

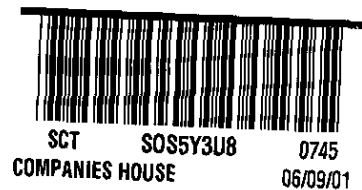
INVERNESS CITIZENS ADVICE BUREAU
FINANCIAL STATEMENTS
31 MARCH 2001

Company Registration Number SC 136118

Charity Number SC 003951

Stuart & Munro

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STUART & MUNRO
Chartered Accountants & Registered Auditors
27 Huntly Street
Inverness
IV3 5PR

INVERNESS CITIZENS ADVICE BUREAU

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2001

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INVERNESS CITIZENS ADVICE BUREAU

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

The Board of Directors	James Hendry, Convenor	- Faculty of Solicitors
	Alison Gauld, Vice Convenor	- Resident in the area
	Moray MacDonald, Company Secretary	- Resident in the area
	Jane Bennett, Bureau Manager	- Statutory Member
	Simon Cole-Hamilton, Treasurer	- Resident in the area
	Councillor Roderick Balfour	- Highland Council
	Brenda Sellar	- Resident in the area
	Margaret Cowan	- Co-opted
	Peter MacIntyre	- Volunteer staff
	Peter Loufit	- Resident in the area
Company Secretary	John Petchey	- Volunteer staff
	Malcolm Jack	- Resident in the area
	David Robertson	- Volunteer staff
Principal Address	103 Academy Street INVERNESS IV1 1LX	
Registered Office	103 Academy Street Inverness IV1 1LX	
Auditors	Stuart & Munro Chartered Accountants & Registered Auditors 27 Huntly Street Inverness IV3 5PR	
Bankers	Royal Bank of Scotland plc 29 Harbour Road Inverness IV1 1NU	

INVERNESS CITIZENS ADVICE BUREAU

DIRECTORS ANNUAL REPORT

YEAR ENDED 31 MARCH 2001

The Directors have pleasure in presenting their report and the financial statements of the charitable company for the year ended 31 March 2001. The financial statements comply with the requirements of the company's memorandum and articles of association and have been prepared in accordance with the Statement of Recommended Practice, Accounting by Charities (Scotland).

THE DIRECTORS

The directors who served the charitable company during the period were as follows:

Alasdair MacFadyen	(Resigned 27 September 2000)
Alison Gauld	
Moray MacDonald	
Jane Bennett	
Simon Cole-Hamilton	
Murdo McIver	(Resigned 27 September 2000)
James Hendry	
Brenda Sellar	
Margaret Cowan	
Peter MacIntyre	
Iain Clay	(Resigned 21 March 2001)
Peter Loutit	
Cllr. Roderick Balfour	
Malcolm Jack	
John Petchey	

Margaret Cowan resigned as a director on 27 September 2000 but was subsequently co-opted to the Board on 17 October 2000. David Robertson was appointed as a Director on 4 April 2001.

LEGAL STATUS

Inverness Citizens Advice Bureau, also known as Inverness CAB, is a company limited by guarantee and not having a share capital. The company's registration number is SC 136118.

The Bureau is recognised by the Inland Revenue as a charity for tax purposes. The Bureau's Scottish Charity Number is SC 003951.

OBJECTS

In accordance with the company's memorandum, the objects of the Bureau are to promote the education of the public in matters of mental, physical and social welfare and the relief of poverty for the benefit of the community in the Inverness and Highland area and in particular (a) to ensure that individuals do not suffer through ignorance of their rights and responsibilities or of the services available or through an inability to express their needs effectively; and (b) to exercise a responsible influence on the development of social policies and services, both locally and nationally.

To further these objectives the Bureau provides general information and advice to the public, money advice, and welfare rights advice through paid and volunteer staff. The Bureau is managed by the Board of Directors as a Committee of Management.

INVERNESS CITIZENS ADVICE BUREAU**DIRECTORS ANNUAL REPORT (CONTINUED)****YEAR ENDED 31 MARCH 2001****REVIEW OF DEVELOPMENT AND ACTIVITIES**

The Bureau continued to carry out its objectives during the year handling a similar number of enquiries to that of previous years. These Activities were funded by the Highland Council.

During the year, the Bureau also provided advocacy services for Mental Health and Craig Phadrig Reprovisioning, both separately funded by The Highland Council Social Work Department and Highland Health Board respectively.

At the year end the Bureau had 13 paid staff and 45 volunteers.

The Bureau operated under a three year Service Level Agreement from The Highland Council which expired on 31 March 2001. A new agreement for three years to 31 March 2004 is being discussed. The Highland Council has provided interim funding until this is finalised.

AUDITORS

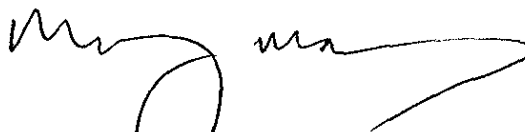
A resolution to re-appoint Stuart & Munro as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Registered office:
103 Academy Street
Inverness
IV1 1LX

Signed by order of the Directors



Moray MacDonald
Company Secretary

Approved by the Directors on 15 August 2001.

INVERNESS CITIZENS ADVICE BUREAU

STATEMENT OF DIRECTORS' RESPONSIBILITIES

YEAR ENDED 31 MARCH 2001

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company at the end of the year and of the profit or loss for the year then ended.

In preparing those financial statements, the Directors are required to:

select suitable accounting policies, as described on page 8, and then apply them consistently;

make judgements and estimates that are reasonable and prudent; and

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INVERNESS CITIZENS ADVICE BUREAU**AUDITORS' REPORT TO THE MEMBERS****YEAR ENDED 31 MARCH 2001**

We have audited the financial statements on pages 6 to 14 which have been prepared under the historical cost convention and the accounting policies set out on page 8.

RESPECTIVE RESPONSIBILITIES OF THE DIRECTORS AND THE AUDITORS

As described on page 4, the Directors are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

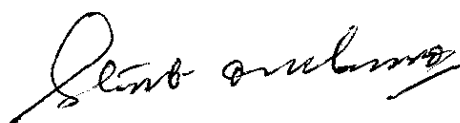
BASIS OF OPINION

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

OPINION

In our opinion the financial statements give a true and fair view of the charitable company's state of affairs as at 31 March 2001 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985.



STUART & MUNRO

Chartered Accountants

& Registered Auditors

27 Huntly Street
Inverness
IV3 5PR

17 August 2001

INVERNESS CITIZENS ADVICE BUREAU

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 MARCH 2001

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2001 £	Total Funds 2000 £
INCOMING RESOURCES					
Grants receivable	3	133,840	56,825	190,665	203,944
Interest receivable		3,098	-	3,098	4,468
Other income		565	-	565	175
TOTAL INCOMING RESOURCES		<u>137,503</u>	<u>56,825</u>	<u>194,328</u>	<u>208,587</u>
RESOURCES EXPENDED					
Direct charitable expenditure	4	141,812	55,526	197,338	195,795
Management and administration	5	4,394	-	4,394	6,130
TOTAL RESOURCES EXPENDED	6	<u>146,206</u>	<u>55,526</u>	<u>201,732</u>	<u>201,925</u>
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR		(8,703)	1,299	(7,404)	6,662
Balances brought forward at 1 April 2000		<u>115,448</u>	<u>34,244</u>	<u>149,692</u>	<u>143,030</u>
Balances carried forward at 31 March 2001		<u>106,745</u>	<u>35,543</u>	<u>142,288</u>	<u>149,692</u>

The charitable company has no recognised gains or losses other than the results for the year as set out above.

All of the principal activities of the charitable company are classed as continuing.

The statement of financial activities is given in note 2.

INVERNESS CITIZENS ADVICE BUREAU

BALANCE SHEET

31 MARCH 2001

	Note	2001 £	2000 £
FIXED ASSETS			
Tangible assets	7	125,626	<u>125,528</u>
CURRENT ASSETS			
Debtors	8	2,663	1,998
Cash at bank and in hand		<u>26,629</u>	<u>57,046</u>
		29,292	59,044
CREDITORS: Amounts falling due within one year	9	<u>(1,981)</u>	<u>(13,248)</u>
NET CURRENT ASSETS		27,311	45,796
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>152,937</u>	<u>171,324</u>
CREDITORS: Amounts falling due after more than one year	10	-	<u>(10,409)</u>
		152,937	160,915
DEFERRED CREDITS	11	<u>(10,649)</u>	<u>(11,223)</u>
NET ASSETS		<u>142,288</u>	<u>149,692</u>
FUNDS			
Unrestricted		106,745	115,448
Restricted	12	<u>35,543</u>	<u>34,244</u>
		<u>142,288</u>	<u>149,692</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

These financial statements were approved by the Board of Directors on the 15 August 2001, and are signed on their behalf by:



JAMES HENDRY
Director

INVERNESS CITIZENS ADVICE BUREAU**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2001****1. ACCOUNTING POLICIES****Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting by Charities (Scotland).

Cash flow statement

The Director have taken advantage of the exemption in Financial Reporting Standard No 1 from including a cash flow statement in the financial statements on the grounds that the charitable company is small.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Land and buildings	-	2% of cost
Office equipment	-	25% of net book value

Grants

Grants in respect of capital expenditure are treated as deferred credits and are released to revenue over the expected useful life of the relevant assets.

Grants of a revenue nature are credited to income in the period to which they relate.

Allocation of expenditure

All costs directly relating to the objects of the Bureau are classed as direct charitable expenditure. All financial and other overheads are included in management and administration expenses.

INVERNESS CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2001

2. STATEMENT OF FINANCIAL ACTIVITIES

		Unrestricted Funds £	Restricted Funds £	Total Funds 2001 £	Total Funds 2000 £
INCOMING RESOURCES					
Grants receivable	3	133,840	56,825	190,665	203,944
Interest receivable		3,098	-	3,098	4,468
Other income		565	-	565	175
TOTAL INCOMING RESOURCES		<u>137,503</u>	<u>56,825</u>	<u>194,328</u>	<u>208,587</u>
RESOURCES EXPENDED					
Direct charitable expenditure	4	141,812	55,526	197,338	195,795
Management and administration	5	4,394	-	4,394	6,130
TOTAL RESOURCES EXPENDED	6	<u>146,206</u>	<u>55,526</u>	<u>201,732</u>	<u>201,925</u>
NET (OUTGOING)/ INCOMING RESOURCES FOR THE YEAR		(8,703)	1,299	(7,404)	6,662
Balances brought forward		115,448	34,244	149,692	143,030
Balances carried forward		<u>106,745</u>	<u>35,543</u>	<u>142,288</u>	<u>149,692</u>

3. GRANTS RECEIVABLE

	2001 £	2000 £
Highland Council	169,310	166,944
Highland Health Board	19,250	37,000
Scottish Association of Citizens Advice Bureaux	2,105	-
	<u>190,665</u>	<u>203,944</u>

INVERNESS CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2001

4. DIRECT CHARITABLE EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2001 £	Total Funds 2000 £
Provision of charitable services:				
Core Services	82,191	-	82,191	71,028
Welfare Rights	47,111	-	47,111	41,302
Money Advice	12,510	-	12,510	12,222
Mental Health Advocacy	-	37,038	37,038	37,455
Craig Phadrig Advocacy	-	18,488	18,488	33,788
	<u>141,812</u>	<u>55,526</u>	<u>197,338</u>	<u>195,795</u>

Analysis of provision of charitable services:

	Staff costs £	Depreciation £	Other costs £	Total 2001 £	Total 2000 £
Core Services	43,647	5,120	33,424	82,191	71,028
Welfare Rights	43,070	-	4,041	47,111	41,302
Money Advice	12,269	-	241	12,510	12,222
Mental Health Advocacy	33,525	-	3,513	37,038	37,455
Craig Phadrig Advocacy	16,399	-	2,089	18,488	33,788
	<u>148,910</u>	<u>5,120</u>	<u>43,308</u>	<u>197,338</u>	<u>195,795</u>

5. MANAGEMENT AND ADMINISTRATION

	Unrestricted Funds £	Restricted Funds £	Total Funds 2001 £	Total Funds 2000 £
Office costs	2,317	-	2,317	2,073
Audit fees	1,028	-	1,028	799
Legal and professional	84	-	84	588
Interest payable	965	-	965	2,670
	<u>4,394</u>	<u>-</u>	<u>4,394</u>	<u>6,130</u>

INVERNESS CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2001

6. TOTAL RESOURCES EXPENDED

	Staff costs	Depreciation	Other costs	Total Funds 2001	Total Funds 2000
	£	£	£	£	£
Direct charitable expenditure	148,910	5,120	43,308	197,338	195,795
Management and administration	-	-	4,394	4,394	6,130
	<u>148,910</u>	<u>5,120</u>	<u>47,702</u>	<u>201,732</u>	<u>201,925</u>

The aggregate payroll costs were:

	2001	2000
	£	£
Wages and salaries	135,233	134,785
Social security costs	9,438	9,516
Other pension costs	4,239	3,465
	<u>148,910</u>	<u>147,766</u>

Included in aggregate payroll costs are the following amounts relating to directors:

Directors salaries	26,195	22,723
Directors pension contributions	1,956	1,939
	<u>28,151</u>	<u>24,662</u>

Particulars of employees:

The average number of staff employed by the charity during the financial year amounted to:

	2001	2000
	No.	No.
Number of administrative staff	<u>14</u>	<u>14</u>

	2001	2000
	£	£
Other costs:		
Premises	8,397	12,406
Legal and professional	1,112	1,387
Loan interest	965	2,670
Other	37,228	32,604
	<u>47,702</u>	<u>49,067</u>

INVERNESS CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2001

7. TANGIBLE FIXED ASSETS

	Land & Buildings £	Office Equipment £	Total £
COST			
At 1 April 2000	139,866	37,460	177,326
Additions	-	5,218	5,218
At 31 March 2001	<u>139,866</u>	<u>42,678</u>	<u>182,544</u>
DEPRECIATION			
At 1 April 2000	21,224	30,574	51,798
Charge for the year	2,797	2,323	5,120
At 31 March 2001	<u>24,021</u>	<u>32,897</u>	<u>56,918</u>
NET BOOK VALUE			
At 31 March 2001	<u>115,845</u>	<u>9,781</u>	<u>125,626</u>
At 31 March 2000	<u>118,642</u>	<u>6,886</u>	<u>125,528</u>

8. DEBTORS

	2001 £	2000 £
Prepayments	<u>2,663</u>	<u>1,998</u>

9. CREDITORS: Amounts falling due within one year

	2001 £	2000 £
Bank loans and overdrafts	-	3,900
Other creditors	-	7,079
Accruals	1,981	2,269
	<u>1,981</u>	<u>13,248</u>

10. CREDITORS: Amounts falling due after more than one year

	2001 £	2000 £
Bank loans and overdrafts	-	10,409

INVERNESS CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2001

11. DEFERRED CREDITS

	2001 £	2000 £
Received and receivable:		
At 1 April 2000	78,528	77,043
Receivable during year	-	1,486
At 31 March 2001	<u>78,528</u>	<u>78,529</u>
Amortisation:		
At 1 April 2000	67,305	67,103
Credit to profit and loss account	574	203
At 31 March 2001	<u>67,879</u>	<u>67,306</u>
Net balance at 31 March 2001	<u>10,649</u>	<u>11,223</u>

12. RESTRICTED FUNDS

	Balance at 1 April 2000 £	Incoming £	Outgoing £	Balance at 31 March 2001 £
Movement in resources:				
Mental Health Advocacy Project Fund	27,095	37,575	(37,038)	27,632
Craig Phadrig Advocacy Project Fund	7,149	19,250	(18,488)	7,911
	<u>34,244</u>	<u>56,825</u>	<u>(55,526)</u>	<u>35,543</u>

13. ANALYSIS OF NET ASSETS BETWEEN RESTRICTED AND UNRESTRICTED FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2001 £
Tangible fixed assets	125,626	-	125,626
Other net assets	(18,881)	35,543	16,662
	<u>106,745</u>	<u>35,543</u>	<u>142,288</u>