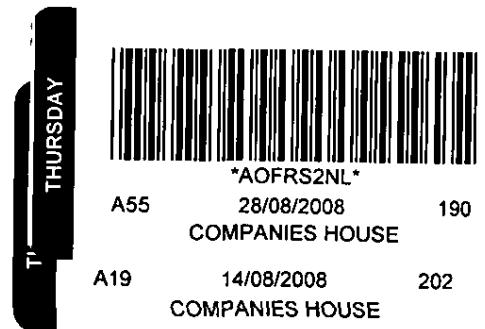


**Camberley Citizens Advice Bureau**

**Report and Financial Statements**

**For the 15 months ended 31 March 2008**



**Registered Charity No. 1118181**

**Company No. 6058583**

# **Camberley Citizens Advice Bureau**

## **Report and Financial Statements**

**For the 15 months ended 31 March 2008**

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# Camberley Citizens Advice Bureau

## 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 unaudited financial statements for the 15 months ended 31 March 2008. 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

<b>Charity Name</b>	Camberley Citizens Advice Bureau		
<b>Charity Registration</b>	1118181	<b>Company Registration</b>	6058583
<b>Registered Office</b>	Rear of Library, Knoll Road, Camberley, Surrey GU15 3SY		
<b>Chairman</b>	Campbell Bartholomew	<b>Company Secretary</b>	David Booth
<b>Bank</b>	CAF Bank Ltd Kings Hill, West Malling Kent ME19 4TA	<b>Reporting Accountant</b>	Cherry Clayton BA (Hons) ACMA

The following people were Directors/Trustees of the charity on the date of approval of the report and served throughout the year unless otherwise noted.

<b>Directors / Trustees</b>	<b>Role</b>	<b>Representing</b>	<b>Date Appointed</b>	<b>Date Resigned</b>
<b>Elected Members</b>				
Campbell Bartholomew	Chairman			
David Booth	Company Secretary			
Frances Bennie			12 Sept 2007	
Andrew Minson				
Shirley Nunn				
Stan Oakes				
Eddie Williams				
Ian Savill	Hon Solicitor			11 Sept 2007
Patricia Lillywhite	Hon Solicitor		12 May 2008	
<b>Representative Members</b>				
Valarie Marsh	Vice Chairman	S S A F A		
Councillor Bruce Mansell		Surrey Heath Borough Council		
Paul Harker		St Tarcisius' Church		
Alan Ingram		Camberley Rotary Club		

#### The following Bureau Representatives attended Meetings of the Directors

Tara Hastings*	Bureau Manager	
Bee Bewsey*	Deputy Manager	
Irene Coates*	Deputy Manager	
Elizabeth Bancroft^	Voluntary Adviser	
Richard Wanless^	Voluntary Adviser	
Chris Pointer*	Bureau Manager	31 July 2007

\*In paid employment in the CAB Service

^Volunteers in the bureau

# **Camberley Citizens Advice Bureau**

## **Report of the Directors and Trustees**

### **2. Structure, Governance and Management**

#### **Governing Document**

Camberley Citizens Advice is a registered charity and a Company Limited by Guarantee. Camberley Citizens Advice Bureau is also known and referred to as Citizens Advice Camberley. The maximum liability of each member is limited to £1. At 31 March 2008, the Company had 11 members. Citizens Advice Camberley is governed by its Memorandum and Articles of Association.

Citizens Advice Camberley was incorporated as a Company Limited by Guarantee on 19 January 2007. The charity commenced operations on 31 March 2007 at which date the assets and liabilities of the unincorporated Association (charity registration number 207097) also known as Camberley Citizens Advice Bureau, were transferred to the Company for nil consideration. Restricted and unrestricted fund balances were preserved. Fixed assets were transferred at net book value.

#### **Recruitment, Appointment of Trustees**

Trustees, who are also Directors of the Company, are elected from the local community. An Elections Committee, made up of Trustees, the Company Secretary and chaired by the Chairman is established to oversee the elections process for Board appointments. A separate process agreed by the Trustee Board is followed for the election of the Chair. The Reference and Administrative Details above identifies the constituencies that elected each of the current trustees. No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board.

#### **Induction of Trustees**

Newly appointed Trustees are provided with a comprehensive induction to Citizens Advice Camberley through the provision of appropriate training and mentoring by established trustees and Bureau management.

#### **Organisational Structure**

The Company is governed by its Directors, who are also the Charity Trustees for the purpose of Charity Law. The maximum permitted number of Trustees is fifteen and the minimum three, being either elected at the Annual General Meeting or nominated by member organisations or co-opted by the Trustee Board, provided that the total number of co-opted and nominated Trustees does not exceed one third of the total number of Trustees. Elected Trustees are required to retire at the third Annual General meeting following their election or appointment, but are eligible for re-election or re-appointment. The Trustee Board is responsible for setting the strategic direction of the organisation and the policy of the charity and carries the ultimate responsibility for the conduct of Citizens Advice Camberley 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**

Citizens Advice Camberley 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. Operating policies are independently determined by the Trustee Board of Citizens Advice Camberley 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.

# **Camberley Citizens Advice Bureau**

## **Report of the Directors and Trustees**

### **Major risks**

Citizen Advice Camberley has worked on a Corporate Risk Management exercise. A risk management strategy and risk procedure manual was 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 Citizens Advice Camberley is continually monitoring and managing its risk, reviewing the corporate risk manual and ensuring action plans are in place to mitigate its key risks.

Included in external risks is that of the loss of funding. The charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of 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 Surrey Heath, by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

#### **Aims, Objectives, Strategies and Activities for the Year**

Citizens Advice Camberley 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.

During the year the Charity introduced a Web site [www.camberleycab.org.uk](http://www.camberleycab.org.uk). This is intended to increase awareness in the local community of the advice services available to local residents.

In addition to the continuing provision of high quality advisory services to the local community the primary objectives for the year was to secure funds to enable a specialist debt advisory service staffed by appropriately qualified personnel to be set up.

To obtain the necessary funding to provide additional services applications were made to various local and national providers of community finance.

The principal activity of Citizens Advice Camberley remained the provision of free, confidential, independent and impartial advice, information and counsel for members of the public. This is provided at the Bureau at Knoll Road Camberley and by telephone. Advisory services were provided through face-to-face consultations, telephone advice lines and occasional home visits.

#### **Contribution of Volunteers**

The Charity is largely comprised of volunteers, with paid staff mainly for management and supervision. Most of the advice and help given to clients is provided by volunteers who receive stringent and detailed training over an 18 month period. The volunteers come from within the community, which then benefits from the significant experience and skills of the volunteers, gained from many spheres of life as well as from within Camberley Citizens Advice Bureau. The benefits to the volunteers can be that they are able to continue to share their considerable experience and skills beyond retirement or that they gain new skills which enable them to find paid employment at a later date.

40 volunteers contributed approximately 14,796 hours of work to the bureau during the year. We estimate the value of this help at £223,000 in respect of the current year.

## **Camberley Citizens Advice Bureau**

### **Report of the Directors and Trustees**

#### **4. Achievements and Performance**

##### **Charitable Activities**

Citizens Advice Camberley saw a total of 5,081 client contacts with 11,557 enquiries in 2008. The Bureau advised on debt cases with an aggregate value of £5,417,276.

##### **Investment Activities**

The charity does not currently hold material investments.

##### **Factors Affecting the Achievement of Objectives**

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 seek additional sources of funding for its services.

#### **5. Financial Review**

##### **Financial Position**

Incoming resources in the year were £101,222 as set out in note 2 in the notes to the financial statements. An operating grant of £68,734 was received from Surrey Heath Borough Council. The Bureau was also grateful for the grant in kind from the Council for provision of premises valued for these accounts as income and a corresponding cost of £18,500. A grant towards expenses was received from Bisley Parish Council of £100.

An analysis of restricted income, and the use to which this income was put, is set out in note 2 in the notes to the financial statements. The Bureau is very grateful for the contribution these grants make to the successful running of the Bureau.

A huge effort goes into fund raising but it remains somewhat frustrating that most organisations with funds are more responsive towards funding one off projects than with helping towards ongoing running costs.

The Bureau continues to operate on a modest income. Every effort is made to minimise costs. Payroll continues to be the main expenditure but the management team continues to work hours well in excess of the hours for which they are paid. An analysis of expenditure by natural classification is set out in note 3 in the notes to the financial statements.

As a result of careful cost control a surplus of £858 was made in the year. At 31 March 2008 total reserves were £53,171 of which £40,574 represented unrestricted funds.

##### **Reserves Policy**

Citizens Advice Camberley is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency.

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.

The reasons for holding particular reserves are outlined in note 9.

**Camberley Citizens Advice Bureau**  
**Report of the Directors and Trustees**

**Financial Review (continued)**

**Principal Funding Sources**

The Directors extend their gratitude to Surrey Heath Borough Council who continue to support the core operating capacity of the charity. Surrey Heath Borough Council also provides the Knoll Road Portakabin Bureau premises to Citizens Advice Camberley 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.

**Funds in Deficit**

No funds were in deficit at the balance sheet date.

**Investment Policy**

As required in its Memorandum paragraph 4.15, 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.

**6. Future Plans**

Citizens Advice Camberley aims to continually improve access to its service, and intends to extend its service to an even wider number of the community through increased provision of telephone advice.

It is intended during the next year to fully implement developments of the now mandatory CASE management system (the Citizens Advice case recording system) to further improve the identification of issues of social concern. During the year a review will be made of Bureau information systems with a view of ensuring the highest standards possible are achieved given resources available to the Bureau.

It is intended during the next year to introduce a specialist Debt Advisory service to assist clients who have more complex cases involving debt.

## **Camberley Citizens Advice Bureau**

### **Report of the Directors and Trustees**

#### **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 Camberley 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

The directors are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of Citizens Advice Camberley 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



Company Secretary

14 July 2008



## **Camberley Citizens Advice Bureau**

### **Reporting Accountant's Report to the Shareholders on the unaudited accounts of Camberley Citizens Advice Bureau.**

I report on the accounts for the year ended 31 March 2008 set out on pages 10 to 16

#### **Respective responsibilities of directors and reporting accountants**

As described on page 8 the Company's directors are responsible for the preparation of the accounts, and they consider that the Company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

#### **Basis of opinion**

My work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so my procedures consisted of comparing the accounts with the accounting records kept by the Company, and making such limited enquiries of the officers of the Company as I considered necessary for the purposes of this report. These procedures provide only the assurance expressed in my opinion.

#### **Opinion**

In my opinion

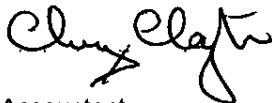
(a) the accounts are in agreement with the accounting records kept by the Company under section 221 of the Companies Act 1985,

(b) having regard only to, and on the basis of, the information contained in those accounting records

(i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act, and

(ii) the Company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1)

Signature



Reporting Accountant

Cherry Clayton BA (Hons) ACMA  
2 Nash Meadows  
South Warnborough  
Hook RG29 1RJ

14 July 2008

## Camberley Citizens Advice Bureau

### Statement of Financial Activities for the 15 months ended 31 March 2008 Incorporating the Income and Expenditure Account

	Note	Unrestricted funds	Restricted funds	Designated funds	Total funds 2008
		£	£	£	£
Incoming Resources	<b>1b</b>				
Voluntary income	<b>2</b>	71,987	24,682	-	96,669
Investment income Interest	<b>1b(ii)</b>	4,553	-	-	4,553
<b>Total Incoming Resources</b>		<b>76,540</b>	<b>24,682</b>	<b>-</b>	<b>101,222</b>
Resources expended					
Charitable activities					
Advisers' expenses		3,581	-	-	3,581
Staff costs	<b>4</b>	56,714	3,000	-	59,714
Office rental		-	18,500	-	18,500
Depreciation of equipment		1,175	-	-	1,175
Other overheads	<b>5</b>	14,612	2,782	-	17,394
<b>Total Resources expended</b>	<b>3</b>	<b>76,082</b>	<b>24,282</b>	<b>-</b>	<b>100,364</b>
<b>Net incoming/ (outgoing) resources before transfers</b>		<b>458</b>	<b>400</b>	<b>-</b>	<b>858</b>
<b>Total funds transferred from Camberley Citizens Advice Bureau (registered charity number 207097)</b>	<b>6</b>	<b>40,975</b>	<b>-</b>	<b>11,338</b>	<b>52,313</b>
<b>Transfers between funds</b>		<b>(859)</b>	<b>(400)</b>	<b>1,259</b>	<b>-</b>
<b>Net movement in funds for the year</b>		<b>40,574</b>	<b>-</b>	<b>12,597</b>	<b>53,171</b>
<b>Total funds brought forward</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Balances carried forward 2008</b>	<b>10</b>	<b>40,574</b>	<b>-</b>	<b>12,597</b>	<b>53,171</b>

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

# Camberley Citizens Advice Bureau

## Balance Sheet as at 31 March 2008

		As at 31-March 2008 £
<b>Fixed Assets</b>		
Tangible Fixed Assets	7	793
<b>Current Assets</b>		
Short term deposits		61,236
Cash at bank and in hand		407
		61,643
Creditors - amounts falling due within one year	8	9,265
<b>Net Current Assets</b>		52,378
<b>Net Assets</b>	9	53,171
Represented by		
<b>Funds of the Charity</b>		
Unrestricted funds		
Accumulated fund		40,574
Designated funds		
Redundancy	10	10,491
Other designated funds	10	2,106
		53,171

The accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small/medium companies

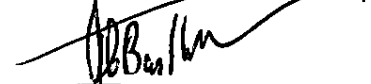
The directors have confirmed that no notice has been deposited under Section 249B(2) of the Companies Act 1985

The directors have acknowledged their responsibilities for ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985

The directors have acknowledged their responsibilities for preparing accounts which give a true and fair view of the company and of its profit/loss (whichever is applicable) for the year then ended in accordance with the requirements of Section 226 of the Companies Act 1985 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to this company

The directors have taken advantage of the Companies Act 1985 by not having these accounts audited under Section 249A(2) (partial exemption)

The financial statements were approved by the Board on 14 July 2008 and signed on their behalf by



Chair



Director/Treasurer

## **Camberley Citizens Advice Bureau**

### **Notes to the financial statements for the 15 months ended 31 March 2008**

#### **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 1985, 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 fundraising and publicity and management and administration 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

##### **d) Fixed assets and depreciation**

Fixed assets are included at cost. Items are capitalised if their value is over £300

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

Fixtures, fittings and equipment	-	3 years
Computers	-	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 the restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated

## Camberley Citizens Advice Bureau

### Notes to the financial statements for the 15 months ended 31 March 2008

#### Accounting policies (continued)

**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) Pension**

Pension contributions are charged to the income and expenditure account in the period in which they are incurred

**h) Leases**

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

**i) 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 Voluntary Income

	Unrestricted Funds £	Restricted Other £	Total 2008 £
<b>Voluntary income</b>			
Operating grants	68,734	18,500	87,234
Restricted donations	-	4,400	4,400
Donations from clients	1,240	-	1,240
Other donations	948	-	948
Other income	1,065	1,782	2,847
	71,987	24,682	96,669

The Charity received no income to be used for activities for generating funds

Restricted income comprised the following		
Donor	Amount £	Note
Surrey County Council	3,000	Contribution towards funding of a Guidance Tutor
S C Johnson Charitable Trust	1,000	Contribution towards supplies and consumable items
Mychett Parish Council	400	Contribution towards purchase of a Computer
Office of the Deputy Prime Minister via Surrey Heath Borough Council	1,782	Balance of monies awarded in 2006/7 towards provision of a Money Matters service in Surrey Heath
Surrey Heath Borough Council	18,500	Provision of Bureau premises in Knoll Road
<b>Total</b>	24,682	

## Camberley Citizens Advice Bureau

### Notes to the financial statements for the 15 months ended 31 March 2008

#### 3 Natural classification of resources expended

	Note	2008 £
Advisers expenses		3,581
Information systems		2,657
Insurance	5	1,059
Maintenance of equipment		951
Payroll Expenses	4	59,714
Postage		421
Professional services	5	984
Printing & stationery		1,843
Electricity		3,607
Office costs		2,674
Staff refreshments		423
Office rental		18,500
Telephone		1,940
Training & travel		311
Miscellaneous		524
Depreciation		1,175
		<u>100,364</u>

#### 4 Information regarding Directors and Employees

	2008 £
Salaries	55,314
Social security costs	3,189
Pension costs	1,211
	<u>59,714</u>

Average number of employees	7
Average number of employees (expressed as full time equivalents)	2 25

No expenses were paid to members of the Trustee Board in the year

#### 5 Other expenses

No fees were paid to the Reporting Accountant

Professional services of £984 related to the supply of specialist advice services in connection with fulfilment of commitments relating to restricted income

Trustee indemnity insurance was purchased at a cost of £115

#### 6 Transfer of assets, liabilities and undertaking of Camberley Citizens Advice Bureau

On 31 March 2007 the assets, liabilities and undertaking of the Association Camberley Citizens Advice Bureau (registered charity number 207097) were transferred to the Company. The Company has the same objectives, set out in its Memorandum and Articles of Association, as the Association had. From the date of incorporation of the Company, on 19 January 2007 up to this transfer, the Company had no assets liabilities or undertaking. Following the approval of the final accounts of the Association at an Annual General Meeting, the Association was dissolved and the Trustees of the Association successfully applied to the Charity Commission for the Association to be removed from the Register of Charities.

## Camberley Citizens Advice Bureau

### Notes to the financial statements for the 15 months ended 31 March 2008

#### 7 Tangible fixed assets

	Office Equipment £	Computer Equipment £	Total £
<b>Cost</b>			
Beginning of year	-	-	-
Additions *	223	1,745	1,968
End of year	223	1,745	1,968
<b>Depreciation</b>			
Beginning of year	-	-	-
Charge for year	223	952	1,175
End of year	223	952	1,175
<b>Net book value</b>			
Beginning of year	-	-	-
End of year	-	793	793

\* Additions include transfer of assets from the Association at a net book value of £1,560 (see note 6)

#### 8 Creditors Amounts falling due within one year

	2008 £
Trade creditors	1,921
Payroll taxes & liabilities	3,344
Deferred income	4,000
	<u>9,265</u>

Deferred income relates to amounts received for activities for which the donor has imposed restrictions on expenditure of resources, which are a precondition of use. This comprised £4,000 received from Frimley Fuel Allotments Charity to be used for the provision of a Debt service to local residents.

#### 9 Analysis of net assets between Funds

	Accumulated Funds £	Redundancy Funds £	Other Designated Funds £	Total £
Fixed Assets	793	-	-	793
Current Assets	49,046	10,491	2,106	61,643
Current Liabilities	(9,265)	-	-	(9,265)
Net Assets	40,574	10,491	2,106	53,171

## **Camberley Citizens Advice Bureau**

### **Notes to the financial statements for the 15 months ended 31 March 2008**

#### **10 Designated funds**

**Redundancy fund** - Redundancy reserves have been designated by the Trustees for the purpose of covering potential redundancy costs in the event of a significant reduction in the income of the Bureau which could result in closure. No redundancies are expected in the next 12 months.

**Other designated funds** – An amount of £2,106 has been designated by the Trustees to meet a commitment undertaken for the creation of a Debt Advisory Service to local residents. This service will be set up in the year ending 31 March 2009 and it is intended that this service be maintained initially for a period of 3 years.

#### **11. Financial commitments**

##### **Capital Commitments**

At the balance sheet date there were no capital commitments.

The Company has no annual commitments under non-cancellable operating leases.

#### **12 Related party transactions**

There have been related party transactions identified in accordance with FRS8. There were transactions between Citizens Advice Camberley and Citizens Advice in relation to insurance and information services.