	84,880	82,650
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GBC Money Advice

5,000	0	5,000	5,000
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Training & Development Fund (Big Lottery Fund 1) Lottery Funded Project

0	0	0	(3,723)
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Employment Advice (Big Lottery Fund 2) Big Lottery Funded Project

0	41,450	41,450	40,103
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Lloyds TSB Foundation for England and Wales

0	0	0	0
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Fund Raising

0	0	0	2,973
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Sundry

98	0	98	0
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Interest

2,179	0	2,179	2,010
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<u>92,157</u>	<u>41,450</u>	<u>133,607</u>	<u>129,013</u>
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Total resources arising

<u>92,509</u>	<u>41,450</u>	<u>133,959</u>	<u>132,085</u>
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Notes to the Accounts
for the year ended 31st March 2007 (continued)

	Unrestricted 2006/07 £	Restricted 2006/07 £	Total 31.03.07 £	Total 31.03.06 £
<u>3. Functional Costs</u>				
Salaries	80,229	0	80,229	80,566
National Insurance - Employer (Incl in Salaries)	0	0	0	5,295
Training & Development Fund (Big Lottery Fund 1) Lottery Funded Project	0	0	0	0
Employment Advice (Big Lottery Fund 2) Big Lottery Funded Project	0	34,283	34,283	41,958
Services	0	0	0	0
NACAB Info Services	1,092	1,800	2,892	1,878
NACAB Meetings / Conferences	200	0	200	54
General Training	102	526	628	779
	81,623	36,609	118,232	130,530

Notes to the Accounts
for the year ended 31st March 2007 (continued)

	Unrestricted 2006/07 £	Restricted 2006/07 £	Total 31.03.07 £	Total 31.03.06 £
<u>4. Support Costs</u>				
Telephone	0	0	0	2,754
Postage	514	0	514	597
Printing & Photocopy	474	0	474	542
Stationery	1,429	0	1,429	1,843
Office Expenses	434	1,561	1,995	839
Office Equipment	0	680	680	504
Furniture & Fittings	0	0	0	3,136
Insurance - NACAB	577	0	577	589
Cleaning Refuse	519	0	519	904
Travel Expenses	1,483	426	1,909	2,112
AGM	0	0	0	0
Computers	48	0	48	60
	<u>5,478</u>	<u>2,667</u>	<u>8,145</u>	<u>13,880</u>
<u>5. Administration Costs</u>				
Bank Charges	17	0	17	68
Independent Examiners Fees	568	0	568	378
	<u>585</u>	<u>0</u>	<u>585</u>	<u>446</u>
Total Expenditure	<u>87,686</u>	<u>39,276</u>	<u>126,962</u>	<u>144,856</u>

Gravesham Citizens Advice Bureau

Registered Charity No: 1082979

Company No: 03960538

REVISED Balance Sheet for the Year Ended 31st March 2007

The accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies

Signed.....  Director

	Notes	2006/07	2005/06
		£	£
Fixed Assets (Fixtures & Fittings)			
Furniture & Fittings		100	100
Computers		800	800
Telephone Systems		1,000	1,000
		<u>1,900</u>	<u>1,900</u>
Current Assets			
Current Account		(8,412)	(15,411)
CAF Gold		15,854	18,308
CAF Cash		159	(371)
Training & Development Fund (Big Lottery Fund 1) Lottery Funded Project		0	0
Employment Advice (Big Lottery Fund 2) Big Lottery Funded Project		13,220	11,388
Cash Account		128	38
Development Account		1,100	1,100
		<u>22,049</u>	<u>15,052</u>
Current Liabilities (Short Term)			
		<u>0</u>	<u>0</u>
		0	0
Long Term Liabilities			
		<u>0</u>	<u>0</u>
		0	0
Current Assets less Liabilities		<u>22,049</u>	<u>15,052</u>
Net Assets		<u>23,949</u>	<u>16,952</u>

Accumulated Fund Year Ending 31 March 2006	Unrestricted	Restricted	Total
	£	£	£
Balance brought forward	14,144	13,679	27,823
Fixed Assets	1,900	0	1,900
Funds Generated by Operations	(7,193)	(5,578)	(12,771)
Transfers	0	0	0
	<u>8,851</u>	<u>8,101</u>	<u>16,952</u>

Accumulated Fund Year Ending 31 March 2007	Unrestricted	Restricted	Total
	£	£	£
Balance brought forward	6,951	8,101	15,052
Fixed Assets	1,900	0	1,900
Funds Generated by Operations	4,823	2,174	6,997
Transfers	(3,288)	3,288	0
	<u>10,386</u>	<u>13,563</u>	<u>23,949</u>

Gravesham Citizens Advice Bureau

Registered Charity No: 1082979

Company No: 03960538

REVISED Balance Sheet for the Year Ended 31st March 2007

The accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies

Accountants Report

For the year ended 31 March 2007 the company was entitled to exemption under section 249a(2) of the Companies Act 1985 as if the company is a charity with a turnover between £90,000 and £250,000

No members have required the company to obtain an audit of it's accounts for the year in question in accordance with section 249b(2).


The directors acknowledge their responsibility for:

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

As the company is a non-trading charity there is no requirement to submit a profit and loss account.

Signed on behalf of the Board

Print Name



Gillian Porter

GRAVESHAM CITIZENS ADVICE BUREAU

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2007

ACTIVITIES REVIEW

The financial results are set out in the enclosed accounts.

TRUSTEES

The trustees during the year were as follows:

Stan Bond

37 Artillery Row, Trinity Road, Gravesend, Kent. DA12 1LY

Sheila Buchanan

Victoria Cottage, Wrotham Road, Meopham, Kent. DA13 0AN

Jane Montague

90 Aspledene, Gravesend, Kent. DA12 5EF

Gillian Porter

35 Nelson Road, Northfleet, Kent. DA11 7EE

Councillor Jean Christie

3 Fleet Road, Northfleet, Kent. DA11 8EF

Councillor Pat Oakeshott

52 Walmers Avenue, Higham, Rochester, Kent. ME3 7EH

Councillor Val Ashenden

54 The Drove Way, Northfleet, Kent. DA13 9LZ

Maureen Newell

10 Brooke Drive, Gravesend, Kent. DA12 4XP

Ronald Bowman

12 Viking Road, Northfleet. DA11 8ET

Maurice Weet

20 Broomfield Road, Swanscombe. DA10 0LT

Roy Debnam

4 Harris Close, Gravesend. DA11 8PY

Ian Ngoma

37a Darnley Street, Gravesend. DA11 0PH

Councillor Andrea Webb

51 Taunton Vale, Gravesend. DA12 5QZ

STATEMENT

We certify that the books, vouchers and information produced to enable the independent examination of our accounts to be conducted contain a full and correct record of our financial transactions and activities to the best of our knowledge and belief.

SIGNED ON BEHALF OF THE TRUSTEES

Al Bond (Chairman)

Please print name:

S. L. BOND

Date:

20/9/07