

Charity number: 1097579  
Company number: 4434132

**WEST CORNWALL CITIZENS ADVICE BUREAUX PARTNERSHIP**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENT**  
**FOR THE PERIOD ENDED 31 MARCH 2004**



## WEST CORNWALL CITIZENS ADVICE BUREAUX PARTNERSHIP

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## WEST CORNWALL CITIZENS ADVICE BUREAUX PARTNERSHIP

### LEGAL AND ADMINISTRATIVE INFORMATION

#### STATUS

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

Trustees	C F Brand	(Chair from 01/02/2004)
	J G Robinson	(Chair resigned 31/01/2004)
	M Willmore	(Treasurer)
	B Simm	
	B Dilks	
	C T Harvey	
	S M Ballinger	(Resigned 25/11/2003)

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
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Company number	4434132
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Charity number	1097579
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Registered office	3 Station Hill Redruth Cornwall TR15 2PP
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Bankers	Portman Building Society Richmond Hill Bournemouth BH2 6EP
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## **WEST CORNWALL CITIZENS ADVICE BUREAUX PARTNERSHIP**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2004**

The trustees present their report and the accounts for the year ended 31 March 2004.

#### **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**

The net assets of the West Cornwall Citizens Advice Bureaux Partnership at 31 March 2004 were £67,912. 2003 £54,803. A pilot project for the recruitment and training of CAB volunteers was started in July 2003 and completed in December 2003. This project was deemed a success and a second six-month recruitment and training project was started in January 2004.

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

#### **Statement of trustees' responsibilities**

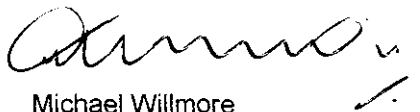
Company and charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required 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: 20<sup>th</sup> January 2005

# WEST CORNWALL CITIZENS ADVICE BUREAUX PARTNERSHIP

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2004

	Notes	Unrestricted funds £	Restricted funds £	2004 total £	2003 total £
<b>Incoming resources</b>					
Sundry income	2	-	-	-	8,086
Grants	3	-	30,275	30,275	49,600
Investment income	4	160	-	160	72
<b>Total incoming resources</b>		<b><u>160</u></b>	<b><u>30,275</u></b>	<b><u>30,435</u></b>	<b><u>57,758</u></b>
<b>Charitable expenditure</b>					
Cost of activities in furtherance of the charity's objects:	5	(16,681)	-	(16,681)	(2,925)
Management & administration	6	(645)	-	(645)	(30)
<b>Total charitable expenditure</b>		<b><u>(17,326)</u></b>	<b><u>-</u></b>	<b><u>(17,326)</u></b>	<b><u>(2,955)</u></b>
<b>Net movement in funds</b>		<b><u>(17,166)</u></b>	<b><u>30,275</u></b>	<b><u>13,109</u></b>	<b><u>54,803</u></b>
Total funds brought forward		12,883	41,920	54,803	-
Transferred from restricted funds		13,000	(13,000)	-	-
<b>Total funds carried forward</b>		<b><u>8,717</u></b>	<b><u>59,195</u></b>	<b><u>67,912</u></b>	<b><u>54,803</u></b>

# WEST CORNWALL CITIZENS ADVICE BUREAUX PARTNERSHIP

## BALANCE SHEET AS AT 31 MARCH 2004

	Notes	2004 £	2003 £
<b>Current assets</b>			
Cash at bank and in hand		92,892	54,803
<b>Creditors: amounts falling due within one year</b>	7	(24,980)	-
<b>Net assets</b>		<u>67,912</u>	<u>54,803</u>
<b>Funds</b>			
Unrestricted funds		8,717	12,883
Restricted funds		<u>59,195</u>	<u>41,920</u>
		<u>67,912</u>	<u>54,803</u>

### Trustees' statements required by section 249B(4) for the period ended 31 March 2004

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 2004 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: C.F. Brand



Treasurer: M. Willmore

Date: 20th January 2005

**WEST CORNWALL CITIZENS ADVICE BUREAUX PARTNERSHIP**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 MARCH 2004**

**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.

<b>2. Sundry income</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2004</b>	<b>2003</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Cornwall & Isles of Scilly Health Authority	-	-	-	7,666
Cornwall Womens' Refuge Trust	-	-	-	420
	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,086</u>
<b>3. Grant income</b>				
National Association of CABx	-	30,275	30,275	41,920
West Cornwall CABx transferred on incorporation	-	-	-	7,680
	<u>-</u>	<u>30,275</u>	<u>30,275</u>	<u>49,600</u>
<b>4. Investment income</b>				
Bank and Building society interest recd	<u>160</u>	<u>-</u>	<u>160</u>	<u>72</u>

**WEST CORNWALL CITIZENS ADVICE BUREAUX PARTNERSHIP**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 MARCH 2004**

		<b>Unrestricted Funds</b>	
		<b>2004</b>	<b>2003</b>
		<b>£</b>	<b>£</b>
<b>5.</b>	<b>Costs of activities in furtherance of the objects of the charity</b>		
	Salaries and National Insurance	8,670	-
	Travelling expenses, childcare & training	4,095	2,925
	Rent	3,000	-
	Insurances	269	-
	Telephone	308	-
	Advertising	339	-
		<u><b>16,681</b></u>	<u><b>2,925</b></u>
<b>6.</b>	<b>Management and administration</b>		
	Printing & stationery	490	30
	Postage	27	-
	General Expenses	128	-
		<u><b>645</b></u>	<u><b>30</b></u>
<b>7.</b>	<b>Creditors: amounts falling due within one year</b>		
	Accruals and deferred income	24,980	-
		<b>Charitable Expenditure</b>	
		<b>2004</b>	<b>2003</b>
		<b>£</b>	<b>£</b>
<b>8.</b>	<b>Employment Costs</b>		
	Wages & Salaries	8,080	-
	Social Security Costs	590	-
		<u><b>8,670</b></u>	<u><b>-</b></u>

The Trustees have not received any remuneration from the charity during the year.



# WEST CORNWALL CITIZENS ADVICE BUREAUX PARTNERSHIP

## NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2004

<b>9.</b>	<b>Unrestricted funds</b>	<b>01/04/03</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>31/03/04</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	General fund	12,883	13,000	(17,166)	8,717
<b>10.</b>	<b>Restricted funds</b>	<b>01/04/03</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>31/03/04</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	NACAB grant for development	41,920	30,275	(13,000)	59,195