REGISTERED COMPANY NUMBER: 06930004 (England and Wales) REGISTERED CHARITY NUMBER: 1130946

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2013

for
HARROGATE CITIZEN ADVICE BUREAU

THURSDAY

A22 24/10/2013 COMPANIES HOUSE #39

Beckingtons
2 Clifton Moor Business
Village
James Nicolson Link
York
North Yorkshire
YO30 4XG

Contents of the Financial Statements for the Year Ended 31 March 2013

	Page
Report of the Trustees	1 to 2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5 to 6
Notes to the Financial Statements	7 to 15
Detailed Statement of Financial Activities	16 to 17

Report of the Trustees

for the Year Ended 31 March 2013

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06930004 (England and Wales)

Registered Charity number

1130946

Registered office

Audrey Burton House

Queensway

Harrogate

North Yorkshire

HG1 5LX

Trustees

J Chapman

G Charlton

P Shore

D Mills

N Case-Leng

P Darvill

S Jowett

J H Furness

S E Watson

- resigned 23 2 13

- appointed 15 10 12

- appointed 15 10 12

Company Secretary

C Barber

Independent examiner

Mr D Beckington

FCCA

Beckingtons

2 Clifton Moor Business

Village

James Nicolson Link

York

North Yorkshire

YO30 4XG

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error

Report of the Trustees for the Year Ended 31 March 2013

ON BEHALF OF THE BOARD

RELOVE PATRICIA ANNE SHORE

P Shore - Trustee

23 September 2013

Independent Examiner's Report to the Trustees of HARROGATE CITIZEN ADVICE BUREAU

I report on the accounts for the year ended 31 March 2013 set out on pages four to fifteen

Respective responsibilities of trustees and examiner

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

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

Basis of the 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 statements 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 and 387 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements
 of Sections 394 and 395 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

Mr D Beckington FCCA Beckingtons 2 Clifton Moor Business Village James Nicolson Link York

North Yorkshire YO30 4XG

Date 23rd September 2013

Statement of Financial Activities for the Year Ended 31 March 2013

		Unrestricted funds	Restricted funds	31 3 13 Total funds	31 3 12 Total funds
incoming resources	Notes	£	£	£	£
Incoming resources from generated funds					
Voluntary income	2	2,030	160,828	162,858	53,526
Activities for generating funds	3	26,952	100,020	26,952	45,612
Investment income	4	1,329	-	1,329	816
Incoming resources from charitable activities		,		- ,	
Disability Information Service		-	19,142	19,142	22,463
Mental Health Welfare		-	12,157	12,157	12,133
DTI Financial Inclusion Fund (Face to Face Debt					
Advice Project)		-	51,138	51,138	48,809
General Advice and Advocacy		114,065	-	114,065	93,699
Welfare Benefits		-	-	-	17,366
Advice Services Fund		-	68,065	68,065	-
Service Level Agreement		-	18,500	18,500	-
Other incoming resources		618	-	618	20
Total incoming resources		144,994	329,830	474,824	294,444
RESOURCES EXPENDED Charitable activities					
Disability Information Service		-	20,194	20,194	25,020
Mental Health Welfare		-	11,340	11,340	12,173
DTI Financial Inclusion Fund (Face to Face Debt					
Advice Project)		-	51,140	51,140	53,034
Legal Services Commission		51,587	-	51,587	46,698
General Advice and Advocacy		39,051	-	39,051	85,394
Welfare Benefits		-	-	-	24,316
County Court Duty Sceme		-	1	1	2,710
Fixed Assets		939	-	939	2,215
Property		-	16,775	16,775	382
Advice Services Fund		-	68,063	68,063	-
Service Level Agreement			20,015	20,015	
Total resources expended		91,577	187,528	279,105	251,942
NET INCOMING RESOURCES BEFORE TRANSFERS		53,417	142,302	195,719	42,502
Gross transfers between funds	13	(2,566)	2,566	-	-
Net incoming/(outgoing) resources		50,851	144,868	195,719	42,502
RECONCILIATION OF FUNDS					
Total funds brought forward		87,898	60,468	148,366	105,864
TOTAL FUNDS CARRIED FORWARD		138,749	205,336	344,085	148,366

Balance Sheet At 31 March 2013

		Unrestricted	Restricted	31 3 13 Total	31 3 12 Total
		funds	funds	funds	funds
	Notes	£	£	£	£
FIXED ASSETS Tangible assets	9	1,109	706,598	707,707	2,048
CURRENT ASSETS					
Work in progress		9,000	-	9,000	9,250
Debtors	10	-	140	140	47,406
Cash at bank and in hand		132,471	15,937	148,408	159,355
		141,471	16,077	157,548	216,011
CREDITORS					
Amounts falling due within one year	11	(3,831)	(34,647)	(38,478)	(69,693)
					
NET CURRENT ASSETS/(LIABILITIES)		137,640	(18,570)	119,070	146,318
TOTAL ASSETS LESS CURRENT LIABILITIES		138,749	688,028	826,777	148,366
CREDITORS					
Amounts falling due after more than one year	12	-	(482,692)	(482,692)	₹
					
NET ASSETS		138,749	205,336 =====	344,085	148,366
FUNDS	13				
Unrestricted funds				138,749	87,898
Restricted funds				205,336	60,468
TOTAL FUNDS				344,085	148,366

Balance Sheet - continued At 31 March 2013

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2013

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2013 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on 23 September 2013 and were signed on its behalf by

PAIRICIA ANNE SHOPE
P Shore - Trustee

The notes form part of these financial statements

Notes to the Financial Statements for the Year Ended 31 March 2013

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Freehold property

- in accordance with the property

Fixtures and fittings

- 20% on cost

Computer equipment

- 20% on cost

Work in progress

Work in progress based on the amount of work carried out on legal help cases which has not been claimed from the Legal Services Commission

Taxation

The charity is exempt from corporation tax on its charitable activities

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

2. VOLUNTARY INCOME

	Donations Charitable trust donations	31 3 13 £ 4,060 158,798	31 3 12 £ 7,526 46,000
		162,858	53,526
3.	ACTIVITIES FOR GENERATING FUNDS		
	LSC contracts and fees	31 3 13 £ 26,952	31 3 12 £ 45,612

Notes to the Financial Statements - continued for the Year Ended 31 March 2013

4. INVESTMENT INCOME

Fixed Assets

Advice Services Fund

Service Level Agreement

Property

	Deposit account interest				£ 1,329	£ 816
5	SUPPORT COSTS					
		Staff	Office	Premises	Governance	Totals
	Disability Information	£	£	£	£	£
	Service	17,619	1,248	1.217	110	20 104
	Mental Health Welfare	9,848	725	701	66	20,194 11,340
	DTI Financial Inclusion	2,040	123	701	00	11,340
	Fund (Face to Face Debt					
	Advice Project)	44,368	3,211	2,806	755	51,140
	Legal Services Commission	44,305	3,919	3,028	335	51,587
	General Advice and	44,505	3,517	3,020	333	31,367
	Advocacy	23,924	7,742	6,720	665	39,051
	County Court Duty Sceme	23,724	,,,,,	0,720	1	39,031
	Danie Court Duty Doome		-	•		1

12,836

2,867

1,415

33,963

435

2,953

1,034

18,894

939

3,401

62,023

17,471

223,898

31 3 13

103

220

95

2,350

31 3 12

939

16,775

68,063

20,015

279,105

Support costs, included in the above, are as follows

Notes to the Financial Statements - continued for the Year Ended 31 March 2013

5. SUPPORT COSTS - continued

Staff

Trustees' expenses Wages Social security Training Travel and subsistence Volunteer expenses Sundry staff costs Depreciation of tangible fixed assets		Disability Information Service £ 12 16,166 1,012 65 325 26 13	Mental Health Welfare £ 7 9,086 569 21 143 15 7 - 9,848	DTI Financial Inclusion Fund (Face to Face Debt Advice Project) £ 27 40,703 2,548 260 740 61 29
		General		
	Legal Services	Advice and		
	Commission	Advocacy	Fixed Assets	Property
	£	£	£	£
Trustees' expenses	29	69	-	-
Wages	41,183	18,889	-	-
Social security	2,578	1,182	-	-
Training Travel and subsistence	142 277	526 755	-	-
Volunteer expenses	65	2,433	-	26
Sundry staff costs	31	70	_	20
Depreciation of tangible fixed assets	•	,,,	939	3,375
,				
	44,305	23,924 ———	939	3,401
	a d	0 1	31 3 13	31 3 12
	Advice Services Fund	Service Level	Total activities	Total cotuutica
	£	Agreement	Total activities	Total activities
Trustees' expenses	22	- 11	1 7 7	252
Wages	57,294	16,298	199,619	183,714
Social security	3,586	1,020	12,495	13,245
Training	236	14	1,264	1,092
Travel and subsistence	328	95	2,663	3,323
Volunteer expenses	64	22	2,712	2,919
Sundry staff costs	493	11	654	144
Depreciation of tangible fixed assets			4,314	2,215
	62,023	17,471	223,898	206,904
	===	=====	====	====

Notes to the Financial Statements - continued for the Year Ended 31 March 2013

5. SUPPORT COSTS - continued

Office

	Disability		DTI Financial Inclusion Fund (Face to Face		General
	Information	Mental Health	Debt Advice	Legal Services	Advice and
	Service	Welfare	Project)	Commission	Advocacy
	£	£	£	£	£
Telephone	319	184	978	793	1,759
Printing and stationery	301	173	693	748	1,660
Postage	100	58	230	305	553
Repairs and renewals	65	32	127	924	1,493
Legal and professional fees	47	27	109	118	265
Reference materials	396	239	1,027	980	1,900
Sundry office expenses	20	12	47	51	112
•					
	1,248	725	3,211	3,919	7,742
				===	
				31 3 13	31 3 12
		Advice	Service Level		
	Property	Services Fund	Agreement	Total activities	Total activities
	£	£	£	£	£
Telephone	7,929	773	271	13,006	5,111
Printing and stationery	43	730	255	4,603	3,710
Postage	-	242	85	1,573	2,120
Repairs and renewals	444	155	47	3,287	8,154
Legal and professional fees	-	115	459	1,140	686
Reference materials	4.420	803	281	5,626	5,404
Sundry office expenses				4,728	590
	12,836	2,867	1,415	33,963	25,775
	====	====	=====		====

Notes to the Financial Statements - continued for the Year Ended 31 March 2013

5. SUPPORT COSTS - continued

Premises

			DTI Financial		
			Inclusion Fund		
	Disability		(Face to Face		General
	Information	Mental Health	Debt Advice	Legal Services	Advice and
	Service	Welfare	Project)	Commission	Advocacy
	£	£	£	£	£
Rent	1,045	601	2,407	2,597	5,765
Insurance	76	44	176	190	421
Light and heat	57	33	132	143	317
Sundry property costs	39	23	91	98	217
					
	1,217	701	2,806	3,028	6,720
	===		<u> </u>	==	
				31 3 13	31 3 12
		Advice	Service Level		
	Property	Services Fund	Agreement	Total activities	Total activities
	£	£	£	£	£
Rent	-	2,534	887	15,836	17,425
Insurance	265	185	65	1,422	574
Light and heat	170	139	49	1,040	-
Sundry property costs	•	95	33	596	-
					
	435	2,953	1,034	18,894	17,999
					====

Notes to the Financial Statements - continued for the Year Ended 31 March 2013

5. SUPPORT COSTS - continued

Governance

Accountancy AGM and meeting expenses Legal and professional fees Sundry governance expenses Bank charges		Disability Information Service £ 79 5 1 12 13	Mental Health Welfare £ 45 3 1 7 10 66	DTI Financial Inclusion Fund (Face to Face Debt Advice Project) £ 183 12 2 528 30 755
Accountancy AGM and meeting expenses Legal and professional fees Sundry governance expenses Bank charges	Legal Services Commission £ 197 13 2 90 33 — 335	General Advice and Advocacy £ 472 32 6 73 82 665	County Court Duty Sceme £	Property £
Accountancy AGM and meeting expenses Legal and professional fees Sundry governance expenses Bank charges	Advice Services Fund £ 156 11 2 24 27 220	Service Level Agreement £ 67 5 1 11 11 95	31 3 13 Total activities £ 1,199 81 15 746 309 2,350	31 3 12 Total activities £ 839 107 114 204 1,264

6. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting)

	31 3 13	31 3 12
	£	£
Depreciation - owned assets	4,314	2,215
	====	

Notes to the Financial Statements - continued for the Year Ended 31 March 2013

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012

	Trustees' expenses				
	Trustees' expenses			31 3 13 £ 177	31 3.12 £ 252
	2 trustees received travelling expenses				
8.	STAFF COSTS				
	Wages and salaries Social security costs			31 3 13 £ 199,619 12,495 212,114	31 3 12 £ 183,714 13,245 196,959
9.	TANGIBLE FIXED ASSETS				
,,		Freehold property	Fixtures and fittings £	Computer equipment £	Totals £
	COST At 1 April 2012 Additions	709,973	4,120	3,239	7,359 709,973
	At 31 March 2013	709,973	4,120	3,239	717,332
	DEPRECIATION At 1 April 2012 Charge for year	3,375	2,072 939	3,239	5,311 4,314
	At 31 March 2013	3,375	3,011	3,239	9,625
	NET BOOK VALUE At 31 March 2013	706,598	1,109	<u> </u>	707,707
	At 31 March 2012	-	2,048	-	2,048
10	Included in cost or valuation of land and buildings is				
10.	DEBTORS: AMOUNTS FALLING DUE WITH	IIN ONE YE.	AK		
	Trade debtors Other debtors			31 3 13 £ 140	31 3 12 £ 10,617 36,789

140

47,406

Notes to the Financial Statements - continued for the Year Ended 31 March 2013

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

			31 3 13	31 3 12
			£	£
Other creditors			2,981	-
Accrued expenses			15,064	1,628
Deferred grants and donations			20,433	68,065
			38,478	69,693
CREDITORS: AMOUNTS FALLING	DUE AFTER MORE	THAN ONE Y		
				31 3 12
Deferred arents and denotions				£
Deterred grants and donations			482,692	
MOVEMENT IN FUNDS				
		Net movement	Transfers	
	At 1 4 12	ın funds	between funds	At 31 3 13
Umaraturated Cond-	£	£	£	£
	95 950	79.090	(27.100)	127 640
	63,630			137,640
Fixed Assets	2,048	(939)	24,033	1,109
	87,898	53,417	(2,566)	138,749
Restricted funds				
	-	(1,052)	1.052	-
Mental Health Welfare	8,170	` [′] 819 [′]	-	8,989
County Court Duty Scheme	1	(1)	-	· -
Property Fund	52,297	144,050	-	196,347
Service Level Agreement	<u> </u>	(1,514)	1,514	
	60,468	142,302	2,566	205,336
TOTAL FUNDS	148,366	195,719		344,085
	Accrued expenses Deferred grants and donations CREDITORS: AMOUNTS FALLING I Deferred grants and donations MOVEMENT IN FUNDS Unrestricted funds General Advice and Advocacy Legal Services Commission Fixed Assets Restricted funds Disability Information Service Mental Health Welfare County Court Duty Scheme Property Fund Service Level Agreement	Accrued expenses Deferred grants and donations CREDITORS: AMOUNTS FALLING DUE AFTER MORE Deferred grants and donations MOVEMENT IN FUNDS At 1 4 12 £ Unrestricted funds General Advice and Advocacy 85,850 Legal Services Commission - Fixed Assets 2,048 Restricted funds Disability Information Service 487,898 Restricted Health Welfare 8,170 County Court Duty Scheme 1 Property Fund 52,297 Service Level Agreement - 60,468	CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR	Other creditors £ 2,981 Accrued expenses 15,064 Deferred grants and donations 20,433 CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR MOVEMENT IN FUNDS MOVEMENT IN FUNDS Net movement in funds for the funds funds for the funds for the funds funds funds for the funds funds funds funds for the funds funds funds funds funds funds for the funds f

Notes to the Financial Statements - continued for the Year Ended 31 March 2013

13. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows

	Incoming resources	Resources expended £	Movement in funds
Unrestricted funds	-	~	-
General Advice and Advocacy	118,040	(39,051)	78,989
Legal Services Commission	26,954	(51,587)	(24,633)
Fixed Assets	-	(939)	(939)
	144,994	(91,577)	53,417
Restricted funds			
Disability Information Service	19,142	(20,194)	(1,052)
Mental Health Welfare	12,159	(11,340)	819
DTI Financial Inclusion Fund (Face to Face Debt Advice			
Project)	51,140	(51,140)	-
Property Fund	160,825	(16,775)	144,050
Advice Services Fund	68,063	(68,063)	-
Service Level Agreement	18,501	(20,015)	(1,514)
County Court Duty Scheme	-	(1)	(1)
	329,830	(187,528)	142,302
TOTAL FUNDS	474,824	(279,105)	195,719

The balances will be carried forward and used as follows -

The deficit on the Disability Information Service North Yorkshire has been funded from the bureau's unrestricted reserves

The balance on the Mental Health Project will be utilised in the continuation of the service

The Face to Face Debt Advice Project is to continue

The Advice Services Fund Project ended at 31 3 13

The deficit on the Service Level Agreement has been funded from unrestricted reserves and the project has ended

The balance on the Property Fund will be utilised in the completion of the building

14. RELATED PARTY DISCLOSURES

There were no related party transactions during the year

<u>Detailed Statement of Financial Activities</u> <u>for the Year Ended 31 March 2013</u>

	31 3 13 £	31 3 12 £
INCOMING RESOURCES		
Voluntary income		
Donations Charitable trust donations	4,060 158,798	7,526 46,000
Chartable frust dollarons	138,798	40,000
	162,858	53,526
Activities for generating funds		
LSC contracts and fees	26,952	45,612
Investment income		
Deposit account interest	1,329	816
Incoming resources from charitable activities		
Grants	283,067	194,470
Other incoming resources		
Sundry income	618	20
Total and a second		
Total incoming resources	474,824	294,444
RESOURCES EXPENDED		
Resources expended		
Staff		
Trustees' expenses	177	252
Wages	199,619	183,714
Social security	12,495	13,245
Training Travel and subsistence	1,264	1,092
Volunteer expenses	2,663 2,712	3,323 2,919
Sundry staff costs	654	144
Freehold property	3,375	144
Fixtures and fittings	939	940
Computer equipment	-	1,275
	223,898	206,904
Office	223,070	200,501
Telephone	13,006	5,111
Printing and stationery	4,603	3,710
Postage	1,573	2,120
Repairs and renewals	3,287	8,154
Legal and professional fees	1,140	686
Reference materials	5,626	5,404
Sundry office expenses	4,728	590
	33,963	25,775

<u>Detailed Statement of Financial Activities</u> <u>for the Year Ended 31 March 2013</u>

	31 3 13	31 3 12
	£	£
Premises		
Rent	15,836	17,425
Insurance	1,422	574
Light and heat	1,040	-
Sundry property costs	596	-
	18,894	17,999
Governance		
Accountancy	1,199	839
AGM and meeting expenses	81	107
Legal and professional fees	15	114
Sundry governance expenses	746	-
Bank charges	309	204
	2,350	1,264
Total resources expended	279,105	251,942
Net income	195,719	42,502
		