

Charity number: 1097579
Company number: 4434132

WEST CORNWALL CITIZENS ADVICE BUREAU PARTNERSHIP
TRUSTEES' REPORT AND FINANCIAL STATEMENT
FOR THE PERIOD ENDED 31 MARCH 2003



WEST CORNWALL CITIZENS ADVICE BUREAU PARTNERSHIP

CONTENTS

	Page
Legal and administrative information	3
Trustees' report	4
Statement of financial activities	5
Balance sheet	6
Notes to the financial statements	7 - 8

WEST CORNWALL CITIZENS ADVICE BUREAU PARTNERSHIP

LEGAL AND ADMINISTRATIVE INFORMATION

STATUS

The charity is limited by guarantee and governed by its Memorandum and Articles.

Trustees	J G Robinson (Chair)
	M Willmore (Treasurer)
	B Simm
	B Dilks
	C T Harvey
	S M Ballinger

The trustees may be appointed at the Annual General Meeting, by nomination from member organisations or co-opted by the trustee board. Co-opted and nominated trustees must not exceed one third of the total number of trustees.

Secretary	M Willmore
-----------	------------

Company number	4434132
Charity number	1097579

Registered office	3 Station Hill Redruth Cornwall TR15 2PP
-------------------	---

Bankers	Portman Building Society Richmond Hill Bournemouth BH2 6EP
---------	---

WEST CORNWALL CITIZENS ADVICE BUREAU PARTNERSHIP

TRUSTEES' REPORT FOR THE PERIOD ENDED 31 MARCH 2003

The trustees present their report and the accounts for the period from incorporation on 9 May 2002 to 31 March 2003.

Charitable objects

The charity's objects are to promote any charitable purpose for the benefit of the community in Penwith, Kerrier and Carrick ("the area of benefit") by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Review of activities and achievements

It was during this period that the West Cornwall Citizens Advice Bureau Partnership was formed as a company limited by guarantee number 4434132. The company was awarded a grant from the National Association of Citizens Advice Bureaux for the purpose of entering into new partnerships, particularly with Local Authorities, for clerical, administrative or training posts in individual bureau or groups of bureaux. Other funds were also received during the period, which were used to provide benefits awareness training. A pilot project for the recruitment and training of CAB volunteers will commence in July 2003.

The trustees are actively considering further projects to utilise the balance of funds.

Statement of trustees' responsibilities

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

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. They are also 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.

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

This report was approved by the trustees and signed on its behalf by:



Michael Willmore

Trustee

Date: 27th January 2004

WEST CORNWALL CITIZENS ADVICE BUREAU PARTNERSHIP

STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD FROM 9 May 2002 to 31 MARCH 2003

	Notes	Unrestricted funds £	Restricted funds £	2003 total £
Incoming resources				
Sundry income	2	8,086	-	8,086
Grants	3	7,680	41,920	49,600
Investment income	4	72	-	72
		<hr/>	<hr/>	<hr/>
Total incoming resources		15,838	41,920	57,758
Charitable expenditure				
Cost of activities in furtherance of the charity's objects:				
Management & administration	5	(2,925)	-	(2,925)
	6	(30)	-	(30)
		<hr/>	<hr/>	<hr/>
Total charitable expenditure		(2,955)	-	(2,955)
Net movement in funds		12,883	41,920	54,803
Total funds carried forward		12,883	41,920	54,803

WEST CORNWALL CITIZENS ADVICE BUREAU PARTNERSHIP

BALANCE SHEET AS AT 31 MARCH 2003

	Notes	2003 £
Current assets		
Cash at bank and in hand		<u>54,803</u>
Net assets		<u>54,803</u>
<u>Funds</u>		
Unrestricted funds	7	12,883
Restricted funds	8	<u>41,920</u>
		<u>54,803</u>

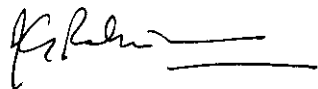
Trustees' statements required by section 249B(4) for the period ended 31 March 2003

In approving these financial statements as trustees of the company we hereby confirm:

- (a) that for the period stated above the company was entitled to the exemption conferred by Section 249A(1) of the Companies Act 1985;
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 249B(2) requesting that an audit be conducted for the period ended 31 March 2003 and
- (c) that we acknowledge our responsibilities for:
 - (1) ensuring that the company keeps accounting records which comply with Section 221, and
 - (2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the period then ended in accordance with the requirements of Section 226 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The financial statements were approved by the Board and signed on its behalf by



Chair: J. G. Robinson



Treasurer: M. Willmore

Date: 27th January 2004

WEST CORNWALL CITIZENS ADVICE BUREAU PARTNERSHIP
NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2003

1. Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) and follow the recommendations in 'Accounting and Reporting by Charities: Statement of Recommended Practice' issued in October 2000.

The accounts have been prepared in accordance with the Companies Act, except that they do not include an income and expenditure account in the form specified by the Companies Act 1985. This is a departure from the statutory format of the accounts but is required by S226(5) Companies Act 1985 to enable the accounts to give a true and fair view.

1.2 Incoming resources

Voluntary income received by way of donations is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

1.2 Resources expended

Resources expended are recognised in the year in which they are incurred.

Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

2. Sundry income	Unrestricted funds £	Restricted funds £	2003 £
Cornwall & Isles of Scilly Health Authority	7,666	-	7,666
Cornwall Womens' Refuge Trust	<u>420</u>	-	<u>420</u>
	<u>8,086</u>		<u>8,086</u>
3. Grant income			
National Association of CABx	-	41,920	41,920
West Cornwall CABx transferred on incorporation	<u>7,680</u>	<u>-</u>	<u>7,680</u>
	<u>7,680</u>	<u>41,920</u>	<u>49,600</u>
4. Investment income			
Bank and Building society interest recd	<u>72</u>	-	<u>72</u>
5. Costs of activities in furtherance of the objects of the charity			
Travelling expenses, childcare & training	<u>2,925</u>	-	<u>2,925</u>
6. Management and administration			
Printing & stationery	<u>30</u>		<u>30</u>

WEST CORNWALL CITIZENS ADVICE BUREAU PARTNERSHIP

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2003

7.	Unrestricted funds	Incoming	Outgoing	31/3/03
		£	£	£
	General fund	<u>15,838</u>	<u>(2,955)</u>	<u>12,883</u>
8.	Restricted funds	Incoming	Outgoing	31/3/03
		£	£	£
	NACAB grant for development	<u>41,920</u>	-	<u>41,920</u>