

**The Bedford & District Citizens Advice Bureau
Annual Report & Financial Statements
Year Ended 31 March 2013**

**Registered Charity No. 1106738
Company No. 5190146**



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Report of the Directors and Trustees

The Trustees (who are also the Directors for the purpose of Company Law) have pleasure in presenting their annual report and the independently examined financial statements for the year ended 31 March 2013. 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	The Bedford & District Citizens Advice Bureau (also known as Bedford & District Citizens Advice Bureau)
Charity Registration	1106738
Company Registration	5190146
Registered Office	7a St Paul's Square Bedford MK40 1SQ
Chief Executive	Lorraine Gunther
Bank	Unity Trust Bank plc Nine Brindleyplace Birmingham B1 2HB CCLA Investment Management Ltd COIF Charity Funds St Alphage House 2 Fore Street London EC2Y 5AQ
Auditors	Mazars LLP The Pinnacle 160 Midsummer Boulevard Milton Keynes MK9 1FF

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

DIRECTORS/ TRUSTEES	ROLE	DATE ELECTED	RESIGNED DATE
David Green	Chair	13 05 2009	23 04 2012
Arnold Brown	Chair (as from 15 10 2012)	09 12 2009	
Pauline Wilkes	Trustee	19 11 2009	
Kenneth J Morgans	Trustee	19 11 2009	
Khalid Waqar	Trustee	19 11 2009	
Bernard Herdan	Trustee	18 10 2010	15 10 2012
Paul Parkin	Treasurer	18 10 2010	
Peter Gill	Trustee	18 10 2010	
Jenny Shipman	Trustee	16 07 2012	
Stefanie Norman	Trustee	15 10 2012	
Sally Monkman	Trustee	15 10 2012	

Report of the Directors and Trustees

2. Structure, Governance and Management

Governing Document

Bedford & District Citizens Advice Bureau is a registered charity and a company limited by guarantee. At 31 March 2013 the company had nine members (Arnold Brown, Pauline Wilkes, Kenneth J Morgans, Khalid Waqar, Paul Parkin, Peter Gill, Jenny Shipman, Sally Monkman and Stefanie Norman). The maximum liability of the member is limited to £1. Bedford & District Citizens Advice Bureau is governed by its Memorandum and Articles of Association as amended on 24 March 2011.

Bedford & District Citizens Advice Bureau was incorporated as a company limited by guarantee on 27 July 2004.

Recruitment, Appointment of Trustees

Trustees, who are also Directors of the Company, are appointed by the current Trustee Board. A separate process agreed by the Trustee Board is followed for the election of the Chair and Treasurer. No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board.

Newly appointed Trustees are provided with a comprehensive induction to Bedford & District Citizens Advice Bureau through the provision of training courses and mentoring by established trustees.

Organisational Structure

Bedford & District Citizens Advice 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 the bureau and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to senior management. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office, and is available to the public.

Related Parties

Bedford & District Citizens Advice Bureau subscribes to the membership scheme of Citizens Advice which provides a framework for standards of advice and casework management as well as monitoring progress against these standards.

Operating policies are independently determined by the Trustee Board of the Bureau 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 social services departments 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.

Major risks

Bedford & District Citizens Advice Bureau has worked on a Corporate Risk Management exercise. A risk management strategy and risk register were agreed by the Trustee Board. The Trustees recognise that any major risks to which the charity is exposed need to be reviewed and systems put in place to mitigate those risks. To that end the bureau is continually monitoring and managing its risk, reviewing the corporate risk register and ensuring action plans are in place to mitigate its key risks.

A full risk assessment was carried out in February 2013.

Report of the Directors and Trustees

Investment Policy

As required in its Memorandum paragraph in furtherance of its objects, and for no other purposes, the Company has the power to invest the monies of the Company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions and such consents as may for the time being be imposed or required by law. The Operations Committee of the Trustee Board has agreed an investment policy which includes,

- No bank (plus any of its subsidiaries) shall have more than £85,000, of Bedford and District CAB funds, for a period greater than 28 days
- The Company will actively invest funds currently held on deposit into a mix of business investment funds offered by UK based banks or Building Societies covered by the UK Financial Compensation Scheme. For clarity there would be no investments in institutions where the compensation scheme is covered by a country abroad. No investment would exceed £85,000 in any one bank or its subsidiaries
- The Company will retain flexibility within either the current account and/or linked deposit account to meet the day to day needs of the Bureau
- No investment will be made where access to funds would be greater than 60 days notice

At 31st March 2013 the charity had £81,901.90 on deposit with the COIF Charities Deposit Fund which is managed by CCLA Investment Management Limited and £70,000.00 invested with the Principality Building Society in a one year fixed rate bond

Reserves Policy

Bedford & District Citizens Advice Bureau is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. The Bureau will maintain a projection of income for at least 3 years ahead and will ensure that this continues to be derived from as wide a variety of sources possible. They will take all necessary steps to ensure that at no time within this period would it be possible for the cessation of one or more funding streams to present so serious a challenge to the future of the organisation that it could not be managed so as to continue to provide a best value advice service.

In reviewing the potential costs that could arise should a significant reduction in income be incurred the Trustees have determined that 'free' reserves should be maintained equal to between 3 and 6 months normal operating expenditure, which equates to £104,344 (minimum). The current level is £98,466 and the trustees are aware of the need to continually monitor and build up free reserves.

3. Objectives and Activities

The objectives of Bedford & District Citizens Advice Bureau are

- 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
- To ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively

In addition to the continuing provision of high quality advisory services to the local community the primary objective for the year was to obtain an increase in sustainable funding to enable the bureau to continue to expand its services.

Report of the Directors and Trustees

The principal activity of the bureau remained the provision of free, confidential, independent and impartial advice, information and counsel for members of the public. In addition to generalist advice the following specialist advisory services were provided:

- i) Specialist Debt Advice under the Legal Services Contract
- ii) Specialist Welfare Benefits Advice under the Legal Services Contract
- iii) Outreach at Queens Park Neighbourhood Centre and Faldo Road Community House funded by Lloyds TSB Foundation
- iv) Outreach at Goldington & Putnoe Children's Centres
- v) Probation Service although this has now ceased
- vi) Specialist Housing Debt Advice funded by Bedford Borough Council Housing Services
- vii) Outreach at Bedford Prison, provided by a volunteer generalist adviser
- viii) Specialist Debt Advice for offenders, ex-offenders, and their families funded by the Financial Inclusion Fund, delivered at Bedford Probation Service and Bedford Prison
- ix) Home Visiting Service funded by The Bedford Charity
- x) Specialist Housing Advice, in partnership with Luton Law Centre and Luton Rights, funded by the Legal Services Commission

Advisory services were provided through face-to-face consultations, telephone advice lines, email and various outreach services at community centres throughout the borough.

Contribution of Volunteers

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

80 volunteers contributed approximately 25,688 hours of work to the bureau during the year. We estimate the value of this help at £422,553 in respect of the current year.

Public Benefit

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning the future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

4. Achievements and Performance

Charitable Activities

Bedford & District Citizens Advice Bureau saw a total of 6,517 unique clients with 7,743 enquiries and had 23,909 contacts with these clients.

Fundraising Activities

The charity did not undertake any fundraising activities during the year. However it has commenced a fund raising review programme and has authorised resources to be allocated to this programme.

Report of the Directors and Trustees

5. Financial Review

Financial Position

Incoming resources in the year were £429,132 (2011/2012 £394,914) Of this £196,228 (2011/2012 £99,493) related to restricted project activities

A surplus of £11,758 was made in the year (2011/2012 surplus £37,367) At 31 March 2013 total reserves were £98,466 of which £74,834 represented unrestricted funds (2012 £86,708)

Principal Funding Sources

The Directors extend their gratitude to Bedford Borough Council who continued to support the core operating capacity of the charity. Additionally project-specific funding was received from the Legal Services Commission in support of the debt, welfare benefits and housing advisory work, The Bedford Charity for the Home Visiting Service, Bedford Borough Council Housing Department, Bedford Borough Council for Welfare Advice, Lloyds TSB Foundation & House of Industry for Outreach Services and the Face to Face Fund. In addition funds were received from the Big Lottery Fund for Advice Services.

6 Future Plans

Bedford Citizens Advice aims to,

- provide good quality advice and information to the communities in which the Bureau works and, in particular, to the most vulnerable people in Bedford
- provide advice that is available at both a general help level and in key areas of specialism, particularly debt, welfare benefits and housing
- be accessible how, when and where it is most needed and responsive to changing needs
- present a clear and authoritative analysis of the issues that emerge from the Bureaus work in order to seek improvements in social welfare, debt and other such area
- be at the heart of the social welfare law sector in Bedford, working at local, regional and national levels in social policy on behalf of the wider Bedford communities
- be a key partner to the local authority through, in particular, the provision of data about community needs and a leading player in the Bedford Advice and third sectors
- be a financially sustainable advice agency, providing an efficient service and clearly able to demonstrate the value and effectiveness of the service to all its stakeholders
- have an adequate, skilled and motivated workforce of both paid staff and volunteers that fully reflect the diversity of the community in which it works

These aims are achieved through maintaining a good relationship with our principal funders, reviewing the way in which clients access the bureau services, securing additional funding to develop specialist work in debt and welfare benefits for clients who are not legally aidable, ensuring that the skills of current staff and advisers are kept up to date and recruiting such staff and volunteers as are needed to ensure that high levels of service are maintained.

Report of the Directors and Trustees

7. Statement of trustees' responsibilities

Company law requires the trustees to prepare financial statements including its income and expenditure for each financial year which give a true and fair view of the state of affairs of the company as at the end of the financial year and of the profit or loss of the company for the year. In preparing the financial statements, the trustees are required to

- select suitable accounting policies and apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of 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 provisions applicable to companies subject to the small companies regime. These Financial Statements have been prepared on the going concern basis as deemed appropriate by the Trustees.

Approved and signed on behalf of the Board

Arnold Brown
Chair of Trustees

Date 22 July 2013



Independent Examiner's Report to the Trustees of The Bedford & District Citizens Advice Bureau

I report on the financial statements of the charity for the year ended 31 March 2013, which are set out on pages 9 to 19

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the financial statements under section 145 of the 2011 Act,
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- state whether particular matters have come to my attention

This report, including my statement, has been prepared for and only for the charity's trustees as a body. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body for my examination work, for this report, or for the statements I have made.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent Examiner's Report to the Trustees of
The Bedford & District Citizens Advice Bureau**

Independent examiner's statement

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

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

to keep accounting records in accordance with section 386 of the Companies Act 2006, and

to prepare accounts which accord with the accounting records, and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

have not been met, or

- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached

Stephen Brown

Stephen Brown FCA

For and on behalf of Mazars LLP Chartered Accountants

The Pinnacle
160 Midsummer Boulevard
Milton Keynes
MK9 1FF

5 August 2013

Statement of financial activities for the year ended 31 March 2013
Incorporating the Income and Expenditure Account

	Note	Unrestricted funds £	Restricted funds £	Total funds 2013 £	Total funds 2012 £
Incoming Resources	1b				
Incoming resources from generated funds	2				
Voluntary income	2a	1,260	-	1,260	240
Activities for generating funds	2b	-	-	-	-
Investment income	2c	1,571	-	1,571	450
Incoming resources from charitable activities	3	229,698	196,228	425,926	393,894
Other incoming resources	4	375	-	375	330
Total incoming resources		<u>232,904</u>	<u>196,228</u>	<u>429,132</u>	<u>394,914</u>
Resources expended					
Cost of generating funds	5	-	-	-	-
Cost of generating voluntary income					
Other costs of generating funds		-	-	-	-
Charitable activities	5	236,581	177,130	413,711	353,801
Governance costs	5	2,739	924	3,663	3,746
Total resources expended	5	<u>239,320</u>	<u>178,054</u>	<u>417,374</u>	<u>357,547</u>
Net incoming / (outgoing) resources before transfers		(6,416)	18,174	11,758	37,367
Transfers between funds		110	(110)	-	-
Net movement in funds for the year		<u>(6,306)</u>	<u>18,064</u>	<u>11,758</u>	<u>37,367</u>
Balances brought forward		81,140	5,568	86,708	49,341
Balances carried forward		<u>74,834</u>	<u>23,632</u>	<u>98,466</u>	<u>86,708</u>

There are no recognised gains or losses in the year, other than those included in the statement of financial activities

All activities derive from continuing operations

Balance Sheet as at 31 March 2013
Company Number 5190146

	Note	Unrestricted funds £	Restricted funds £	Total funds 2013 £	Total funds 2012 £
Fixed Assets					
Tangible Fixed Assets	10	<u>8,777</u>	<u>-</u>	<u>8,777</u>	<u>14,134</u>
Current Assets					
Debtors	11	1,135	-	1,135	3,124
Short term deposits		151,902	-	151,902	111,369
Cash at bank and in hand		<u>28,540</u>	<u>23,632</u>	<u>52,172</u>	<u>64,538</u>
		181,577	23,632	205,209	179,031
Creditors – amounts falling due within one year	12	<u>115,520</u>	<u>-</u>	<u>115,520</u>	<u>106,457</u>
Net current assets		66,057	23,632	89,689	72,574
		<u>74,834</u>	<u>23,632</u>	<u>98,466</u>	<u>86,708</u>
Net assets		<u>74,834</u>	<u>23,632</u>	<u>98,466</u>	<u>86,708</u>
Represented by					
Funds of the Charity					
Unrestricted funds					
Accumulated fund		74,834	-	74,834	81,140
Designated funds		-	-	-	-
Restricted funds		<u>-</u>	<u>23,632</u>	<u>23,632</u>	<u>5,568</u>
		<u>74,834</u>	<u>23,632</u>	<u>98,466</u>	<u>86,708</u>

For the year ended 31 March 2013 the company was entitled to exemption from the requirement to have an audit under the provisions of section 477(2) of the Companies Act 2006. No notice has been deposited with the company under section 476 of that Act requiring an audit to be carried out. The directors acknowledge their responsibility for

- (a) ensuring the company keeps accounting records in accordance with section 386 of the Companies Act 2006, and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of its financial year and of its Net Incoming Resources for that financial year in accordance with the requirements of Section 393 of the Companies Act 2006 and which otherwise comply with the accounting requirements of that Act relating to accounts so far as they are applicable to the company

Balance Sheet as at 31 March 2013
Company Number 5190146

The accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities

The financial statements were approved and authorised for issue by the Board on *22 July 2013* and signed on their behalf by

Arnold Brown (Chair)

A handwritten signature in black ink, appearing to be 'A. Brown', written over a horizontal line.

Notes to the financial statements for the year ended 31 March 2013

1. Accounting policies

a) Accounting basis

The financial statements have been prepared under the historical cost convention and are in accordance with the Companies Act 2006, applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities published in March 2005

b) Incoming resources

i) Grants receivable

Grants made to finance the activities of the bureau are credited to the income and expenditure account in the period to which they relate

ii) Bank interest

Bank interest is included in the income and expenditure account on receipt

iii) Other income

Sales of services are included in the income and expenditure account in the period to which they relate. Other income, including donations, gifts and covenants are included as they were received

iv) Gifts and Intangible income

In addition to the above, the charity also receives help and support in the form of voluntary assistance in advising the public. This help and support is not included in the financial statements. However, its value to the Charity has been estimated and disclosed in the directors' report

v) Deferred income

Grants received in advance of the period in which the funder requires the expenditure to be applied will be reflected in deferred income within the balance sheet

c) Resources expended

All expenditure is accounted for on an accruals basis. All expenditure directly related to the provision of advice services is included within charitable expenditure. Other costs incurred have been allocated between charitable expenditure and governance as appropriate. Where such costs relate to more than one functional cost category they have been split on an estimate of time or floor space basis, as appropriate

Notes to the financial statements for the year ended 31 March 2013

d) Tangible fixed assets and depreciation

Tangible fixed assets are included at cost. Items are capitalised if their value is over £1,000.

Depreciation is charged on a straight line basis on the costs of the assets over their estimated useful lives as follows:

Fixtures & fittings	5 years
Computer and office equipment	3 years

The depreciation policy has been reviewed in accordance with FRS 15 and no change has been made from the previous year.

e) Restricted funds

Income received for restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated.

f) Designated funds

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the trustees' discretion.

g) Leases

Rental costs under operating leases are charged to the statement of financial activities in equal amounts over the period of the leases.

h) Cash Flow

The bureau has taken advantage of the exemptions in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

2. Incoming Resources from Generated Funds

	Unrestricted £	Restricted £	Total 2013 £	Total 2012 £
a Voluntary income				
Donations	<u>1,260</u>	<u>-</u>	<u>1,260</u>	<u>240</u>
b Activities for generating funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
c Investment income				
Bank interest received	<u>1,571</u>	<u>-</u>	<u>1,571</u>	<u>450</u>

Notes to the financial statements for the year ended 31 March 2013

3. Incoming Resources from Charitable Activities

	Unrestricted £	Restricted £	Total 2013 £	Total 2012 £
Legal Services Commission	40,032	-	40,032	46,906
Warm Homes Heating Project	12,500	-	12,500	17,000
Bedford Borough Council Core Grant	161,000	-	161,000	161,000
Bedford Borough Council Debt & Court Desk	-	28,640	28,640	18,000
Bedford Borough Welfare Benefits Advisor	-	11,053	11,053	-
Transition Fund	-	-	-	62,000
House of Industry	1,058	6,272	7,330	10,830
Advice Services Big Lottery Fund	-	58,941	58,941	-
SEETEC Debt Advice Programme	8,040	-	8,040	-
NHAS Mortgage Rescue	200	-	200	2,200
Goldington Centre	-	2,421	2,421	3,763
Face to Face Debt Advice/FIF	-	68,272	68,272	48,914
Advice Services Bedfordshire	3,000	-	3,000	-
Charities Aid Foundation	1,200	-	1,200	-
Bedford Charity	-	15,629	15,629	13,486
Panacea Society	-	-	-	3,400
Lloyds TSB Foundation	-	5,000	5,000	5,000
Miscellaneous	2,668	-	2,668	1,395
	<u>229,698</u>	<u>196,228</u>	<u>425,926</u>	<u>393,894</u>

4 Other Income

	Unrestricted £	Restricted £	Total 2013 £	Total 2012 £
Miscellaneous	<u>375</u>	<u>-</u>	<u>375</u>	<u>330</u>

Notes to the financial statements for the year ended 31 March 2013

5. Total resources expended

	Direct Charitable activities £	Grants to third parties £	Support activities £	Total 2013 £	Total 2012 £
General advisory services	180,519	-	-	180,519	149,939
Legal advice	53,628	-	-	53,628	68,337
Other projects	179,564	-	-	179,564	135,525
Total	413,711	-	-	413,711	353,801
Costs of generating funds	-	-	-	-	-
Governance costs	3,663	-	-	3,663	3,746
Resources expended	417,374	-	-	417,374	357,547

Natural classification of resources expended

	2013 Total £	2012 Total £
Salary costs	307,540	250,709
Redundancy costs	4,244	1,709
Staff costs	18,924	21,603
Office costs	30,734	38,598
Premises costs	37,186	31,010
Governance costs	3,663	3,746
Other costs	15,083	10,172
	<u>417,374</u>	<u>357,547</u>

Notes to the financial statements for the year ended 31 March 2013

6. Net incoming / (outgoing) resources for the year

	2013 £	2012 £
This is stated after charging		
Depreciation	5,357	3,583
Operating lease costs – land & buildings	19,500	19,500
Auditors' remuneration – audit services	-	-
Independent Examiners fees	<u>2,100</u>	<u>1,750</u>

7. Information regarding Directors and Employees

	2013 £	2012 £
Wages and salaries	277,917	227,765
Redundancy payments	4,244	1,709
Employers National Insurance	21,572	18,120
Employers Pension contributions	6,425	4,147
Childcare vouchers	<u>1,626</u>	<u>677</u>
	<u>311,784</u>	<u>252,418</u>

The average number of employees, analysed by function was

	2013 No	2012 No
Advice and information	12	10
Administration and support	<u>6</u>	<u>6</u>
	<u>18</u>	<u>16</u>

No employee received remuneration of more than £40,000 (2012 £40,000)

8. Trustees Remuneration and Expenses

No remuneration was paid or payable for the year out of the funds of the charity to any trustee or to any person known to be connected to a trustee. No reimbursement of travel expenses incurred in attending meetings has been made to trustees (2012 £44)

9. Taxation

The charity is exempt from corporation tax as all income is applied to charitable purposes

Notes to the financial statements for the year ended 31 March 2013

10. Tangible fixed assets

	Fixtures & Fittings £	Computer & Office Equipment £	Total £
Cost			
At 1 April 2012	3,654	39,887	43,541
Additions	-	-	-
Disposals	-	-	-
At 31 March 2013	<u>3,654</u>	<u>39,887</u>	<u>43,541</u>
Depreciation			
At 1 April 2012	3,654	25,753	29,407
Charge for the year	-	5,357	5,357
Disposals	-	-	-
At 31 March 2013	<u>3,654</u>	<u>31,110</u>	<u>34,764</u>
Net book value 2013	<u>-</u>	<u>8,777</u>	<u>8,777</u>
Net book value 2012	<u>-</u>	<u>14,134</u>	<u>14,134</u>

11. Debtors

	2013 £	2012 £
LSC debtor	-	2,289
Prepayments	<u>1,135</u>	<u>835</u>
	<u>1,135</u>	<u>3,124</u>

12. Creditors – amounts falling due within one year

	2013 £	2012 £
Creditors – service charges due prior years	-	8,022
Other taxes and social security costs	6,075	3,550
Other creditors	85,115	70,374
Pension creditor	<u>794</u>	<u>-</u>
Accruals	<u>23,536</u>	<u>24,511</u>
	<u>115,520</u>	<u>106,457</u>

Notes to the financial statements for the year ended 31 March 2013

13. Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	8,777	-	-	8,777
Net current assets	66,057	-	23,632	89,689
Net assets	74,834	-	23,632	98,466

14. Movement in funds

	At 1 April 2012 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2013 £
Restricted funds					
Bedford Borough Welfare Benefits Advisor	-	11,053	9,163	-	1,890
Outreach Centres	744	11,272	7,020	-	4,996
Advice Services Grant - Big Lottery Fund	-	58,941	58,831	(110)	-
Home Visiting Service	7,110	15,629	14,144	-	8,595
Goldington Centre	112	2,421	2,651	-	(118)
Bedford Borough Council Debt & Court Desk Service	-	28,640	31,815	-	(3,175)
Financial Inclusion Fund/Face to face	(2,398)	68,272	54,430	-	11,444
Total Restricted funds	5,568	196,228	178,054	(110)	23,632
General funds	81,140	232,904	239,320	110	74,834
Total funds	86,708	429,132	417,374	-	98,466

Transfers were made due to funds being given for capital items subsequently transferred to General Funds Bedford Borough Council Funding ceased for debt advice

Descriptions of Restricted Funds

Outreach Centres – Provision of generalist advice funded by Lloyds TSB Foundation

Home Visiting Service – General advice funded by Bedford Charity

Goldington Centre – 5 hours per weeks generalist advice at Goldington Children's Centres

Bedford Borough Council Debt & Court Desk – Specialist debt advice for people at risk of becoming homeless

Face to Face – Face to face debt advice to offenders Delivered in Bedford Prison and Bedford Probation Actual costs plus overhead apportionments are fully recovered

Bedford Borough Welfare Benefits Advisor – to provide specialist welfare benefit advice to clients of Bedford Borough Social Services clients

Advice Services Fund (funded by Big Lottery) – to provide debt and welfare benefits advice to clients of the bureau

Notes to the financial statements for the year ended 31 March 2013

15. Capital Commitments

There are no capital commitments at the balance sheet date

16. Operating lease commitments

At 31 March 2013 the charity had annual commitments under non-cancellable operating leases as follows

	Land and Buildings	
	2013	2012
	£	£
Expiry date:		
Between 2 and 5 years	19,500	19,500

17. Pension costs

A pension scheme, open to all employees, is operated on a defined contribution basis. The charity contributes 6% of pensionable earnings and the employee a minimum of 3%. The assets of the scheme are held separately from those of the charity in an independently administered fund. At 31st March there was an amount outstanding which is payable to the Pension Scheme of £794.