

**Camberley Citizens Advice Bureau**

**Report and Financial Statements**

**For the year ended 31 March 2009**

**Registered Charity No. 1118181**

**Company No. 6058583**



# **Camberley Citizens Advice Bureau**

## **Report and Financial Statements**

**For the year ended 31 March 2009**

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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 year ended 31 March 2009. 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>Independent Examiner:</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				
Andrew Minson				
Shirley Nunn				
Stan Oakes				
Eddie Williams				
Patricia Lillywhite	Hon Solicitor		12 May 2008	
Ray McCann			18 Sep 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		10 Nov 2008
Richard Wanless^	Voluntary Adviser		
Janet Perrott^	Voluntary Adviser		10 Nov 2008

\*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 Bureau is a registered charity and a Company Limited by Guarantee. The maximum liability of each member is limited to £1. At 31 March 2009, the Company had 13 members. Camberley Citizens Advice Bureau is governed by its Memorandum and Articles of Association.

Camberley Citizens Advice Bureau 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 Camberley Citizens Advice Bureau 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 Camberley Citizens Advice 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. At Trustee meeting Elected and Representative Trustee have one equal vote each with resolutions requiring a simple majority vote. Bureau Representatives who attend Trustee meetings do not have a vote. In the event of a tied vote the Chairman has a casting vote. 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**

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

## **Camberley Citizens Advice Bureau**

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

#### **Major risks**

Camberley Citizens Advice Bureau 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 Camberley Citizens Advice Bureau 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**

Camberley 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 Charity has 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.

During the year a specialist Debt Advisory Service staffed by appropriately qualified personnel was set up. This was funded by a partnership agreement, with Citizens Advice, Surrey Heath Borough Council and Frimley Fuel and Allotment Charity. The service commenced in July 2008 and it is intended will run for a period of 3 years.

The Charity has also set up specialist Money Matters advice service to advise individuals at risk of homelessness due to debt. Funding was provided by the Department for Communities and Local Government via an application made in conjunction with Surrey Heath Borough Housing Needs department.

The Charity has set up a specialist advice service for retired Army personnel, including the local Gurkha community, with funding provided by the Veterans Association.

The Charity made a successful bid to Awards for All to purchase scanners and the complementary software and computer memory to implement a 'paperless office project'.

In the last quarter of the year the Charity successfully applied for a grant to enable the Bureau to increase opening hours. This was in response to an increase in case work following the deteriorating local and national economy. The Grant was made under the Department for Business, Enterprise and Regulatory Reform and H M Treasury funded Additional Hours Advice Project. The project commenced on 1 March 2009 and will run for one year. The Bureau has committed to open for an additional 5 hours each week and the agreement for funding includes specified minimum additional clients that will be seen during these additional hours of opening.

## **Camberley Citizens Advice Bureau**

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

#### **Aims, Objectives, Strategies and Activities for the Year (continued)**

The principal activity of Camberley Citizens Advice Bureau 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. The Charity has set an objective to improve telephone advice services to clients

#### **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

48 volunteers contributed approximately 15,500 hours of work to the bureau during the year. We estimate the value of this help at £239,350 in respect of the current year.

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

##### **Charitable Activities**

Camberley Citizens Advice Bureau saw a total of 5,095 client contacts with 12,520 enquiries in the year 2008/9. The Bureau advised on debt cases with an aggregate value of £5,968,043.

##### **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 £122,796 (2008: £101,222). This includes incoming resources from voluntary income of £117,953 (2008: £96,669) as set out in note 2 to the accounts. An operating grant of £70,109 (2008: £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 (2008: £18,500). A grant towards expenses was received from Bisley Parish Council of £100 (2008: £100) and Windlesham Parish Council of £200 (2008: nil).

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 continue 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.

## **Camberley Citizens Advice Bureau**

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

#### **Financial Position (continued)**

Income of £9,689 was received as a result of the contribution the Bureau made to a Surrey wide project in connection with work carried out with other Surrey Citizens Advice Bureau as part of Local Public Service Agreement. This income was received right at the end of the year and consequently greatly enhanced net incoming resources. A grant of £1,500 was also received just before year end from the Surrey Heath Major's charity. As a result of these late sources of income, together with careful cost control, a surplus of £13,953 was made in unrestricted funds. At 31 March 2009 total reserves were £69,819 (2008: £53,171) of which £54,527 (2008: £40,574) represented unrestricted funds.

The Trustees are aware that for the next two years the operating grant received from Surrey Heath Borough Council will remain fixed at last year's level and will not contain an increase to cover cost inflation. The surplus built up in the year to 31 March 2009 may have to be utilised if services are to be maintained at existing levels.

#### **Reserves Policy**

Camberley Citizens Advice Bureau 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 10.

#### **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 Camberley 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.

#### **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**

Camberley Citizens Advice Bureau 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 concentrate on ensuring the specialist advice services, introduced in the last year, are operated successfully.

It is intended to consider whether there may be efficiency benefits from introducing new methods of service delivery including implementation of the Citizens Advice Access Strategy.

Camberley Citizens Advice Bureau is having discussions with similar Surrey Bureau to ascertain whether there may be benefits from greater collaboration.

**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 Camberley Citizens Advice Bureau 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 Camberley Citizens Advice Bureau 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

13 July 2009



## **Camberley Citizens Advice Bureau**

### **Independent Examiner's Report to the Trustees of Camberley Citizens Advice Bureau**

I report on the accounts of the company for the year ended 31 March 2009, which are set out on pages 10 to 17.

#### **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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

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 accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

#### **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 statement**

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

(1) 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, 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

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
Independent Examiner

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

13 July 2009

# **Camberley Citizens Advice Bureau**

## **Statement of Financial Activities for the year ended 31 March 2009 Incorporating the Income and Expenditure Account**

	Note	Unrestricted funds	Restricted funds	Designated funds	Total funds 2009	Total 15 months to 31 March 2008
		£	£	£	£	£
Incoming Resources	<b>1b</b>					
Voluntary income	<b>2</b>	87,407	30,546	-	117,953	96,669
Investment income: Interest	<b>1b(ii)</b>	4,843	-	-	4,843	4,553
<b>Total Incoming Resources</b>		<b>92,250</b>	<b>30,546</b>	<b>-</b>	<b>122,796</b>	<b>101,222</b>
Resources expended						
Charitable activities						
Advisers' expenses		3,304	149	-	3,453	3,581
Staff costs	<b>4</b>	57,805	4,625	-	62,430	59,714
Office rental		-	18,500	-	18,500	18,500
Depreciation of equipment		1,176	128	-	1,304	1,175
Other overheads	<b>5</b>	17,629	2,832	-	20,461	17,394
<b>Total Resources expended</b>	<b>3</b>	<b>79,914</b>	<b>26,234</b>	<b>-</b>	<b>106,148</b>	<b>100,364</b>
<b>Net incoming/ (outgoing) resources before transfers</b>		<b>12,336</b>	<b>4,312</b>	<b>-</b>	<b>16,648</b>	<b>858</b>
<b>Total funds transferred from Camberley Citizens Advice Bureau (registered charity number 207097)</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>52,313</b>
<b>Transfers between funds</b>		<b>1,617</b>	<b>(4,102)</b>	<b>2,485</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds for the year</b>		<b>13,953</b>	<b>210</b>	<b>2,485</b>	<b>16,648</b>	<b>53,171</b>
<b>Total funds brought forward</b>		<b>40,574</b>	<b>-</b>	<b>12,597</b>	<b>53,171</b>	<b>-</b>
<b>Balances carried forward 2009</b>	<b>10</b>	<b>54,527</b>	<b>210</b>	<b>15,082</b>	<b>69,819</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 2009**

		<b>As at 31-March 2009 £</b>	<b>As at 31-March 2008 £</b>
<b>Fixed Assets</b>			
Tangible Fixed Assets	7	1,450	793
<b>Current Assets</b>			
Short term deposits		98,106	61,236
Cash at bank and in hand		10,735	407
		108,841	61,643
Creditors - amounts falling due within one year	8	40,472	9,265
<b>Net Current Assets</b>		68,369	52,378
<b>Net Assets</b>	9	69,819	53,171
<b>Represented by:</b>			
<b>Funds of the Charity</b>			
Unrestricted funds			
Accumulated funds		54,527	40,574
Designated funds	10	15,082	12,597
Restricted funds	10	210	-
		69,819	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 the accounts audited under Section 249A(2) (partial exemption).

The financial statements were approved by the Board on 14 July 2009 and signed on their behalf by:

Chair

Director/Treasurer

13 July 2009

## **Camberley Citizens Advice Bureau**

### **Notes to the financial statements for the year ended 31 March 2009**

#### **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 year ended 31 March 2009

#### 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 2009 £	Total 2008 £
<b>Voluntary income</b>				
Operating grants received from Surrey Heath Borough Council	70,109	18,500	88,609	87,234
Restricted donations	-	2,732	2,732	4,400
Donations from clients	1,253	-	1,253	1,240
Other donations	2,125	-	2,125	948
Other income	13,920	9,314	23,234	2,847
	<u>87,407</u>	<u>30,546</u>	<u>117,953</u>	<u>96,669</u>

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

#### Unrestricted other donations comprised the following:

Source of income	Amount £
Special Needs Funds	200
St Paul's Church	100
Bisley Parish Council	100
Windlesham Parish Council	200
Online donations received	25
Surrey Heath Major's Charity	1,500
	<u>2,125</u>

## Camberley Citizens Advice Bureau

### Notes to the financial statements for the year ended 31 March 2009

#### 2. Incoming Resources from Voluntary Income (continued)

##### Unrestricted other income comprised the following:

Source of income	Amount £	Note
Veterans Association	3,322	Contribution towards providing advice to former Army personnel living in Surrey Heath
H M Government and Surrey County Council	9,689	Received in connection with work carried out with other Surrey Citizens Advice Bureau as part of Local Public Service Agreement
Reclaimed costs for training and related costs	785	
Other	124	
	<u>13,920</u>	

##### Restricted income comprised the following:

Donor	Amount £	Note
Surrey Heath Borough Council	18,500	Provision of Bureau premises in Knoll Road.
Awards for All	2,732	Grant for the capital cost of office equipment made for the Paperless Office Project
Citizens Advice	1,796	Grant made under the Department for Business, Enterprise and Regulatory Reform and H M Treasury funded Additional Hours of Advice Project
Citizens Advice	5,250	Grant made as part of a 3 year partnership for the Debt Advisory Service.
Department for Communities and Local Government paid via Surrey Heath Borough Council	2,268	Grant for provision of a Money Matters service in Surrey Heath.
	<u>30,546</u>	

#### 3. Natural classification of resources expended:

	Note	2009 £	2008 £
Advisers expenses		3,453	3,581
Information systems		3,326	2,657
Insurance	5	1,041	1,059
Maintenance of equipment		1,261	951
Payroll Expenses	4	62,430	59,714
Postage		683	421
Professional services	5	312	984
Printing & stationery		1,559	1,843
Electricity		5,198	3,607
Office costs		2,284	2,674
Staff refreshments		733	423
Office rental		18,500	18,500
Recruitment		458	-
Telephone		2,088	1,940
Training & travel		1,253	311
Miscellaneous		265	524
Depreciation		1,304	1,175
		<u>106,148</u>	<u>100,364</u>

## Camberley Citizens Advice Bureau

### Notes to the financial statements for the year ended 31 March 2009

#### 4. Information regarding Directors and Employees

	2009 £	2008 £
Salaries	57,954	55,314
Social security costs	3,332	3,189
Pension costs	1,144	1,211
	62,430	59,714
 Average number of employees	 7	 7
Average number of employees (expressed as full time equivalents)	2.25	2.25

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

#### 5. Other expenses

No fees were paid to the Independent Examiner.

Professional services of £312 (2008: £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 £126 (2008: £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.

#### 7. Tangible fixed assets

	Office Equipment £	Computer Equipment £	Total £
<b>Cost</b>			
Beginning of year	223	1,745	1,968
Additions	1,961	-	1,961
End of year	2,184	1,745	3,929
<b>Depreciation</b>			
Beginning of year	223	952	1,175
Charge for year	647	657	1,304
End of year	870	1,609	2,479
<b>Net book value</b>			
Beginning of year	-	793	793
End of year	1,314	136	1,450

# **Camberley Citizens Advice Bureau**

## **Notes to the financial statements for the year ended 31 March 2009**

### **8. Creditors: Amounts falling due within one year**

	2009 £	2008 £
Trade creditors	2,190	1,921
Payroll taxes & liabilities	3,804	3,344
Deferred income	34,478	4,000
	<u>40,472</u>	<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 the following:

Source of income	Amount 2009 £	Amount 2008 £	Note
Surrey Heath Borough Council	17,527	-	Payment received in advance for first quarter of annual grant for year to 31 March 2010
Citizens Advice	3,170	-	Payment received in advance for Additional Hours of Advice Project
Citizens Advice and Frimley Fuel Allotments Charity	6,599	4,000	Payment received in advance for 3 year Debt Advisory Service
Department for Communities and Local Government	7,182	-	Money Matters project
	<u>34,478</u>	<u>4,000</u>	

### **9. Analysis of net assets between Funds**

	Accumulated Funds £	Redundancy Funds £	Other Designated Funds £	Total £
Fixed Assets	1,450	-	-	1,450
Current Assets	93,759	12,976	2,106	108,841
Current Liabilities	(40,472)	-	-	(40,472)
Net Assets	<u>54,737</u>	<u>12,976</u>	<u>2,106</u>	<u>69,819</u>



## Camberley Citizens Advice Bureau

### Notes to the financial statements for the year ended 31 March 2009

#### 10. Funds of the Charity

##### Movement in Restricted Funds

	Debt Advisory Service	Additional Hours of Advice	Money Matters	Awards For All	Provision of Premises	Total Restricted Funds
Balance 1 April 2008	-	-	-	-	-	-
Incoming resources	5,250	1,796	2,268	2,732	18,500	30,546
Resources expended	(5,189)	(1,647)	(898)	-	(18,500)	(26,234)
Transfers to	-	-	(1,370)	(2,732)	-	(4,102)
Accumulated Funds	-	-	-	-	-	-
Balance carried forward 31 March 2009	61	149	-	-	-	210

##### Movement in Designated Funds

	Redundancy	Debt Advisory Service	Total Designated Funds
Balance 1 April 2008	10,491	2,106	12,597
Transfers from	2,485	-	2,485
Accumulated Funds	-	-	-
Balance carried forward 31 March 2009	12,976	2,106	15,082

**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 was 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 no related party transactions identified in accordance with FRS8. There were transactions between Camberley Citizens Advice Bureau and Citizens Advice in relation to insurance and information services.