

Camberley Citizens Advice Bureau

Report and Financial Statements

For the year ended 31 March 2010

Registered Charity No 1118181

Company No. 6058583

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Camberley Citizens Advice Bureau

Report and Financial Statements For the year ended 31 March 2010

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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 2010. 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

<u>Charity Name</u>	Camberley Citizens Advice Bureau		
<u>Charity Registration</u>	1118181	<u>Company Registration</u>	6058583
<u>Registered Office</u>	Rear of Library, Knoll Road, Camberley, Surrey GU15 3SY		
<u>Chairman</u>	Campbell Bartholomew	<u>Company Secretary</u>	David Booth
<u>Bank</u>	CAF Bank Ltd Kings Hill, West Malling Kent ME19 4TA	<u>Independent Examiner</u>	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

<u>Directors / Trustees</u>	<u>Role</u>	<u>Representing</u>	<u>Date Appointed</u>	<u>Date Resigned</u>
<u>Elected Members</u>				
Campbell Bartholomew	Chairman			
David Booth	Company Secretary			
Frances Bennie				14 Sep 2009
Anna Illingworth	Hon Solicitor		8 Mar 2010	
Patricia Lillywhite	Hon Solicitor			8 Mar 2010
Ray McCann				
Andrew Minson				
Shirley Nunn				
Stan Oakes				14 Sep 2009
Eddie Williams				
<u>Representative Members</u>				
Valane 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
Richard Wanless^	Voluntary Adviser
Janet Perrott * ^	Voluntary Adviser

*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 2010, the Company had 11 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 Trustees 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.

Independent and impartial advice, information and counsel for members of the public is provided at the Bureau at Knoll Road, Camberley. Advisory services were provided through face-to-face consultations, telephone advice lines and occasional home visits.

The Charity has a Web site www.camberleycab.org.uk. This is intended to increase awareness in the local community of the advice services available to local residents.

A new Gateway system of interviewing was introduced. This system had been pioneered by Citizens Advice and has the objective of enabling an increased number of clients to be seen.

A specialist Debt Advisory Service staffed by appropriately qualified personnel was run. 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 runs a 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 ran a specialist advice service for retired Army personnel, including the local Gurkha community, with funding provided by the Veterans Association. This project was terminated during the year as funds were fully used.

During the year the Charity was able to increase opening times by five hours per week. This was a result of a successful application for a grant 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 ran for one year. The agreement for funding included a specified minimum number of additional clients that would be seen during additional hours of opening. The Charity successfully applied for a grant to enable extension of the project beyond March 2010, which will enable additional opening hours to be offered to the public for the greater part of the next financial year.

Camberley Citizens Advice Bureau

Report of the Directors and Trustees

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

During the year grants were received from Surrey County Council and the Mayor of Surrey Heath's Charity fund, which funded replacement of the Bureau telephone system

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.

The bureau benefited from 15,200 voluntary hours worked during the year. This included hours worked by the 48 volunteers and unpaid hours worked by paid staff above their normal contractual entitlement. We estimate the value of this help in the year was £233,500.

4 Achievements and Performance

Charitable Activities

Camberley Citizens Advice Bureau saw a total of 5,220 client contacts with 15,207 enquiries in the year 2009/10. The Bureau advised on debt cases with an aggregate value of £6,338,797.

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 £130,826 (2009 £122,796). This includes incoming resources from voluntary income of £130,458 (2009 £117,953) as set out in note 2 to the accounts. An operating grant of £70,109 (2009 £70,109) 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 (2009 £18,500). A grant towards expenses was received from Bisley Parish Council of £100 (2009 £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.

The Bureau received a restricted grant of £19,764 (2009 £1,796) for an Additional Hours of Advice project. The source of funding was from the Department for Business, and Innovation and Skills and HM Treasury in partnership with Citizens Advice. The objective of the project was to enable the Bureau to extend opening hours by 5 hours per week. The Bureau committed to provide advice to an agreed number of clients during these hours and it is pleasing to report that objectives agreed with Citizens Advice were met. The project was a national initiative in recognition of the need to provide advice to clients affected by the economic recession.

Camberley Citizens Advice Bureau

Report of the Directors and Trustees

Financial Position (continued)

The introduction of Gateway assessment together with the Additional Hours of Advice project placed additional burden on the Bureau telephone system. To provide a solution to this a new telephone system was installed. The funds for this was a grant obtained from Surrey County Council for £3,000 together with a grant of £1,000 from the Mayor of Surrey Heath's charity. The new system has already made a significant contribution to the efficient running of the Bureau.

The Bureau was fortunate to be offered office furniture from The Concrete Centre. This generous donation enabled old furniture to be replaced with modern furniture and this has greatly enhanced working efficiency and conditions. Minimal delivery costs were incurred. Staff, volunteers and their families undertook weekend installation. The Directors are very grateful to everyone who helped with this project.

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.

Careful cost control enabled a surplus of £7,271 to be made in unrestricted funds. At 31 March 2010 total reserves were £77,836 (2009 £69,819) of which £61,974 (2009 £54,527) represented unrestricted funds.

The Trustees are aware that for the next year 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. Recently a successful application was made for an 8-month extension to Additional Hours of Advice Project. This means opening hours for the greater part of the new year can be held at existing levels. The Trustees are mindful that future funding is uncertain and recognise that some of the surplus built up in the last couple of years may have to be utilised if services are to be maintained at anything like 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 9.

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.

Camberley Citizens Advice Bureau

Report of the Directors and Trustees

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 Gateway advice service introduced in the last year continues to operate successfully

It is intended to review Bureau information technology systems to ascertain if changes to these are required to enable efficient operation of advice services and prepare for a new CASE recording system likely to be introduced by Citizens Advice in 2012

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

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



D J Booth

Company Secretary

12 July 2010

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 2010, 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

12 July 2010

Camberley Citizens Advice Bureau

Statement of Financial Activities for the year ended 31 March 2010 **Incorporating the Income and Expenditure Account**

	<u>Note</u>	<u>Unrestricted funds</u>	<u>Restricted funds</u>	<u>Designated funds</u>	<u>Total funds 2010</u>	<u>Total Year to 31 March 2009</u>
		£	£	£	£	£
Incoming Resources	1b					
Voluntary income	2	78,060	52,398	-	130,458	117,953
Investment income Interest	1b(ii)	368	-	-	368	4,843
Total Incoming Resources		78,428	52,398	-	130,826	122,796
Resources expended						
Charitable activities						
Advisers' expenses		2,006	727	-	2,733	3,453
Staff costs	4	52,332	19,002	-	71,334	62,430
Office rental		-	18,500	-	18,500	18,500
Depreciation of equipment		688	249	-	937	1,304
Other overheads	5	16,131	13,174	-	29,305	20,461
Total Resources expended	3	71,157	51,652	-	122,809	106,148
Net incoming/ (outgoing) resources before transfers		7,271	746	-	8,017	16,648
Transfers between funds		176	(298)	122	-	-
Net movement in funds for the year		7,447	448	122	8,017	16,648
Total funds brought forward		54,527	210	15,082	69,819	53,171
Balances carried forward	9	61,974	658	15,204	77,836	69,819

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 2010

		<u>As at</u> <u>31-March</u> <u>2010</u> £	<u>As at</u> <u>31-March</u> <u>2009</u> £
Fixed Assets			
Tangible Fixed Assets	6	973	1,450
Current Assets			
Short term deposits		36,247	36 050
Cash at bank and in hand		59,320	72,791
		95,567	108,841
Creditors - amounts falling due within one year	7	18,704	40,472
Net Current Assets		76,863	68,369
Net Assets	8	77,836	69,819
Represented by			
Funds of the Charity			
Unrestricted funds			
Accumulated funds		61,974	54,527
Designated funds	9	15,204	15,082
Restricted funds	9	658	210
		77,836	69,819

For the year ended 31 March 2010 the Company was entitled to exemption from audit under section 477 (2) of the Companies Act 2006

The members have not required the Company to obtain an audit in accordance with section 476 of the Companies Act 2006

The directors acknowledge their responsibility for

- i) ensuring the Company keeps accounting records which comply with Section 386, and
- ii) preparing accounts 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 its profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the Company

The financial statements were approved by the Board on 12 July 2010 and signed on their behalf by


C Bartholomew Chair


D J Booth Director/Treasurer

12 July 2010

Camberley Citizens Advice Bureau

Notes to the financial statements for the year ended 31 March 2010

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 2010

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

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2010</u> £	<u>Total</u> <u>2009</u> £
Voluntary income				
Operating grants received from Surrey Heath Borough Council	70,109	18,500	88,609	88,609
Restricted grants & donations	-	33,898	33,898	12,046
Donations from clients	1,111	-	1,111	1,253
Other donations	2,657	-	2,657	2,125
Other income	4,183	-	4,183	13,920
	<u>78,060</u>	<u>52,398</u>	<u>130,458</u>	<u>117,953</u>

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

Unrestricted other donations comprised the following

<u>Source of income</u>	<u>Amount</u> £
Our Lady Queen of Heaven Church	1,118
Anonymous	1,000
Bisley Parish Council	100
Frimley Over 60's Club	45
Other	394
	<u>2,657</u>

Camberley Citizens Advice Bureau

Notes to the financial statements for the year ended 31 March 2010

2 Incoming Resources from Voluntary Income (continued)

Unrestricted other income comprised the following

<u>Source of income</u>	<u>2010</u>	<u>2009</u>	<u>Note</u>
	<u>£</u>	<u>£</u>	
Veterans Association	3,248	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	785	785	
Other	150	124	
	<u>4,183</u>	<u>13,920</u>	

Restricted income comprised the following

<u>Donor</u>	<u>2010</u>	<u>2009</u>	<u>Note</u>
	<u>£</u>	<u>£</u>	
Surrey Heath Borough Council	18,500	18,500	Provision of Bureau premises in Knoll Road
Citizens Advice	19,764	1,796	Grant made under the Department for Business, Enterprise and Regulatory Reform and H M Treasury funded Additional Hours of Advice Project
Awards for All	-	2,732	Paperless Office Project
Citizens Advice & Surrey Heath B C	7,000	5,250	Grants made as part of a 3 year partnership for the Debt Advisory Service
Department for Communities and Local Government	3,134	2,268	Grant for provision of a Money Matters service in Surrey Heath Paid via Surrey Heath Borough Council
Surrey County Council	3,000	-	Grant for telecommunications project to upgrade facilities and improve telephone access for clients
Surrey Heath B C	1,000	-	Grant for telecommunications project to upgrade facilities and improve telephone access for clients
Mayor's Charity			
	<u>52,398</u>	<u>30,546</u>	

Camberley Citizens Advice Bureau

Notes to the financial statements for the year ended 31 March 2010

3 Natural classification of resources expended

	<u>Note</u>	<u>2010</u>	<u>2009</u>
		£	£
Advisers expenses		2,733	3,453
Information systems		2,930	3,326
Insurance	5	1,101	1,041
Maintenance of equipment		838	1,261
Telephone equipment		5,416	-
Payroll Expenses	4	71,334	62,430
Postage		519	683
Professional services	5	1,486	312
Printing & stationery		1,915	1,559
Electricity		7,434	5,198
Office costs		3,041	2,284
Staff refreshments		962	733
Software costs		240	-
Office rental		18,500	18,500
Recruitment		550	458
Telephone		1,547	2,088
Training & travel		713	1,253
Miscellaneous		613	265
Depreciation		937	1,304
		<u>122,809</u>	<u>106,148</u>

4 Information regarding Directors and Employees

	<u>2010</u>	<u>2009</u>
	£	£
Salaries	65,658	57,954
Social security costs	3,806	3,332
Pension costs	1,870	1,144
	<u>71,334</u>	<u>62,430</u>
Average number of employees	7	7
Average number of employees (expressed as full time equivalents)	2.5	2.2

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 comprised

	<u>2010</u>	<u>2009</u>
	£	£
Specialist advice services for Money Matters Project	126	312
IT Consultancy	40	-
Adviser training costs subcontracted	1,320	-
	<u>1,486</u>	<u>312</u>

Trustee indemnity insurance was purchased at a cost of £157 (2009 £126)

Camberley Citizens Advice Bureau

Notes to the financial statements for the year ended 31 March 2010

6 Tangible fixed assets

	<u>Office Equipment</u>	<u>Computer Equipment</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Cost			
Beginning of year	2,184	1,745	3,929
Additions	460	-	460
End of year	<u>2,644</u>	<u>1,745</u>	<u>4,389</u>
Depreciation			
Beginning of year	870	1,609	2,479
Charge for year	801	136	937
End of year	<u>1,671</u>	<u>1,745</u>	<u>3,416</u>
Net book value			
Beginning of year	<u>1,314</u>	<u>136</u>	<u>1,450</u>
End of year	<u>973</u>	<u>-</u>	<u>973</u>

7 Creditors Amounts falling due within one year

	<u>2010</u>	<u>2009</u>
	<u>£</u>	<u>£</u>
Trade creditors	3,293	2,190
Payroll taxes & liabilities	3,624	3,804
Deferred income	11,787	34,478
	<u>18,704</u>	<u>40,472</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

<u>Source of income</u>	<u>Amount 2010</u>	<u>Amount 2009</u>	<u>Note</u>
	<u>£</u>	<u>£</u>	
Surrey Heath Borough Council	-	17,527	Received in advance for 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	6,599	Payment received in advance for 3 year Debt Advisory Service
Donations received for Sky Dive, sponsored event	1,140	-	Funds to be utilized in year to 31 March 2011
Department for Communities and Local Government	4,048	7,182	Money Matters project
	<u>11,787</u>	<u>34,478</u>	

8 Analysis of net assets between Funds

	<u>Accumulated Funds</u>	<u>Restricted Funds</u>	<u>Designated Funds</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Fixed Assets	973	-	-	973
Current Assets	79,705	658	15,204	95,567
Current Liabilities	(18,704)	-	-	(18,704)
Net Assets	<u>61,974</u>	<u>658</u>	<u>15,204</u>	<u>77,836</u>

Camberley Citizens Advice Bureau

Notes to the financial statements for the year ended 31 March 2010

9 Funds of the Charity

Movement in Restricted Funds

	<u>Debt Advisory Service</u>	<u>Additional Hours of Advice</u>	<u>Money Matters</u>	<u>Telecom Project</u>	<u>Provision of Premises</u>	<u>Total Restricted Funds</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Balance 1 April 2009	61	149	-	-	-	210
Incoming resources	7,000	19,764	3,134	4,000	18,500	52,398
Resources expended	(6,403)	(20,425)	(908)	(5,416)	(18,500)	(51,652)
Transfers to Accumulated Funds	-	512	(2,226)	1,416	-	(298)
Balance carried forward 31 March 2010	658	-	-	-	-	658

Movement in Designated Funds

	<u>Redundancy</u>	<u>Debt Advisory Service</u>	<u>Total Designated Funds</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Balance 1 April 2009	12,976	2,106	15,082
Transfers from Accumulated Funds	122	-	122
Balance carried forward 31 March 2010	13,098	2,106	15,204

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 for a period of 3 years.

10 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.

11 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.