

**CITIZENS ADVICE SHROPSHIRE**

**DIRECTORS' & TRUSTEES' REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2008**



**Company No. 4099352 (England & Wales)**  
**Charity No. 1085220**

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## CITIZENS ADVICE SHROPSHIRE

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**CITIZENS ADVICE SHROPSHIRE**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**Directors and Trustees**

Linda Binns (Chairman)  
Mary Fraser  
Lt Col Bryan Littlejohns  
Claire Carlidge  
Niall McCormack  
Keir Hirst  
John Lucas  
Roger Lumley  
Kim Hollamby (Representative Member – resigned 29 February 2008)  
Elizabeth Andrews  
Robert Adderley (Representative Member - resigned 20 November 2007)  
Andrew Davies  
Michael Maddocks (resigned 18 December 2007)  
Richard Powell  
Alistair Kerr (appointed 17 January 2008)  
Pam Smith (appointed 17 January 2008)  
Glynn Woollam (appointed 17 January 2008)  
Val Steward (appointed 19 March 2008)  
Cameron Beard (appointed 24 May 2007, resigned 19 July 2007)  
Elaine Moss (appointed 1 January 2008 – Representative Member)

**CITIZENS ADVICE SHROPSHIRE**

**LEGAL AND ADMINISTRATIVE INFORMATION (CONTINUED)**

<b>Secretary</b>	Elizabeth Warren
<b>Registered Office</b>	The Roy Fletcher Centre, 12-17 Cross Hill, Shrewsbury, SY1 1JG
<b>Bankers</b>	National Westminster Bank Plc , Shrewsbury Mardol Head , 8 Mardol Head, Shrewsbury, SY1 1HE
<b>Auditors</b>	James, Holyoak & Parker Limited, Longden House, 105, Longden Road, Shrewsbury, Shropshire, SY3 9DZ

**CITIZENS ADVICE SHROPSHIRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2008**

The Trustees, who are also Directors of the Charity for the purposes of the Companies Act, present their annual report and the audited financial statements for the year ended 31 March 2008. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005 in preparing the annual return and financial statements of the Charity.

**Objects of the Charity, Principal Activities and organisation of our work**

The Charity is constituted as a Company limited by guarantee, and is therefore governed by a Memorandum and Articles of Association. The Charity's object and its principal activity is the provision of advice and assistance to the local community concerning individual rights and responsibilities as well as providing information about the range of services available to the individual.

The Charity is organised so that the Trustees meet regularly to manage its affairs. The day to day operations are controlled by Mrs E J Warren who is the Service Director and who reports to the Trustees. The Charity has a number of full and part-time paid, and unpaid advice workers and administrative staff.

**Development, activities and achievements this year and future developments**

The Citizens Advice Service helps people resolve their legal, money and other problems by providing information and advice, and by influencing policymakers.

Negotiations were successfully completed and Bridgnorth CAB merged with Citizens Advice Shropshire on 1<sup>st</sup> January 2008. Together the service provided core information and holistic advice services to the general public at 5 CAB offices and 8 outreach venues and through 20 casework projects throughout the districts of North Shropshire, Oswestry, Shrewsbury, South Shropshire and Bridgnorth.

Clients raised a total of 30,027 new issues. Of these enquiries 66% concerned finances, regarding either benefits or debts. Over £2½ million pounds of annual benefits income was claimed by clients as a result of our assistance, and new clients sought help to manage over £16 million of new debt. Much debt casework concerns the prevention of homelessness by negotiation of realistic repayment schedules to landlords or mortgage companies and by representing clients at court possession hearings.

Service developments included the introduction of the countywide telephone advice line, a website for public use together with an intranet for improved inter-site communication, the installation of a public information kiosk, advice via Tellytalk and debt casework services in Shrewsbury Prison.

Future plans include a move to larger premises in Shrewsbury which will enable services to develop.

**NB** A separate more detailed activity report is available from the Service Director.

**CITIZENS ADVICE SHROPSHIRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2008 (CONTINUED)**

**Transactions and Financial position**

The Statement of Financial Activities on page 9 shows net deficit for the year of £4573 with Reserves rising to £955,969 at 31 March 2008 from £877,575 at the previous year end. There has again been a significant rise in the Charity's unrestricted reserves. However this is largely due to the receipt of funds from Bridgnorth CAB at merger, the remainder of the insurance claim for Market Drayton, and the levels of bank interest on the legacy and reserves. Income and expenditure for its normal running costs are finely balanced, and without investment income from this legacy the Charity would be in financial difficulties. Details of the Charity's reserves are given at Note 14 to the accounts from which it can be seen that unallocated reserves as at 31<sup>st</sup> March 2008 stood at £170,310.

The legator intended that the funds should be applied for the improvement and development of the activities of Citizens Advice Shropshire into the long term. Trustees have so far agreed to use capital to fund a trainee supervisor post and to develop access to advice services via webcam and Tellytalk. To date, £44,450 has been made available from the legacy to fund these developments.

The changes in rules and the way payments for Legal Services Commission contracts are made has resulted in a repayment to the LSC of £34,279. Trustees are closely monitoring the increased risks.

**Tangible Fixed Assets for use by the Charity**

Details of movements in fixed assets are set out in Note 10 to the accounts.

**Investment policy and returns**

The Trustees take a cautious approach towards the investment of cash reserves. Whilst the situation with premises is being resolved, all reserves have been held in the NatWest Treasury Reserve. A smaller amount to cover immediate costs is invested on a monthly basis, with movement in and out of longer term deposits, the length of the deposit being determined according to interest rates current at the time. The policy is under review.

**Reserves**

The present level of funding is adequate to support the continuation of the Charity's activities and the Trustees consider the financial position of the Charity to be satisfactory. It is the policy of the Trustees to maintain reserves at a sufficient level such as to provide adequate cover for all the Charity's commitments in the event of its winding up or a significant reduction in the levels of its activities. Further details are disclosed at Note 14 to the Accounts.

The reserves policy is reviewed every year, and adjusted in the light of current funding and staffing levels.

**Directors and Trustees**

All Directors of the Company are also Trustees of the Charity, and there are no other Trustees. The Trustees at 31 March 2008 are listed on page 2. The Board has the power to appoint additional Trustees as it considers fit within the terms of the Memorandum and Articles of Association.

**Risk Management**

The Management Board has conducted a review of the major risks to which the charity is exposed. A Risk Analysis document has been produced and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant shortfalls in core-funding have led to the development of a long term strategic plan to increase the range of access to services by changing methods of service delivery.

## CITIZENS ADVICE SHROPSHIRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2008 (CONTINUED)

#### Risk Management (continued)

Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the organisation. The continuing implementation of Community Legal Service Quality Mark standards, and of the Citizens Advice Membership Scheme ensure a consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure they continue to meet the needs of the charity.

#### Trustees' responsibilities in relation to the financial statements

The Trustees are required by Company Law to prepare financial statements for each financial year which give a true and fair view of the financial activities of the Charity and of its financial position at the end of that year. In preparing those financial statements the trustees are required to:-

- (a) select suitable accounting policies and apply them consistently,
- (b) make judgements and estimates that are reasonable and prudent;
- (c) state whether the policies adopted are in accordance with the Companies Act 1985 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements,
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity 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 Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

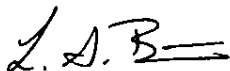
In the case of each of the persons who are trustees at the time when the trustees report is approved

- so far as the trustee is aware, there is no relevant audit information (information needed by the company's auditors in connection with preparing their report) of which the company's auditors are unaware, and
- each trustee has taken all the steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

#### Auditors

A resolution proposing the re-appointment of James, Holyoak & Parker Limited as auditors of the Charity will be put to the Annual General Meeting.

This report was approved by the board of Directors and Trustees on 17 September 2008 and signed on their behalf



Linda Binns  
Trustee

## **CITIZENS ADVICE SHROPSHIRE**

### **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF CITIZENS ADVICE SHROPSHIRE**

We have audited the financial statements of Citizens Advice Shropshire for the year ended 31 March 2008 on pages 9 to 18 which comprise the statement of financial activities, the balance sheet and related notes. The financial statements have been prepared under the historical cost convention and the accounting policies set out on pages 11 and 12.

This report is made solely to the company's members, as a body, in accordance with S 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of Trustees and Auditors**

As described on page 5, the Charity's Trustees, who are also Directors of Citizens Advice Shropshire for the purposes of company law, are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK Generally Accepted Accounting Practice).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

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 1985. We also report to you if, in our opinion, the Report of the Trustees is not consistent with the financial statements, if the charitable 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 trustees' remuneration and transactions with the Company is not disclosed.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

#### **Basis of opinion**

We conducted our audit in accordance with International Standards on auditing (UK and Ireland) 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 Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable 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. However, the evidence available to us was limited because it was not possible for us to perform auditing procedures necessary to obtain sufficient appropriate audit evidence as regards the value and completeness of funds transferred to the Charity on the 1 January 2008 totalling £82,967 as a result of the amalgamation referred to at Note 16 to the accounts. Any adjustment to these figures would have a consequential effect on the net incoming resources for the year ended 31 March 2008. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

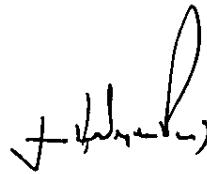
**CITIZENS ADVICE SHROPSHIRE**

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
CITIZENS ADVICE SHROPSHIRE (CONTINUED)**

**Qualified Opinion arising from Limitation in audit scope**

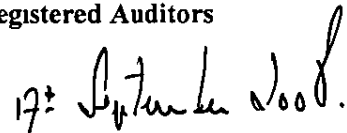
In our opinion the financial statements give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice of the state of the charitable company's affairs as at 31 March 2008 and except for any adjustments that might have been found to be necessary had we been able to obtain sufficient evidence concerning the value and completeness of funds transferred on 1 January 2008, of its incoming resources and application of resources, including income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985

In our opinion the information given in the Trustees' Report is consistent with the financial statements



Longden House,  
105, Longden Road,  
SHREWSBURY, SY3 9DZ

**JAMES, HOLYOAK & PARKER LIMITED**  
Chartered Accountants and  
Registered Auditors



**CITIZENS ADVICE SHROPSHIRE**

**Statement of Financial Activities**  
**For the year ended 31 March 2008**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT**

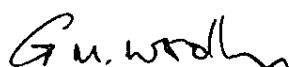
	<u>Notes</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u> <u>2008</u>	<u>Total</u> <u>2007</u>
<u>INCOMING RESOURCES</u>		£	£	£	£
<b>Incoming resources from</b>					
<b>Generated funds</b>					
Voluntary income	2	-	269,111	269,111	305,510
Investment Income	3	-	53,002	53,002	37,944
<b>Incoming resources from</b>					
<b>charitable activities</b>	4	78,531	344,211	422,742	449,235
<b>Other incoming resources</b>	5	-	20,224	20,224	10,534
<b>Total incoming resources</b>		78,531	686,548	765,079	803,223
<hr/>					
<b><u>RESOURCES EXPENDED</u></b>					
<b>Charitable activities</b>	6	66,268	631,663	697,931	592,845
<b>Governance costs</b>	6	-	71,721	71,721	68,612
<b>Total resources expended</b>		66,268	703,384	769,652	661,457
<hr/>					
<b>Net incoming resources</b>	8	12,263	(16,836)	(4,573)	141,766
<b>Gross transfers between funds</b>	7	(19,962)	19,962	-	-
		(7,699)	3,126	(4,573)	141,766
<b>Total funds brought forward</b>		11,527	866,048	877,575	735,809
<b>Funds transferred on</b>					
<b>amalgamation</b>	16	9,167	73,800	82,967	-
<b>Total funds carried forward</b>	14	12,995	942,974	955,969	877,575

# CITIZENS ADVICE SHROPSHIRE

## BALANCE SHEET AS AT 31 MARCH 2008

	<u>Notes</u>	<u>2008</u> £	£	<u>2007</u>
<b>Fixed assets</b>				
Tangible Assets	10	52,465		31,219
<b>Current assets</b>				
Debtors	11	15,170	17,204	
Cash at bank and in hand		965,584	854,134	
		-----	-----	
		980,754	871,338	
<b>Creditors: amounts falling due within one year</b>	12	(77,250)	(24,982)	
		-----	-----	
		903,504		846,356
<b>Net assets</b>	13	-----	-----	-----
		955,969		877,575
<b>Unrestricted funds</b>	14	942,974		866,048
<b>Restricted funds</b>	14	12,995		11,527
		-----	-----	-----
		955,969		877,575
		-----		-----

Approved by the board of directors and trustees on 17 September 2008  
and signed on its behalf



**Glynn Woollam**  
**Director and Trustee**

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

**CITIZENS ADVICE SHROPSHIRE**

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2008**

**1. Accounting policies**

**1.1 Basis of preparation of accounts**

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and, applicable accounting standards and the Companies Act 1985

**1.2 Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts
- Investment income is included when receivable
- Where entitlement is dependant on the fulfilment of one or more specified conditions grants received by the charity are recognised and taken into revenue unless the conditions are within the charity's control and uncertainty exists as to whether the conditions will be fulfilled

## CITIZENS ADVICE SHROPSHIRE

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2008 (CONTINUED)

#### **1.3 Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis

#### **1.4 Fund accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### **1.5 Finance and operating leases**

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period they are incurred

#### **1.6 Tangible fixed assets**

Individual fixed assets are capitalised at cost. Depreciation is provided on all tangible assets at rates calculated to write off the cost over their expected useful economic lives as follows -

Computer equipment	- over 3 years
Telephone system	- over 3 years
Furniture & Office Equipment	- 10% reducing balance basis

#### **1.7 Pension costs**

The charity contributes to its staff's defined contribution pension schemes. Costs are charged to the Statement of Financial Activities as they become payable

**CITIZENS ADVICE SHROPSHIRE**

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2008 (CONTINUED)**

**2. Voluntary Income**

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>2008</u>	<u>2007</u>
			<u>£</u>	<u>£</u>
Donations	-	4,721	4,721	4,906
Legacy	-	-	-	53,686
Core funding grants	-	264,390	264,390	246,918
	-	269,111	269,111	305,510

**3. Investment Income**

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>2008</u>	<u>2007</u>
			<u>£</u>	<u>£</u>
Interest received on legacy and other deposits	-	53,002	53,002	37,944

**4. Income resources from Charitable Activities**

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>2008</u>	<u>2007</u>
			<u>£</u>	<u>£</u>
Hire of premises & services	-	5,550	5,550	9,139
Grants from funders	78,531	338,661	417,192	440,096
	78,531	344,211	422,742	449,235

**5. Other incoming resources**

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>Total</u>
			<u>2008</u>	<u>2007</u>
			<u>£</u>	<u>£</u>
Insurance claims	-	20,224	20,224	10,534

**CITIZENS ADVICE SHROPSHIRE**

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2008 (CONTINUED)**

**6. Resources Expended**

	<b><u>Charitable Activities</u></b>		<b><u>Governance</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>
	<b><u>Restricted</u></b>	<b><u>Unrestricted</u></b>		<b><u>2008</u></b>	<b><u>2007</u></b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Costs directly allocated to Activities</u></b>					
Salaries & wages	60,560	450,805	57,904	569,269	470,066
Travel & training	1,224	37,673	-	38,897	39,612
Reference books & software	209	5,718	-	5,927	5,810
Disbursements	2,844	-	-	2,844	2,464
Publicity	-	4,145	-	4,145	659
Cleaning	-	3,383	-	3,383	3,483
Depreciation	1,206	13,732	-	14,938	12,804
Recruitment	-	826	-	826	1,974
Audit	-	-	1,556	1,556	1,414
Legal & professional fees	-	2,269	-	2,269	2,624
Meeting expenses	200	1,655	-	1,855	1,630
 <b><u>Support Costs allocated to Activities</u></b>					
Repairs & renewals	-	2,785	309	3,094	5,613
Telephone	20	13,847	1,538	15,405	14,525
Insurance	-	7,148	794	7,942	2,224
Printing, postage & stationery	5	18,159	2,018	20,182	17,429
Rent, rates, service charges & utilities	-	58,133	6,337	64,470	68,723
IT Support	-	3,397	377	3,774	1,275
Sundries	-	7,988	888	8,876	9,128
	66,268	631,663	71,721	769,652	661,457

**7. Contribution to General Overheads**

Costs apportioned to restricted funds from general funds amounted to £19,962

**8. Net Incoming Resources for the Year**

This is stated after charging

	<b><u>2008</u></b>	<b><u>2007</u></b>
	<b>£</b>	<b>£</b>
Depreciation of tangible fixed assets		
- owned by the charity	14,938	12,804
Auditors remuneration - audit services	1,556	1,414
- non audit services	1,057	996

**CITIZENS ADVICE SHROPSHIRE**

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2008 (CONTINUED)**

**9. Staff costs**

No remuneration was paid to trustees for the year Expenses reimbursed to trustees totalled £193  
The staff costs are summarised below -

	<u>2008</u>	<u>2007</u>
	<u>£</u>	<u>£</u>
Wages and salaries	510,065	419,196
Social security costs	41,476	34,353
Pension costs	17,728	16,517
	-----	-----
	569,269	470,066
	-----	-----

The average weekly number of staff employed, calculated as full time equivalents during the year was as follows -

	<u>2008</u>	<u>2007</u>
	<u></u>	<u></u>
Direct charitable work	23	19
Administrative	2	2
	-----	-----

**10. Tangible Fixed Assets**

	<u>Computer &amp; Office Equipment</u>	<u>Telephone System</u>	<u>Furniture Equipment</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>Cost</b>				
At 1 April 2007	76,877	12,650	32,879	122,406
Additions	13,243	-	17,983	31,226
Fixed assets transferred on amalgamation	2,950	-	2,008	4,958
	-----	-----	-----	-----
At 31 March 2008	93,070	12,650	52,870	158,590
	-----	-----	-----	-----
<b>Depreciation</b>				
At 1 April 2007	68,287	12,650	10,250	91,187
Charge for the year	10,676	-	4,262	14,938
	-----	-----	-----	-----
At 31 March 2008	78,963	12,650	14,512	106,125
	-----	-----	-----	-----
<b>Net book values</b>				
At 31 March 2008	14,107	-	38,358	52,465
	-----	-----	-----	-----
<b>Net Book values</b>				
At 31 March 2007	8,590	-	22,629	31,219
	-----	-----	-----	-----

**CITIZENS ADVICE SHROPSHIRE**

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2008 (CONTINUED)**

<b>11. Debtors</b>	<b><u>2008</u></b>	<b><u>2007</u></b>
	<b>£</b>	<b>£</b>
Other debtors	15,170	17,204
	-----	-----

<b>12. Creditors: amounts falling due within one year</b>	<b><u>2008</u></b>	<b><u>2007</u></b>
	<b>£</b>	<b>£</b>
Social security and other taxes	22,494	8,944
Accruals and other creditors	20,477	16,038
Monies repayable to funder	34,279	-
	-----	-----
	77,250	24,982
	-----	-----

<b>13. Analysis of Net Assets between the Funds</b>	<b><u>Tangible</u></b>	<b><u>Net</u></b>	
	<b><u>Fixed</u></b>	<b><u>Current</u></b>	
	<b><u>Assets</u></b>	<b><u>Assets</u></b>	<b><u>Total</u></b>
	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted General Fund	37,752	132,558	170,310
Designated Funds	12,823	759,841	772,664
Restricted LSC – Disbursements Account	-	2,202	2,202
Restricted Financial Inclusion Fund	1,890	1,393	3,283
Lottery Project	-	7,510	7,510
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	52,465	903,504	955,969
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**CITIZENS ADVICE SHROPSHIRE**

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2008 (CONTINUED)**

**14. Statement of Funds**

	<u>As at</u> <u>1/4/07</u>	<u>Transferred</u> <u>Funds</u>	<u>Income</u>	<u>Expend-</u> <u>iture</u>	<u>Transfers</u> <u>between</u> <u>Funds</u>	<u>As at</u> <u>31/3/08</u> <u>Funds</u>
	£	£	£	£	£	£
Unrestricted General Reserve	649,843	73,800	686,548	(675,319)	(564,562)	170,310
	649,843	73,800	686,548	(675,319)	(564,562)	170,310
<b><u>Designated Funds</u></b>						
Cit Ad – access to service improvements	83,705	-	-	(28,065)	(7,976)	47,664
Contractual & wind up costs reserve	125,000	-	-	-	75,000	200,000
Premises & development reserve	1,000	-	-	-	299,000	300,000
IT replacement & development	6,500	-	-	-	18,500	25,000
Operating reserve	-	-	-	-	200,000	200,000
	216,205	-	-	(28,065)	584,524	772,664
<b><u>Restricted Funds</u></b>						
Lottery project	-	9,167	14,828	(16,485)	-	7,510
Legal Services Commission – Disbursements	2,057	-	2,989	(2,844)	-	2,202
Financial Inclusion Fund						
- Rural	9,470	-	40,848	(33,483)	(14,517)	2,318
- Prison	-	-	19,866	(13,456)	(5,445)	965
Total Restricted Funds	11,527	9,167	78,531	(66,268)	(19,962)	12,995
<b><u>Total Funds</u></b>	<b>877,575</b>	<b>82,967</b>	<b>765,079</b>	<b>(769,652)</b>	<b>-</b>	<b>955,969</b>

**15. Operating Lease Commitments**

As at 31 March 2008, the charity had annual commitments under non-cancellable operating leases on land and buildings as follows -

<u>Expiry Date</u>	<u>2008</u> £	<u>2007</u> £
Within one year	26,025	26,830
Within five years	-	5,000
More than five years	-	-
	26,025	31,830

**CITIZENS ADVICE SHROPSHIRE**

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2008 (CONTINUED)**

**16. Amalgamation**

On 1 January 2008 the Bridgnorth and District Citizens Advice Bureau was amalgamated with Citizens Advice Shropshire. At the same time, the funds of the Bureau were transferred to the charity as follows:-

	£
Unrestricted Funds	73,800
Restricted Funds	9,167
	-----
	£82,967
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**17. Related party transactions**

During the year legal services were provided by Wace Morgan, Solicitors, to the value of £713. Keir Hirst, who is a Director and Trustee of the charity is also a partner in Wace Morgan.