

Registered Charity No. 1085882
Company No. 4174250

DACORUM DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2007

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DACORUM DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2007

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DACORUM DISTRICT CITIZENS ADVICE BUREAU
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2007

The Trustees (who are also the Directors for the purpose of Company Law) have pleasure in presenting their annual report and the audited financial statements for the year ended 31 March 2007. The provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) issued in March 2005 have been adopted in preparing the annual report and financial statements of the charity

1. REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name.	Dacorum District Citizens Advice Bureau
Charity Registration:	1085882
Company Registration:	4174250
Registered Office:	Dacre House, 19 Hillfield Road, Hemel Hempstead, Hertfordshire, HP2 4AA
Chief Executive.	Eve Walker
Company Secretary:	Karin Jameson
Bank	National Westminster Bank, 9 Bank Court, Hemel Hempstead, Hertfordshire HP1 1FB
Auditors	Hillier Hopkins LLP, Charter Court, Midland Road, Hemel Hempstead, Herts HP2 5GE

The following people were directors/trustees of the charity on the date of approval of the report:

DIRECTORS/ TRUSTEES	ROLE	DATE ELECTED	DATE RESIGNED
Mrs M Coxage	Chair	26.03.01	
Mrs P Hearn	Trustee	07.07.03	
Mrs K Jameson	Trustee	26.03.01	
	Company Secretary	07.11.05	
Mr M Mitchell	Trustee	07.03.01	
Mr J Parsons	Trustee	04.07.05	
Mr G Lanchin OBE	Trustee	01.10.06	
Mrs A L Johnsen	Trustee	01.11.06	
Mr C Appleby	Trustee	01.11.06	
Mr B Johnson	Trustee	01.01.07	

The following people additionally served as directors/trustees during the year

EX OFFICIA MEMBERS	ROLE	DATE ELECTED	DATE RESIGNED
Mr B Carvey	Trustee	06.03.06	24.04.06
Mrs S Batchelor	Trustee	10.07.06	01.04.07
Mrs H P Gray	Trustee	26.03.01	01.05.07
Mrs J Taylor	Trustee	07.07.03	26.06.06
Mr A Mehew	Trustee	01.11.04	01.05.07

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2007

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Dacorum District Citizens Advice Bureau is a registered charity and a company limited by guarantee. The maximum liability of each member is limited to one pound. At 31 March 2007 the company had 34 members. Dacorum Citizens Advice Bureau is governed by its Memorandum and Articles of Association.

Dacorum District Citizens Advice Bureau was incorporated as a company limited by guarantee in March 2001 at which date the assets and liabilities of the unincorporated Dacorum District Citizens Advice Bureau were acquired.

Recruitment, Appointment of Trustees

Trustees, who are also Directors of the Company, are elected by the Members from the local community. The Chair oversees the process for Board appointments. A separate process agreed by the Trustee Board is followed for the election of the Chair. No persons or bodies external to the charity are entitled to appoint persons to the Trustee Board.

Induction of Trustees

Newly appointed Trustees to Dacorum District Citizens Advice Bureau undergo an induction process and are regularly circulated with information regarding their legal obligations and offered training courses.

Organisational Structure

The Bureau is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of Dacorum Citizens Advice Bureau and for ensuring that the charity satisfies its legal and contractual obligations. The Trustees meet as a minimum quarterly. In January 2007, the Board decided to abolish the Management Committee.

There are three sub-committees, Personnel & Operations, Finance and General Purposes, and a Business and Development Group which meets as decided by the Chair. The Trustee Board is independent of management and delegates the day-to-day operation of the organisation to the District manager, Mrs Eve Walker, and senior management. A Register of Trustees' Interests is maintained at the registered office, and is available to the public.

Related Parties

The Bureau is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. The Bureau's Operating policies are independently determined by its Trustee Board in order to fulfil its charitable objects and comply with the national membership requirements.

The charity also co-operates and liaises with a number of other advisory services, local charities and statutory bodies on behalf of clients. Where one of the Trustees holds the position of Trustee/Director of another charity they may be involved in discussions regarding that other charity but not in the ultimate decision-making process.

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FOR THE YEAR ENDED 31ST MARCH 2007

Major risks

The Trustees recognise that any major risks to which the charity is exposed need to be reviewed and systems are in place to mitigate those risks. To that end the Bureau is continually monitoring and managing its risk and ensuring action plans are in place to mitigate its key risks

The principal external risk relates to funding. The Charity is only too well aware of the financial pressures experienced by its major funders, and in view of this has taken active measures to diversify and seek additional sources of funding for its services. However, the Board is concerned that if additional resources cannot be found there will have to be a reduction in services provided to the public.

Internal risks are minimised by procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

3. OBJECTIVES AND ACTIVITIES

Objects

The charity's objects are to promote any charitable purpose for the benefit of the community in the Dacorum District, by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and stress.

Aims, Objectives, Strategies and Activities for the Year

Dacorum District Citizens Advice Bureau aims to provide free, confidential, impartial and independent advice and information for the benefit of the local community, to exercise a responsible influence on the development of social policies and services and to ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively

The principal activity of Dacorum District Citizens Advice Bureau is the provision of free, confidential, independent and impartial advice, information and counsel for members of the public. This is provided through 3 bureaux in the Borough at Hemel Hempstead, Berkhamsted and Tring. In addition to generalist advice the following specialist and outreach sessions are available throughout the borough. These are mainly fixed term projects funded from various sources

- i) Service Provision for Mental Health Users
- ii) Specialist Welfare Benefit and Debt provision
- iii) Employment advice
- iv) Financial literacy courses in The Mount Prison
- v) Outreach in Bovingdon, Markyate and Kings Langley
- vii) Participation in the Watford Housing Possession Court Duty Scheme
- viii) Outreach in two GP Surgeries
- ix) Outreach at William Sutton Homes

The particular objectives for the year were to continue to deliver a high quality generalist advice service by achieving the Citizens Advice National Membership Audit/Standards and being awarded the Community Legal Service Quality Mark, increase the Outreach projects in the community; and ensure the specific needs of clients affected by the Buncefield explosion were being met

To obtain the necessary funding to meet client demand and provide the additional outreach and specialist services, applications were made to various local and national providers of community finance.

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2007

During the year the Bureau compiled a Special Report to consider the future services of the Bureau. The Report's objective was to address the increasing problem of meeting client demand, in line with Citizens Advice National Association's Access Strategy.

Elements of the conclusion of the Report are likely to be introduced in autumn 2007 (c/f 6. below)

Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance in advising the public and administering the charity

50 volunteers excluding the Trustees contributed approximately 17,500 hours of largely advisory work to the bureau during the year. We estimate the value of this help at £260,000 in respect of the current year.

4. ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

One of the key achievements of the year has been that following the National Association's Membership audit, the recommendation that the Bureau continues to be awarded the Community Legal Service Quality Mark at general help level. In the Auditor's report comment was made of the "application of the Access Strategy as commendable" and that "the Bureau's response to its community's immediate and ongoing advice and information needs following the Buncefield explosion was exemplary".

The Buncefield incident has resulted in the Bureau dealing in the past year with 250 requests for help and information directly related to the Buncefield incident. Almost all of them were from people who lost employment and earnings. Funding from various sources enabled an employment specialist to deal with the more complex cases. As the year went on, the number of employment cases diminished, and work on debt and benefits increased significantly.

The District Manager is a member of the Buncefield Community Taskforce. This was set up by Dacorum Borough Council immediately following the incident, and consists of representatives from various local statutory, voluntary and other bodies. The group meets regularly to exchange information, monitor the impact on the community and look for ways to help people move on. The Bureau has also taken an active part in Community Forums targeting those people who continue to experience problems.

The Bureau was contacted by 10,752 clients with 16,086 enquiries. The Bureau assisted in the **known** recovery of £789,917 (annualised) on behalf of clients. (The outcomes of many benefit applications are unknown)

Investment Activities

The charity does not currently hold material investments

Factors Affecting the Achievement of Objectives

We depend on several sources other than our major funder to support the services needed by the community, the range and volume of which grows continuously. Failure to obtain, risks having to withdraw important services. (See Principle Funding Sources)

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2007

5. FINANCIAL REVIEW

Financial Position

Incoming resources in the year were £302,708. Of this £117,344 related to project restricted activities

A surplus of 23,281 was made in the year (2005/2006 deficit £8,536). At 31 March 2007 total reserves were £80,807 of which £75,005 represented unrestricted funds.

Reserves Policy

The Bureau is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. In the coming year the Bureau will negotiate with Dacorum Borough Council the terms of the renewal of the three year Partnership Agreement that expires in March 2008.

In determining what level of unrestricted funds should be held the trustees have in mind that general funds should be maintained equal to between three and six months of normal operating expenditure plus a designated fund in the event that the bureau is unable to continue in business. It has not always been possible to maintain such a level of funds because of drops in the level of funding and deficits made in earlier years. This year's surplus resulting mainly from refraining from recruiting staff pending assessment of needs in late 2007 will go some way to address the level of unrestricted funds the trustees consider is needed.

The reasons for holding particular reserves are outlined in note 11 to the financial statements.

Principle Funding Sources

The Directors extend their gratitude to Dacorum Borough Council who continued to support the core operating capacity of the charity and project fund a Money Advice Service. Dacorum Borough Council provides the Hemel Hempstead, Berkhamsted and Tring Bureau premises to Dacorum District Citizens Advice Bureau at no financial cost to the charity.

The charity did not have any borrowings from either providers of funding or other sources at the balance sheet date.

6. FUTURE PLANS

The Bureau aims continually to improve access to its services and has devised a three year Access Strategy Action Plan. This includes introducing diagnostic interviews, increasing our telephone service provision and offering more assisted information in order to meet increasing demand. The Bureau will continue to apply for funding to operate outreach sessions to meet the needs of disadvantaged groups that may not be able to access the main Bureaux.

7. DIRECTORS' RESPONSIBILITIES

Company Law and Charity Law require the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of Citizens Advice and of the surplus or deficit for that period. In preparing those financial statements, the directors are required to

- (a) select suitable accounting policies and then apply them consistently
- (b) make judgements and estimates that are reasonable and prudent,
- (c) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- (d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

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The directors are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of Citizens Advice and to enable them to ensure that the financial statements comply with the Companies Act 1985

The directors are responsible for ensuring that the company maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against material loss or unauthorised use and to prevent and detect fraud and other irregularities

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

8. STATEMENT OF DISCLOSURES TO AUDITOR

- (a) so far as the directors are aware, there is no relevant audit information of which the auditors are unaware, and
- (b) we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Mrs M Coxage
Chairman

M. E. Coxage

Date

29th October, 2007

DACORUM CITIZENS ADVICE BUREAU
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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
DACORUM DISTRICT CITIZENS ADVICE BUREAU
FOR THE YEAR ENDED 31ST MARCH 2007

We have audited the financial statements of Dacorum District Citizen Advice Bureau on pages 11 to 19, which comprise the Statement of Financial Activities and Balance Sheet for the year ended 31st March 2007. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the members of the Trustees Board, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the Trustees Board 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 charity and the Trustees Board as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the directors and auditors

As described in the statement of directors' responsibilities on page 8 the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted 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 Trustees' 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 Trustees' remuneration and transactions with the company is not disclosed.

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

Basis of audit 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 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.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
DACORUM DISTRICT CITIZENS ADVICE BUREAU
FOR THE YEAR ENDED 31ST MARCH 2007

Opinion

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 31st March 2007 and of the incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with the Companies Act 1985; and,
- the information given in the Trustees' report is consistent with the financial statements.



Hilier Hopkins LLP
Chartered Accountants
Registered Auditor

Date: 31 October 2007

Charter Court
Midland Road
Hemel Hempstead
Hertfordshire
HP2 5GE

DACORUM CITIZENS ADVICE BUREAU
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STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2007

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2007 £	Total Funds 2006 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income					
Donations		711	-	711	1,765
Investment income and interest		6,340	-	6,340	4,473
Incoming resources from charitable activities					
Grants	2	182,976	106,564	289,540	253,720
Other incoming resources					
Miscellaneous Income		337	-	337	3,018
Insurance claim		-	-	-	3,363
TOTAL INCOMING RESOURCES		<u>190,364</u>	<u>106,564</u>	<u>296,928</u>	<u>266,339</u>
RESOURCES EXPENDED					
Costs for generating funds					
Costs for generating voluntary income		-	-	-	-
Charitable activities		173,922	96,973	270,895	273,876
Governance costs		2,752	-	2,752	999
TOTAL RESOURCES EXPENDED	3	<u>176,674</u>	<u>96,973</u>	<u>273,647</u>	<u>274,875</u>
NET INCOMING RESOURCES		13,690	9,591	23,281	(8,536)
Funds at 1st April 2006		54,255	3,271	57,526	66,062
TOTAL FUNDS AT 31ST MARCH 2007		<u>67,945</u>	<u>12,862</u>	<u>80,807</u>	<u>57,526</u>

The Company has no other recognised gains or losses other than the surplus for the year as stated above.

All of the above amounts relate to continuing operations.

The reconciliation of movement in funds is shown in note 13 to the accounts.

The Notes on Pages 12 to 18 form part of the Accounts.

DACORUM CITIZENS ADVICE BUREAU
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BALANCE SHEET
AS AT 31ST MARCH 2007

		2007		2006	
	Note	£	£	£	£
FIXED ASSETS					
Furniture and Equipment	8		3,715		7,989
CURRENT ASSETS					
Debtors and Prepayments	9	6,319		10,538	
Cash at Bank and In Hand		<u>83,252</u>		<u>63,217</u>	
			89,571		73,755
			<u>93,286</u>		<u>81,744</u>
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	10		12,479		24,218
NET ASSETS			<u>80,807</u>		<u>57,526</u>
Restricted Funds			12,862		3,271
Unrestricted Funds					
Designated Fund	11	55,000		35,000	
General Fund		<u>12,945</u>		<u>19,255</u>	
			67,945		54,255
TOTAL FUNDS	13		<u>80,807</u>		<u>57,526</u>

These accounts have been prepared in accordance with the special provision of Part VII of the Companies Act 1985 relating to small companies.

On behalf of the board

Mrs M Coxage
Chairman

M. E. Coxage

Date. *29/10/07*

Mr M Mitchell
Director

M. Mitchell

The Notes on Pages 12 to 18 form part of the Accounts.

DACORUM CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2007

1 ACCOUNTING POLICIES

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' and with applicable accounting standards.

The charity has availed itself of Para 3 (3) of Schedule 4 of the Companies Act and adapted the Companies Act formats to reflect the special nature of the charity's activities.

The Statement of Financial Activities (SOFA) shows the sources of income and expenditure analysed between General Fund and Restricted Funds.

The SORP (Statement of Recommended Practice) requires all sources of income to be shown, even though they may be used for purchasing fixed assets. The asset itself is charged in the balance sheet at the time of purchase and is not included in the SOFA expenditure. Depreciation of the asset is charged in the SOFA. Accordingly the net incoming resources are not necessarily operating surpluses (or deficits). They include the purchase cost of the assets less the depreciation charges.

1.2 Depreciation of tangible fixed assets

Depreciation is provided at the following annual rates in order to write off assets over their useful lives:

Fixtures, Fittings & Equipment	20% on reducing balance
Computer Equipment	33% on cost

1.3 Grants

Grants are accounted for in the financial year for which they were received

The DBC grant of £167,700 is for core funding of the service. The £48,333 restricted income from DBC is £23,333 for Money Advice and £25,000 for service in relation to Buncefield

1.4 Donations

Donation income is recorded in the financial period for which it was received. The value of services provided by volunteers has not been included.

1.5 Investment Income

Investment income is accounted for on an accruals basis and recorded in the period for which it is received.

1.6 Resources Expended

Expenditure is allocated to charitable or support costs, based on the bureau's estimate of the proportion of expenses incurred for each activity.

1.7 Designated Fund

Designated funds are amounts which have been set aside at the discretion of the trustees for a specific, but not legally binding purpose

1.8 Restricted Funds

Restricted funds are used for the specific purpose as laid down by the funder. Expenditure which meets these criteria is charged to the fund, together with an allocation of management and support costs.

1.9 General Fund (Unrestricted)

Unrestricted funds are donations and other incoming resources receivable, or generated, for the objects of the charity without further specified purpose, and are available as general funds.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2007

2. INCOMING RESOURCES TO FURTHER THE CHARITY'S OBJECTIVES

	Unrestricted Fund £	Restricted Fund £	2007 Total £	2006 Total £
Dacorum Borough Council	167,700	48,333	216,033	179,527
Foundation Training	-	780	780	-
Herts County Council	-	13,417	13,417	13,053
Herts County Council	5,000	-	5,000	-
PCT	-	8,356	8,356	4,594
Citizens Advice - Outreach Services	-	-	-	9,000
Citizens Advice - Bureau Grants	-	9,136	9,136	2,562
Citizens Advice - Recruitment and training	-	-	-	483
Citizens Advice - Stevenage	5,276	-	5,276	406
Business Link - Village Links Project	-	-	-	32,153
DEFRA -Village Links Project	-	17,929	17,929	-
Court Desk - LSC	-	1,113	1,113	-
William Sutton trust	-	5,000	5,000	9,042
Boxmoor Trust - Computer Equipment	-	-	-	2,000
Bennetts End surgery	-	2,500	2,500	-
Exemplas	5,000	-	5,000	-
Berkhamsted Town Council	-	-	-	450
Tring Town Council	-	-	-	450
	<u>182,976</u>	<u>106,564</u>	<u>289,540</u>	<u>253,720</u>

A Service Level Agreement with Dacorum Borough Council supports the majority of the Bureau's objectives. This funding is received in full at the beginning of the financial year. The Service Level Agreement requires a review of performance indicators at the end of each financial year.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2007

3 RESOURCES EXPENDED

	Basis of Allocation	Voluntary Income £	Core Activities £	Projects £	Governance Costs £	2007 Total £	2006 Total £
Costs of generating funds							
Fundraising	Direct	-	-	-	-	-	-
		-	-	-	-	-	-
Costs directly related to activities							
Staff costs	Direct	-	31,214	60,894	-	92,108	195,946
		-	31,214	60,894	-	92,108	195,946
Support costs allocated to activities							
Staff costs	Judgemental	-	101,949	21,432	-	123,381	22,336
Premises costs	Judgemental	-	10,396	1,940	-	12,336	12,619
Administrative and other costs	Judgemental	-	30,351	12,707	-	43,058	42,972
Financial costs	Judgemental	-	12	-	-	12	3
		-	142,708	36,079	-	178,787	77,930
Governance costs							
Audit fees		-	-	-	2,752	2,752	999
		-	-	-	2,752	2,752	999
TOTAL RESOURCES EXPENDED							
		-	173,922	96,973	2,752	273,647	274,875

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2007

4. NET INCOMING RESOURCES

	2007	2006
	£	£
Depreciation	4,868	4,910
Auditors' remuneration		
2006/07	1,939	999
prior year under accrual	812	-
	<u> </u>	<u> </u>

5. The staff costs were as follows:

	2007	2006
	£	£
Wages and salaries	191,503	192,544
Social security costs	15,973	16,628
Pension costs	8,013	9,110
	<u>215,489</u>	<u>218,282</u>

The average number of persons employed by the Company during the year was 12 (2006: 12).

No directors or trustees received any remuneration or expenses during the year

No employee received remuneration of more than £60,000

6. PENSIONS

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered scheme. The pension cost charge £8,013 (2006: £9,110) represents contributions payable by the company to the fund.

7. TAXATION

The charity is exempt from corporation tax on its charitable activities.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2007

8. FIXED ASSETS

	Furniture & Equipment £	Computer Equipment £	Total 2007 £
COST			
Balance brought forward	12,037	44,845	56,882
Additions	-	594	594
Disposals			-
Balance carried forward	<u>12,037</u>	<u>45,439</u>	<u>57,476</u>
DEPRECIATION			
Balance brought forward	10,837	38,056	48,893
Charge in the year	240	4,628	4,868
On disposals			-
Balance carried forward	<u>11,077</u>	<u>42,684</u>	<u>53,761</u>
NET BOOK VALUE AT 31ST MARCH 2007	<u>960</u>	<u>2,755</u>	<u>3,715</u>
NET BOOK VALUE AT 31ST MARCH 2006	<u>1,200</u>	<u>6,789</u>	<u>7,989</u>

9. DEBTORS

	2007 £	2006 £
Prepayments and accrued income	<u>6,319</u>	<u>10,538</u>
	<u>6,319</u>	<u>10,538</u>

10. CREDITORS

	2007 £	2006 £
Other Taxation and Social Security	4,176	4,789
Accruals and deferred income	8,303	19,429
	<u>12,479</u>	<u>24,218</u>

11. DESIGNATED FUND

The income funds of the charity include the following designated fund which was set aside out of the general fund by the trustees to be used in the event of the Bureau being unable to continue in business

Balance at 1st April 2006 £	Transfers £	Balance at 31st March 2007 £
<u>35,000</u>	<u>20,000</u>	<u>55,000</u>

DACORUM CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2007

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds £	2006 £
Tangible fixed assets	3,707	8	3,715	7,989
Debtors and prepayments	1,319	5,000	6,319	10,538
Cash at bank and in hand	69,619	13,634	83,253	63,217
Creditors due in one year	(6,700)	(5,780)	(12,480)	(24,218)
Net assets at 31st March 2006	<u>67,945</u>	<u>12,862</u>	<u>80,807</u>	<u>57,526</u>

13. MOVEMENTS IN FUNDS

	At 01/04/2006 £	Incoming Resources £	Outgoing Resources £	At 31/03/2007 £
Restricted funds:				
Court Desk	-	1,113	(1,113)	-
GP Outreach Project	-	10,856	(10,856)	-
DEFRA	1,066	17,929	(18,995)	-
Community Mental Health Centre (CMHC)	-	13,417	(11,896)	1,521
Computer Data System	1,933	-	(1,925)	8
Prison Project	-	780	(780)	-
Buncefield	-	25,000	(17,000)	8,000
Money Advice	272	28,333	(25,272)	3,333
Bureau Grants	-	9,136	(9,136)	-
Total restricted funds	<u>3,271</u>	<u>106,564</u>	<u>(96,973)</u>	<u>12,862</u>
Unrestricted funds:				
General funds	54,255	190,364	(176,674)	67,945
Total funds	<u>57,526</u>	<u>296,928</u>	<u>(273,647)</u>	<u>80,807</u>

Funding from:

Citizens Advice Bureau Grant

Funding from CA to employ a specialist adviser to assist clients affected by the Buncefield incident.

Dacorum Primary Care Trust

To provide a service in GP Surgeries, plus home visits.

William Sutton Housing Association

To provide an outreach service to the tenants of the William Sutton Housing Association

DACORUM CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2007

13. MOVEMENTS IN FUNDS (continued)

Bennetts End Surgery GP Outreach Project

To provide an outreach service within Bennetts End Doctors Surgery

Hertfordshire Rural Social & Community Programme - DEFRA

To provide outreach services in selected rural outlets within Dacorum.

Community Mental Health Centre (CMHC)

To provide a Benefit take-up service to users of the Community Mental Health Centre

Citizens Advice Bureau Grant - Training

Funding by Citizens Advice for costs and material for a training programme to train non-advisers to complete DLA/AA benefit applications

Dacorum Borough Council - Money Advice

To provide 3 day specialist money advice within the bureau.

Dacorum Borough Council - Buncefield Community Recovery Project

To provide extra supervision and specialist help relating to Buncefield enquiries

Stevenage CAB - Money Advice (LSC)

Working with Stevenage CAB providing the day to day administration support to the specialist money adviser.

Shelter - Housing Possession Court Desk Scheme (LSC)

To take part in the Duty Advice Housing Possession Hearings scheme - Watford.

Hertfordshire County Council - Buncefield

To assist with the increased workload relating to the Buncefield incident

Dacorum Borough Council - Buncefield Community Recovery Programme

To deliver initial money advice and offer benefit checks.

Foundation Training Co - Prison Project

To deliver financial literacy courses to prisoners in the Mount Prison.

Exemplas Ltd

As part of the Buncefield Support Programme - Review needs of clients and develop course materials for advisers.