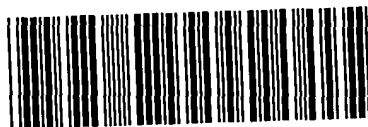


REGISTERED COMPANY NUMBER: 06930004 (England and Wales)
REGISTERED CHARITY NUMBER: 1130946

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2014
for
HARROGATE CITIZEN ADVICE BUREAU

THURSDAY



A3GOEHRD

A37

18/09/2014

#190

COMPANIES HOUSE

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

HARROGATE CITIZEN ADVICE BUREAU

Contents of the Financial Statements
for the Year Ended 31 March 2014

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Detailed Statement of Financial Activities	16 to 17

HARROGATE CITIZEN ADVICE BUREAU

Report of the Trustees **for the Year Ended 31 March 2014**

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 2014. 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 - resigned 23.2.14
P Shore
D Mills
N Case-Leng
S Jowett
J H Furness
S E Watson - resigned 14.10.13

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

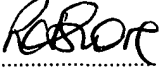
Governing document

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.

ON BEHALF OF THE BOARD :

PATRICIA ANNE SMOKE


.....
P Shore - Trustee

Date: 01.09.2014

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

I report on the accounts for the year ended 31 March 2014 set out on pages three 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: 09/09/2014

HARROGATE CITIZEN ADVICE BUREAU

Statement of Financial Activities **for the Year Ended 31 March 2014**

	Notes	Unrestricted funds £	Restricted funds £	31.3.14 Total funds £	31.3.13 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	3,636	28,283	31,919	162,858
Activities for generating funds	3	14,467	-	14,467	26,952
Investment income	4	788	-	788	1,329
Incoming resources from charitable activities					
Disability Information Service		-	19,142	19,142	19,142
Mental Health Welfare		-	12,157	12,157	12,157
DTI Financial Inclusion Fund (Face to Face Debt Advice Project)		-	55,335	55,335	51,138
General Advice and Advocacy		97,732	-	97,732	114,065
Welfare Benefits		-	18,710	18,710	-
Advice Services Fund		-	-	-	68,065
Service Level Agreement		-	-	-	18,500
Advice Services Transition Fund		-	63,420	63,420	-
Other incoming resources		1,126	-	1,126	618
Total incoming resources		117,749	197,047	314,796	474,824
RESOURCES EXPENDED					
Charitable activities					
Disability Information Service		-	20,477	20,477	20,194
Mental Health Welfare		-	12,331	12,331	11,340
DTI Financial Inclusion Fund (Face to Face Debt Advice Project)		-	55,336	55,336	51,140
Legal Services Commission		24,906	-	24,906	51,587
General Advice and Advocacy		78,792	-	78,792	39,051
Welfare Benefits		-	13,794	13,794	-
County Court Duty Scheme		-	-	-	1
Fixed Assets		554	-	554	939
Property		-	21,485	21,485	16,775
Advice Services Fund		-	-	-	68,063
Service Level Agreement		-	-	-	20,015
Advice Services Transition Fund		-	36,179	36,179	-
Other resources expended		-	10,922	10,922	-
Total resources expended		104,252	170,524	274,776	279,105
NET INCOMING RESOURCES BEFORE TRANSFERS					
		13,497	26,523	40,020	195,719
Gross transfers between funds	13	(1,844)	1,844	-	-
Net incoming/(outgoing) resources		11,653	28,367	40,020	195,719

The notes form part of these financial statements

HARROGATE CITIZEN ADVICE BUREAU

Statement of Financial Activities - continued
for the Year Ended 31 March 2014

	Notes	Unrestricted funds £	Restricted funds £	31.3.14 Total funds £	31.3.13 Total funds £
RECONCILIATION OF FUNDS					
Total funds brought forward		138,749	205,336	344,085	148,366
TOTAL FUNDS CARRIED FORWARD		<u>150,402</u>	<u>233,703</u>	<u>384,105</u>	<u>344,085</u>

The notes form part of these financial statements

HARROGATE CITIZEN ADVICE BUREAU

Balance Sheet

At 31 March 2014

	Notes	Unrestricted funds £	Restricted funds £	31.3.14 Total funds £	31.3.13 Total funds £
FIXED ASSETS					
Tangible assets	9	555	686,345	686,900	707,707
CURRENT ASSETS					
Work in progress		-	-	-	9,000
Debtors	10	-	-	-	140
Prepayments and accrued income		-	1,860	1,860	-
Cash at bank and in hand		151,162	41,505	192,667	148,408
		<u>151,162</u>	<u>43,365</u>	<u>194,527</u>	<u>157,548</u>
CREDITORS					
Amounts falling due within one year	11	(1,315)	(33,568)	(34,883)	(38,478)
NET CURRENT ASSETS		<u>149,847</u>	<u>9,797</u>	<u>159,644</u>	<u>119,070</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		150,402	696,142	846,544	826,777
CREDITORS					
Amounts falling due after more than one year	12	-	(462,439)	(462,439)	(482,692)
NET ASSETS		<u>150,402</u>	<u>233,703</u>	<u>384,105</u>	<u>344,085</u>
FUNDS	13				
Unrestricted funds				150,402	138,749
Restricted funds				<u>233,703</u>	<u>205,336</u>
TOTAL FUNDS				<u>384,105</u>	<u>344,085</u>

The notes form part of these financial statements

HARROGATE CITIZEN ADVICE BUREAU

Balance Sheet - continued

At 31 March 2014

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2014.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2014 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 1ST SEPTEMBER 2014 and were signed on its behalf by:

PATRICIA ANNE SHORE



.....
P Shore -Trustee

HARROGATE CITIZEN ADVICE BUREAU

Notes to the Financial Statements **for the Year Ended 31 March 2014**

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

	31.3.14	31.3.13
	£	£
Donations	9,666	4,060
Charitable trust donations	22,253	158,798
	<u>31,919</u>	<u>162,858</u>

3. ACTIVITIES FOR GENERATING FUNDS

	31.3.14	31.3.13
	£	£
LSC contracts and fees	<u>14,467</u>	<u>26,952</u>

HARROGATE CITIZEN ADVICE BUREAU

Notes to the Financial Statements - continued **for the Year Ended 31 March 2014**

4. INVESTMENT INCOME

	31.3.14	31.3.13
	£	£
Deposit account interest	788	1,329

5. SUPPORT COSTS

	Staff £	Office £	Premises £	Governance £	Totals £
Disability Information Service	18,309	1,131	952	85	20,477
Mental Health Welfare DTI Financial Inclusion Fund (Face to Face Debt Advice Project)	10,857	869	556	49	12,331
Legal Services Commission General Advice and Advocacy	50,173	2,755	2,212	196	55,336
Welfare Benefits	21,700	1,918	1,103	185	24,906
Fixed Assets	55,389	12,066	10,399	938	78,792
Property	12,550	591	635	18	13,794
Advice Services Transition Fund	554	-	-	-	554
	20,253	-	1,203	29	21,485
	32,121	2,391	1,623	44	36,179
	221,906	21,721	18,683	1,544	263,854

Support costs, included in the above, are as follows:

HARROGATE CITIZEN ADVICE BUREAU

Notes to the Financial Statements - continued **for the Year Ended 31 March 2014**

5. SUPPORT COSTS - continued

Staff

	Disability Information Service £	Mental Health Welfare £	DTI Financial Inclusion Fund (Face to Face Debt Advice Project) £
Trustees' expenses	7	4	17
Wages	16,923	9,982	45,880
Social security	1,173	692	3,180
Training	1	21	248
Travel and subsistence	134	116	679
Volunteer expenses	39	23	91
Sundry staff costs	32	19	78
Depreciation of tangible fixed assets	-	-	-
	<u>18,309</u>	<u>10,857</u>	<u>50,173</u>

	Legal Services Commission £	General Advice and Advocacy £	Welfare Benefits £	Fixed Assets £
Trustees' expenses	16	79	1	-
Wages	20,060	47,371	11,513	-
Social security	1,390	3,283	798	-
Training	3	460	-	-
Travel and subsistence	157	921	185	-
Volunteer expenses	40	2,922	29	-
Sundry staff costs	34	353	24	-
Depreciation of tangible fixed assets	-	-	-	554
	<u>21,700</u>	<u>55,389</u>	<u>12,550</u>	<u>554</u>

31.3.14 31.3.13

	Property £	Advice Services Transition Fund £	Total activities £	Total activities £
Trustees' expenses	-	4	128	177
Wages	-	29,182	180,911	199,619
Social security	-	2,023	12,539	12,495
Training	-	561	1,294	1,264
Travel and subsistence	-	217	2,409	2,663
Volunteer expenses	-	73	3,217	2,712
Sundry staff costs	-	61	601	654
Depreciation of tangible fixed assets	20,253	-	20,807	4,314
	<u>20,253</u>	<u>32,121</u>	<u>221,906</u>	<u>223,898</u>

HARROGATE CITIZEN ADVICE BUREAU

Notes to the Financial Statements - continued for the Year Ended 31 March 2014

5. SUPPORT COSTS - continued

Office

	Disability Information Service £	Mental Health Welfare £	DTI Financial Inclusion Fund (Face to Face Debt Advice Project) £	Legal Services Commission £
Office insurance	33	19	77	48
Telephone	323	188	943	464
Printing and stationery	232	136	539	334
Postage	112	65	262	227
Repairs and renewals	74	44	173	390
Legal and professional fees	38	22	87	54
Reference materials	314	392	662	394
Sundry office expenses	5	3	12	7
	<u>1,131</u>	<u>869</u>	<u>2,755</u>	<u>1,918</u>
			31.3.14	31.3.13

	General Advice and Advocacy £	Welfare Benefits £	Advice Services Transition Fund £	Total activities £	Total activities £
Office insurance	357	18	46	598	-
Telephone	3,485	175	446	6,024	13,006
Printing and stationery	2,698	126	607	4,672	4,603
Postage	1,210	61	155	2,092	1,573
Repairs and renewals	805	40	699	2,225	3,287
Legal and professional fees	406	20	52	679	1,140
Reference materials	3,049	148	379	5,338	5,626
Sundry office expenses	56	3	7	93	4,728
	<u>12,066</u>	<u>591</u>	<u>2,391</u>	<u>21,721</u>	<u>33,963</u>

HARROGATE CITIZEN ADVICE BUREAU

Notes to the Financial Statements - continued for the Year Ended 31 March 2014

5. SUPPORT COSTS - continued

Premises

	Disability Information Service £	Mental Health Welfare £	DTI Financial Inclusion Fund (Face to Face Debt Advice Project) £	Legal Services Commission £	General Advice and Advocacy £
Rent	-	-	-	-	-
Property insurance	33	19	76	38	352
Light and heat	322	188	749	373	3,452
Rates	14	8	33	17	154
Cleaning, repairs and maintenance	583	341	1,354	675	6,242
Sundry property costs	-	-	-	-	-
Sundries	-	-	-	-	199
	<u>952</u>	<u>556</u>	<u>2,212</u>	<u>1,103</u>	<u>10,399</u>
				31.3.14	31.3.13
	Welfare Benefits £	Property £	Advice Services Transition Fund £	Total activities £	Total activities £
Rent	-	-	-	-	15,836
Property insurance	22	-	56	596	1,422
Light and heat	215	63	549	5,911	1,040
Rates	10	-	25	261	-
Cleaning, repairs and maintenance	388	-	993	10,576	-
Sundry property costs	-	1,140	-	1,140	596
Sundries	-	-	-	199	-
	<u>635</u>	<u>1,203</u>	<u>1,623</u>	<u>18,683</u>	<u>18,894</u>

HARROGATE CITIZEN ADVICE BUREAU

Notes to the Financial Statements - continued **for the Year Ended 31 March 2014**

5. SUPPORT COSTS - continued

Governance

	Disability Information Service £	Mental Health Welfare £	DTI Financial Inclusion Fund (Face to Face Debt Advice Project) £	Legal Services Commission £	General Advice and Advocacy £
Accountancy	67	39	155	147	743
AGM and meeting expenses	3	2	8	7	37
Legal and professional fees	1	-	2	2	8
Sundry governance expenses	-	-	-	-	-
Bank charges	14	8	31	29	150
	<u>85</u>	<u>49</u>	<u>196</u>	<u>185</u>	<u>938</u>
				31.3.14	31.3.13
	Welfare Benefits £	Property £	Advice Services Transition Fund £	Total activities £	Total activities £
Accountancy	14	-	35	1,200	1,199
AGM and meeting expenses	1	-	2	60	81
Legal and professional fees	-	-	-	13	15
Sundry governance expenses	-	-	-	-	746
Bank charges	3	29	7	271	309
	<u>18</u>	<u>29</u>	<u>44</u>	<u>1,544</u>	<u>2,350</u>

6. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.14 £	31.3.13 £
Depreciation - owned assets	<u>20,807</u>	<u>4,314</u>

HARROGATE CITIZEN ADVICE BUREAU

Notes to the Financial Statements - continued **for the Year Ended 31 March 2014**

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2014 nor for the year ended 31 March 2013.

Trustees' expenses

	31.3.14	31.3.13
	£	£
Trustees' expenses	128	177
	<u> </u>	<u> </u>

2 trustees received travelling expenses.

8. STAFF COSTS

	31.3.14	31.3.13
	£	£
Wages and salaries	180,911	199,619
Social security costs	12,539	12,495
	<u> </u>	<u> </u>
	193,450	212,114
	<u> </u>	<u> </u>

The average monthly number of employees during the year was as follows:

	31.3.14	31.3.13
Employees	13	13
	<u> </u>	<u> </u>

No employees received emoluments in excess of £60,000.

9. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 April 2013 and 31 March 2014	709,973	4,120	3,239	717,332
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
DEPRECIATION				
At 1 April 2013	3,375	3,011	3,239	9,625
Charge for year	20,253	554	-	20,807
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 March 2014	23,628	3,565	3,239	30,432
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET BOOK VALUE				
At 31 March 2014	686,345	555	-	686,900
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 March 2013	706,598	1,109	-	707,707
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Included in cost or valuation of land and buildings is freehold land of £203,654 (2013 - £203,654)

HARROGATE CITIZEN ADVICE BUREAU

Notes to the Financial Statements - continued **for the Year Ended 31 March 2014**

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.14	31.3.13
	£	£
Trade debtors	-	140
	<u> </u>	<u> </u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.14	31.3.13
	£	£
Other creditors	425	2,981
Accrued expenses	14,205	15,064
Deferred grants and donations	20,253	20,433
	<u> </u>	<u> </u>
	<u>34,883</u>	<u>38,478</u>

12. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.3.14	31.3.13
	£	£
Deferred grants and donations	462,439	482,692
	<u> </u>	<u> </u>

13. MOVEMENT IN FUNDS

	At 1.4.13	Net movement	Transfers	At 31.3.14
	£	in funds	between funds	£
		£	£	
Unrestricted funds				
General Advice and Advocacy	137,640	24,493	(52,768)	109,365
Legal Services Commission	-	(10,442)	10,442	-
Fixed Assets	1,109	(554)	-	555
Redundancy Provision Fund	-	-	40,482	40,482
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	138,749	13,497	(1,844)	150,402
 Restricted funds				
Welfare Benefits	-	4,917	-	4,917
Disability Information Service	-	(1,337)	1,337	-
Mental Health Welfare	8,989	(176)	-	8,813
Property Fund	196,347	6,800	507	203,654
Advice Services Transition Fund	-	16,319	-	16,319
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	205,336	26,523	1,844	233,703
 TOTAL FUNDS	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	<u>344,085</u>	<u>40,020</u>	<u>-</u>	<u>384,105</u>

HARROGATE CITIZEN ADVICE BUREAU

Notes to the Financial Statements - continued **for the Year Ended 31 March 2014**

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	103,285	(78,792)	24,493
Legal Services Commission	14,464	(24,906)	(10,442)
Fixed Assets	-	(554)	(554)
	<hr/> 117,749	<hr/> (104,252)	<hr/> 13,497
Restricted funds			
Welfare Benefits	18,711	(13,794)	4,917
Disability Information Service	19,140	(20,477)	(1,337)
Mental Health Welfare	12,155	(12,331)	(176)
DTI Financial Inclusion Fund (Face to Face Debt Advice Project)	55,336	(55,336)	-
Property Fund	28,285	(21,485)	6,800
Advice Services Transition Fund	63,420	(47,101)	16,319
	<hr/> 197,047	<hr/> (170,524)	<hr/> 26,523
TOTAL FUNDS	<hr/> <hr/> 314,796	<hr/> <hr/> (274,776)	<hr/> <hr/> 40,020

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 balance on the Welfare Benefits Partnership will be utilised in the continuation of the service.

The balance on the Advice Services Transition Fund will be utilised in the continuation of the service.

The Legal Services Commission contract has finished and the outstanding deficit on this unrestricted fund has been cleared.

The Property Fund has been treated as a non-depreciating asset which will stand at £203,654. (The original site cost including searches and legal fees)

At the Trustee board meeting of 23rd September 2013 the Trustees resolved to designate funds equivalent to the annual redundancy liability within the unrestricted reserves.

14. RELATED PARTY DISCLOSURES

There were no related party transactions during the year.

HARROGATE CITIZEN ADVICE BUREAU

Detailed Statement of Financial Activities **for the Year Ended 31 March 2014**

	31.3.14 £	31.3.13 £
INCOMING RESOURCES		
Voluntary income		
Donations	9,666	4,060
Charitable trust donations	22,253	158,798
	<hr/> 31,919	<hr/> 162,858
Activities for generating funds		
LSC contracts and fees	14,467	26,952
Investment income		
Deposit account interest	788	1,329
Incoming resources from charitable activities		
Grants	266,496	283,067
Other incoming resources		
Sundry income	1,126	618
	<hr/> 314,796	<hr/> 474,824
Total incoming resources		
RESOURCES EXPENDED		
Other resources expended		
Ripon CAB	10,922	-
Resources expended		
Staff		
Trustees' expenses	128	177
Wages	180,911	199,619
Social security	12,539	12,495
Training	1,294	1,264
Travel and subsistence	2,409	2,663
Volunteer expenses	3,217	2,712
Sundry staff costs	601	654
Freehold property	20,253	3,375
Fixtures and fittings	554	939
	<hr/> 221,906	<hr/> 223,898
Office		
Office insurance	598	-
Telephone	6,024	13,006
Printing and stationery	4,672	4,603
Postage	2,092	1,573
Repairs and renewals	2,225	3,287
Legal and professional fees	679	1,140
Reference materials	5,338	5,626
Sundry office expenses	93	4,728
	<hr/> 21,721	<hr/> 33,963

This page does not form part of the statutory financial statements

HARROGATE CITIZEN ADVICE BUREAU**Detailed Statement of Financial Activities**
for the Year Ended 31 March 2014

	31.3.14 £	31.3.13 £
Premises		
Rent	-	15,836
Property insurance	596	1,422
Light and heat	5,911	1,040
Rates	261	-
Cleaning, repairs and maintenance	10,576	-
Sundries	199	-
Sundry property costs	1,140	596
	<hr/>	<hr/>
	18,683	18,894
Governance		
Accountancy	1,200	1,199
AGM and meeting expenses	60	81
Legal and professional fees	13	15
Sundry governance expenses	-	746
Bank charges	271	309
	<hr/>	<hr/>
	1,544	2,350
Total resources expended	<hr/>	<hr/>
	274,776	279,105
	<hr/>	<hr/>
Net income	<hr/>	<hr/>
	40,020	195,719