

COMPANY REGISTRATION NUMBER SC 136118

**THE NESS CITIZENS ADVICE BUREAUX  
COMPANY LIMITED BY GUARANTEE  
FINANCIAL STATEMENTS  
31 MARCH 2006**

**Charity Number SC 003951**

**RITSONS**  
Chartered Accountants  
27 Huntly Street  
Inverness  
IV3 5PR



**THE NESS CITIZENS ADVICE BUREAUX  
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2006**

<b>CONTENTS</b>	<b>PAGE</b>
Report of the Management Committee	<b>1</b>
Independent auditor's report	<b>7</b>
Statement of Financial Activities (incorporating the income and expenditure account)	<b>9</b>
Balance sheet	<b>10</b>
Notes to the financial statements	<b>11</b>
<b>The following pages do not form part of the financial statements</b>	
Detailed statement of financial activities	<b>19</b>

**THE NESS CITIZENS ADVICE BUREAUX  
COMPANY LIMITED BY GUARANTEE  
REPORT OF THE MANAGEMENT COMMITTEE  
YEAR ENDED 31 MARCH 2006**

The Management Committee, who are also directors for the purposes of company law, have pleasure in presenting their report and the audited financial statements of the charity for the year ended 31 March 2006

**REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Registered charity name</b>	The Ness Citizens Advice Bureaux
<b>Charity registration number</b>	SC003951
<b>Company registration number</b>	SC136118
<b>Registered office and Main Operational Address</b>	103 Academy Street Inverness IV1 1LX

**The Management Committee**

The Management Committee who served the charity during the period were as follows

F Abbott  
R Balfour  
M Jack (Treasurer)  
M Lindsay  
P Loutit (Chair)  
V MacIver (Vice Chair)  
D Mardon  
E Reid  
B Sellar  
M Macdonald

M Macdonald resigned as a member of the committee on 30 September 2005

<b>Secretary</b>	M Jack
<b>Senior Management Team:</b>	A Christie L Newton
<b>Auditor</b>	Ritsons Chartered Accountants & Registered Auditors 27 Huntly Street Inverness IV3 5PR
<b>Bankers</b>	Royal Bank Of Scotland 29 Harbour Road Inverness IV1 1NU

# **THE NESS CITIZENS ADVICE BUREAUX COMPANY LIMITED BY GUARANTEE**

## **REPORT OF THE MANAGEMENT COMMITTEE *(continued)***

**YEAR ENDED 31 MARCH 2006**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 21st January 1992. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

#### **Appointment of the Management Committee**

The Management Committee of the company are also directors for the purpose of company law. Under the requirements of the Memorandum and Articles of Association the members of the board are re-elected at each Annual General Meeting.

The Memorandum and Articles of Association stipulated that Directors must be drawn from Local Residents, Local Groups, and Volunteers that are active in the Bureau, Paid Staff, Highland Council nominee and co-opted Directors. This ensures that there is expertise on the Board from the traditional advice service as well as a broad skill mix from other disciplines.

#### **Management Committee Induction and Training**

Most of the Management Committee are familiar with the aims and principles of the service and have been encouraged to visit the bureaux. In addition the National Citizens Advice Service organises specific courses and training sessions covering

- The obligations of Trustees and Directors
- Employment Procedures
- Financial Management
- Future Planning

The Board ensures that part of its regular executive meetings have a training element attached to the proceedings.

#### **Risk Management**

The Board reviews at regular intervals all aspects of its exposure including

- Governance risks – e.g. inappropriate organisational structure, difficulties recruiting trustees with relevant skills, conflict of interest,
- Operational risks – e.g. service quality and development, contract pricing, employment issues, health and safety issues, fraud and misappropriation,
- Financial risks – e.g. accuracy and timeliness of financial information, adequacy of reserves and cash flow, diversity of income sources, investment management,
- External risks – e.g. public perception and adverse publicity, demographic changes, government policy

# **THE NESS CITIZENS ADVICE BUREAUX COMPANY LIMITED BY GUARANTEE**

## **REPORT OF THE MANAGEMENT COMMITTEE *(continued)***

### **YEAR ENDED 31 MARCH 2006**

- Compliance with law and regulation- e.g. breach of trust law, employment law, and regulative requirements of particular activities such as fund raising or the running of care facilities

#### **Organisational Structure**

The Board meets approximately every 6 weeks and is responsible for the strategic direction and policy of the charity.

Operational services are conducted from 3 main sites as well as through home visiting or telephone

Operational matters are delegated to paid staff and performance and results reviewed by the Board

#### **Related Parties**

The Company is a member of Citizens Advice Scotland and follows their procedures and is audited to ensure that it follows recognised procedures and that the quality of the service is satisfactory

The last audit identified areas for improvement and the Board have implemented a training and implementation plan to address this

#### **OBJECTIVES AND ACTIVITIES**

The Ness Citizens Advice Bureaux is a fully independent registered charity with its own Trustee Board. The bureau is a member of the national Citizens Advice association. The aims of Citizens Advice are

“To ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities or of the services available to them, or through an inability to express their needs effectively.

And equally

To exercise a responsible influence on the development of social policies and services, both locally and nationally ”

The Citizens Advice service is independent and provides free, confidential and impartial advice to everybody regardless of race, sex, disability or sexuality

The main objectives and activities for the year continued to focus upon the giving of advice, empowering clients to solve their issues and acting as advocates or negotiators for those more vulnerable clients.

# **THE NESS CITIZENS ADVICE BUREAUX COMPANY LIMITED BY GUARANTEE**

## **REPORT OF THE MANAGEMENT COMMITTEE *(continued)***

**YEAR ENDED 31 MARCH 2006**

### **ACHIEVEMENTS AND PERFORMANCE**

#### **Advice and Information**

The Citizens Advice service acts both as a first point of contact and a last resort for people. There would be a greater call on Government and other services for assistance without it, and those who need help to negotiate their way through the complex systems and processes of modern life would be at greater risk of poverty and social exclusion.

The Citizens Advice service helps people to resolve their.

- Legal Problems
- Money or Debt Problems
- Benefit Issues
- Family Law Matters
- Employment Issues and Disputes

The Bureaux through its trained staff can inform clients using our vast resource of literature, leaflets, computerised reference system or specialist caseworkers to ensure that the client receives all the information and options to enable them to make decisions.

Access to the service is either through emergency drop in, appointment, telephone, letter or email. The Bureaux also has a very close relationship with other professional services and accepts referrals from these organisations. The Board is continually reviewing improving access to the service.

In the year 2005/6 the Bureaux dealt with 27,442 queries.

### **FINANCIAL REVIEW**

Against the backdrop of limited resources and insecurities over funding especially at the Raigmore Hospital Advice Service it has been increasingly difficult to plan and develop future services. Nevertheless the charity, with the support of the Board, Volunteers and Staff has ensured that Bureaux is in a healthy financial position.

#### **Principal Funding Sources**

The Bureaux is solely dependant upon Grants from other Organisations. The details of the Income are shown later on in the Accounts. The Board records its gratitude to the Highland Council, Macmillan Cancer and NHS Highland for its support over the year. Without these grants the service would not exist.

#### **Investment Policy**

The limited amounts of excess "cash funds" held are invested through the Royal Bank of Scotland.

# **THE NESS CITIZENS ADVICE BUREAUX COMPANY LIMITED BY GUARANTEE**

## **REPORT OF THE MANAGEMENT COMMITTEE *(continued)***

### **YEAR ENDED 31 MARCH 2006**

#### **Reserves Policy**

The Board has examined the charity's requirements for reserves in light of the risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the expenditure.

Budgeted unrestricted expenditure for 2006/7 is £167,000 and therefore the target is £41,000 to £84,000 in general funds. These reserves are needed to meet the working capital requirements of the charity.

The present level of reserves available to the charity is £21,889 and therefore falls significantly short of the policy level. The Board will continue to aim for this level over the next few years.

#### **PLANS FOR FUTURE PERIODS**

These are detailed in the Charity's Business Plan but can be summarised as follows:

##### **Staffing Levels**

- ✓ Increase General Advisers to 50
- ✓ Increase Specialist Advisers in Money Advice, Welfare Rights & Employment Matters
- ✓ Employ a dedicated Guidance Tutor
- ✓ Employ an Adviser for Migrant Workers

##### **Service Consolidation**

- ✓ Protect Raigmore Advice Service
- ✓ Ensure continuation of improved Macmillan Partnership for 3-5 years

##### **Service Developments**

- ✓ Set up a Call Centre for Telephone Advice
- ✓ Improve access to service through Satellites, increased opening hours and information kiosks/e Government

##### **IT & Premises Developments**

- ✓ Replace all IT equipment
- ✓ Relocate from Academy Street

# **THE NESS CITIZENS ADVICE BUREAUX COMPANY LIMITED BY GUARANTEE**

## **REPORT OF THE MANAGEMENT COMMITTEE** *(continued)*

**YEAR ENDED 31 MARCH 2006**

### **RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE**

The Management Committee are responsible for preparing the Report of the Management Committee and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period

In preparing these financial statements, the Management Committee are required to.

- select suitable accounting policies 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 charity will continue in operation

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

In so far as the Management Committee are aware

- there is no relevant audit information of which the charity's auditors are unaware, and
- the Management Committee have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

### **AUDITOR**

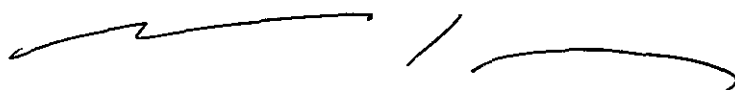
A resolution to re appoint Ritsons as auditor for the ensuing year will be proposed at the Annual General Meeting in accordance with section 385 of the Companies Act 1985

### **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 Management Committee



Company Secretary

Approved by the Management Committee on 10 January 2007



**THE NESS CITIZENS ADVICE BUREAUX  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
THE NESS CITIZENS ADVICE BUREAUX**

**YEAR ENDED 31 MARCH 2006**

We have audited the financial statements of The Ness Citizens Advice Bureaux for the year ended 31 March 2006 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective Responsibilities of the Management Committee and Auditors**

The responsibilities of the Management Committee (who also act as directors of The Ness Citizens Advice Bureaux for the purposes of company law) for preparing the Report of the Management Committee and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Responsibilities of the Management Committee.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985, and whether the information given in the Report of the Management Committee is consistent with the financial statements. We also report to you if, in our opinion, the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding remuneration of the Management Committee and other transactions is not disclosed.

We read other information contained in the Report of the Management Committee and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

**RESPECTIVE RESPONSIBILITIES OF THE DIRECTORS AND THE REPORTING ACCOUNTANTS**

As described on page 6 the directors of the charity are responsible for the preparation of the accounts, and they consider that the charity is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

**BASIS OF OPINION**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the charity, and making such limited enquiries of the officers of the charity as we considered necessary for

**THE NESS CITIZENS ADVICE BUREAUX  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
THE NESS CITIZENS ADVICE BUREAUX *(continued)***

**YEAR ENDED 31 MARCH 2006**

**Basis of Audit Opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 by the trustees 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, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charitable company's affairs as at 31 March 2006 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985, and
- the information given in the Report of the Management Committee is consistent with the financial statements



RITSONS  
Chartered Accountants

27 Huntly Street  
Inverness  
IV3 5PR

10<sup>th</sup> January 2007.

**THE NESS CITIZENS ADVICE BUREAUX  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE  
INCOME AND EXPENDITURE ACCOUNT)**

**YEAR ENDED 31 MARCH 2006**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2006 £	Total Funds 2005 £
<b>Incoming resources</b>					
Incoming resources from generating funds					
Voluntary income	2	50		50	100
Investment income	3	674	1,065	1,739	1,649
Incoming resources from charitable activities	4	174,573	230,727	405,300	326,078
<b>Total incoming resources</b>		<u>175,297</u>	<u>231,792</u>	<u>407,089</u>	<u>327,827</u>
<b>Resources expended</b>					
Charitable activities	5/6	(156,160)	(176,933)	(333,093)	(323,154)
Governance costs	7	(5,426)	(4,760)	(10,186)	(7,411)
<b>Total resources expended</b>		<u>(161,586)</u>	<u>(181,693)</u>	<u>(343,279)</u>	<u>(330,565)</u>
<b>Net income for the year before transfers</b>	8	13,711	50,099	63,810	(2,738)
<b>Other recognised gains and losses</b>					
Transfers between funds		291	(291)		
<b>Net movement in funds</b>		14,002	49,808	63,810	(2,738)
<b>Reconciliation of funds</b>					
Total funds brought forward		109,598	40,015	149,613	152,351
<b>Total funds carried forward</b>		<u>123,600</u>	<u>89,823</u>	<u>213,423</u>	<u>149,613</u>

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

All of the above amounts relate to continuing activities

The notes on pages 11 to 17 form part of these financial statements

# THE NESS CITIZENS ADVICE BUREAUX COMPANY LIMITED BY GUARANTEE

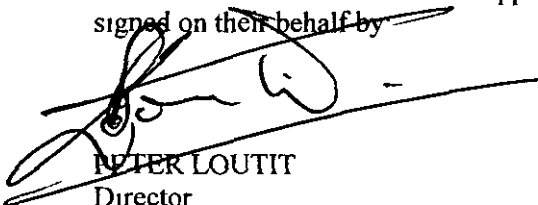
## BALANCE SHEET


31 MARCH 2006

	Note	2006 £	2005 £
<b>FIXED ASSETS</b>			
Tangible assets	13	110,495	111,559
<b>CURRENT ASSETS</b>			
Debtors	14	2,096	2,065
Cash at bank and in hand		105,165	55,324
		<u>107,261</u>	<u>57,389</u>
<b>CREDITORS: Amounts falling due within one year</b>	15	<u>(4,333)</u>	<u>(19,335)</u>
<b>NET CURRENT ASSETS</b>		<b>102,928</b>	<b>38,054</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>213,423</b>	<b>149,613</b>
<b>NET ASSETS</b>		<b>213,423</b>	<b>149,613</b>
<b>FUNDS</b>			
Unrestricted			
Designated funds	16	–	1,750
Other charitable funds		123,600	107,848
Restricted	17	89,823	40,015
<b>TOTAL FUNDS</b>		<b>213,423</b>	<b>149,613</b>

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 10 January 2007 and are signed on their behalf by

  
PETER LOUITT  
Director

  
MALCOLM JACK  
Director

The notes on pages 11 to 17 form part of these financial statements

**THE NESS CITIZENS ADVICE BUREAUX  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2006**

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 1985

**Cash flow statement**

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small

**Fund accounting**

Funds held by charity are either

**Unrestricted general funds**

*General funds* General funds are unrestricted funds which are available for use at the discretion of the directors in furtherance of the general objectives of the charity and which have not been designated for other purposes

*Designated funds* Designated funds comprise unrestricted funds that have been set aside by the directors for particular purposes

**Restricted funds** these are funds which can 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 purposes

# **THE NESS CITIZENS ADVICE BUREAUX COMPANY LIMITED BY GUARANTEE**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2006**

### **1. ACCOUNTING POLICIES** *(continued)*

#### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants that provide funding of a general nature, are recognised where there is an entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract or where entitlement to grant funding is subject to specific performance conditions. Grant income included in this category provides funding to support programme activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

#### **Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs include those associated with meeting constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of resources. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in the notes.

#### **Fixed assets**

All fixed assets are initially recorded at cost.

# THE NESS CITIZENS ADVICE BUREAUX COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2006

### 1. ACCOUNTING POLICIES *(continued)*

#### 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

#### Pension costs

The charitable company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charitable company. The annual contributions payable are charged to the statement of financial activities.

### 2. VOLUNTARY INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 2006	Total Funds 2005
	£	£	£	£
Donations	<u>50</u>	<u>          </u>	<u>50</u>	<u>100</u>

### 3. INVESTMENT INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 2006	Total Funds 2005
	£	£	£	£
Bank interest receivable	<u>674</u>	<u>1,065</u>	<u>1,739</u>	<u>1,648</u>

**THE NESS CITIZENS ADVICE BUREAUX  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2006**

**4 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds	Restricted Funds	Total Funds 2006	Total Funds 2005
	£	£	£	£
Grants receivable				
Highland Council	174,320		174,320	161,097
SACAB		14,056	14,056	29,841
Highland NHS Board		39,000	39,000	34,675
Macmillan Cancer Relief		177,000	177,000	100,000
	<u>174,320</u>	<u>230,056</u>	<u>404,376</u>	<u>325,613</u>
Other income	253	671	924	465
	<u>174,573</u>	<u>230,727</u>	<u>405,300</u>	<u>326,078</u>

**5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE**

	Unrestricted Funds	Restricted Funds	Total Funds 2006	Total Funds 2005
	£	£	£	£
Inverness CAB	156,160	-	156,160	154,106
Raigmore CAB		64,292	64,292	74,707
Macmillan CAB		112,641	112,641	94,341
	<u>156,160</u>	<u>176,933</u>	<u>333,093</u>	<u>323,154</u>

**6. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE**

	Activities undertaken directly	Total Funds 2006	Total Funds 2005
	£	£	£
Inverness CAB	156,160	156,160	154,106
Raigmore CAB	64,292	64,292	74,707
Macmillan CAB	112,641	112,641	94,341
	<u>333,093</u>	<u>333,093</u>	<u>323,154</u>

**7. GOVERNANCE COSTS**

	Unrestricted Funds	Restricted Funds	Total Funds 2006	Total Funds 2005
	£	£	£	£
General office costs	2,193	1,230	3,423	989
Accountancy fee	2,130	2,601	4,731	4,635
Audit fees	760	929	1,689	1,763
Interest payable	343		343	23
	<u>5,426</u>	<u>4,760</u>	<u>10,186</u>	<u>7,410</u>



**THE NESS CITIZENS ADVICE BUREAUX  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2006**

**8. NET INCOMING RESOURCES FOR THE YEAR**

This is stated after charging

	2006	2005
	£	£
Staff pension contributions	5,764	3,663
Depreciation	5,497	4,918
Auditors' fees	<u>1,689</u>	<u>1,763</u>

**9. FUND TRANSFERS**

The directors feel it was prudent to transfer £1,750 from designated fund to unrestricted funds to clear out repairs provision no longer needed

£291 was transferred from the restricted fund in favour of the unrestricted fund to cover the depreciation charge on the assets purchased from the restricted fund

**10. STAFF COSTS AND EMOLUMENTS**

Total staff costs were as follows:

	2006	2005
	£	£
Wages and salaries	241,603	231,742
Social security costs	20,232	19,545
Other pensions costs	5,764	3,663
	<u>267,599</u>	<u>254,950</u>

**Particulars of employees:**

The average number of employees during the year, calculated on the basis of full time equivalents, was as follows

	2006	2005
Number of administrative staff	<u>16</u>	<u>18</u>

No employee received emoluments of more than £60,000 during the year (2005 Nil)

**11. MANAGEMENT COMMITTEE REMUNERATION & RELATED PARTY TRANSACTIONS**

No members of the management committee received any remuneration during the year nor were any reimbursed for any expenses incurred during the year (2005 Nil)

No member of the management committee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2005 Nil)

**THE NESS CITIZENS ADVICE BUREAUX  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2006**

**12. Taxation**

As a charity, The Ness Citizens Advice Bureaux is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

**13. TANGIBLE FIXED ASSETS**

	Land & Buildings £	Office Equipment £	Total £
<b>COST</b>			
At 1 April 2005	139,866	48,692	188,558
Additions	–	4,433	4,433
<b>At 31 March 2006</b>	<u>139,866</u>	<u>53,125</u>	<u>192,991</u>
<b>DEPRECIATION</b>			
At 1 April 2005	34,673	42,326	76,999
Charge for the year	2,797	2,700	5,497
<b>At 31 March 2006</b>	<u>37,470</u>	<u>45,026</u>	<u>82,496</u>
<b>NET BOOK VALUE</b>			
<b>At 31 March 2006</b>	<u>102,396</u>	<u>8,099</u>	<u>110,495</u>
At 31 March 2005	<u>105,193</u>	<u>6,366</u>	<u>111,559</u>

**14. DEBTORS**

	2006 £	2005 £
Prepayments	<u>2,096</u>	<u>2,065</u>

**15. CREDITORS: Amounts falling due within one year**

	2006 £	2005 £
Bank loans and overdrafts	–	11,927
Accruals	<u>4,333</u>	<u>7,408</u>
	<u>4,333</u>	<u>19,335</u>

**THE NESS CITIZENS ADVICE BUREAUX  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2006**

**16. DESIGNATED FUNDS**

	Balance at 1 April 2005 £	Movement in resources: Utilised/ Released £	Balance at 31 March 2006 £
Repairs and claims provision	<u>1,750</u>	<u>(1,750)</u>	<u>—</u>

**17. RESTRICTED INCOME FUNDS**

	Balance at 1 April 2005 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 March 2006 £
Fixed Asset Fund	9,075			(291)	8,784
Raigmore Project Fund	20,654	53,628	(64,971)		9,311
Macmillan Project Fund	10,286	178,164	(116,722)		71,728
	<u>40,015</u>	<u>231,792</u>	<u>(181,693)</u>	<u>(291)</u>	<u>89,823</u>

**18. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Tangible fixed assets £	Net current assets/ (liabilities) £	Total £
<b>Restricted income funds</b>			
Fixed Asset Fund	8,784		8,784
Raigmore Project Fund		9,311	9,311
Macmillan Project Fund		71,728	71,728
	<u>8,784</u>	<u>81,039</u>	<u>89,823</u>
<b>Unrestricted Income Funds</b>	101,711	21,889	123,600
<b>Total Funds</b>	<u>110,495</u>	<u>102,928</u>	<u>213,423</u>

**19. Company Limited by Guarantee**

The Ness Citizens Advice Bureaux is a company limited by guarantee and accordingly does not have a share capital

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member

**THE NESS CITIZENS ADVICE BUREAUX  
COMPANY LIMITED BY GUARANTEE**

**MANAGEMENT INFORMATION**

**YEAR ENDED 31 MARCH 2006**

**The following pages do not form part of the statutory financial statements  
which are the subject of the accountants' report on pages 7 to 8**

**THE NESS CITIZENS ADVICE BUREAUX  
COMPANY LIMITED BY GUARANTEE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2006**

	2006 £	2005 £
<b>INCOMING RESOURCES</b>		
<b>VOLUNTARY INCOME</b>		
Donations	<u>50</u>	<u>100</u>
<b>INVESTMENT INCOME</b>		
Bank interest receivable	<u>1,739</u>	<u>1,648</u>
<b>INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>		
Highland Council	174,320	161,097
SACAB	14,056	29,841
Highland NHS Board	39,000	34,675
Macmillan Cancer Relief	177,000	100,000
Other income	<u>924</u>	<u>465</u>
	<u>405,300</u>	<u>326,078</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>407,089</u>	<u>327,826</u>
<b>RESOURCES EXPENDED</b>		

**THE NESS CITIZENS ADVICE BUREAUX  
COMPANY LIMITED BY GUARANTEE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2006**

	2006 £	2005 £
<b>CHARITABLE ACTIVITIES</b>		
Wages and salaries	267,599	254,950
Heat and light	3,174	3,533
Travelling	7,180	7,240
Insurance	1,716	2,412
Repairs and maintenance	1,272	1,186
Subs and information	3,681	4,212
Cleaning	3,213	3,396
Telephone	7,515	6,989
Printing, postages and stationery	7,745	7,726
Training	935	2,784
Miscellaneous	6,311	4,607
Professional fees	17,255	19,201
Depreciation	5,497	4,918
	<u>333,093</u>	<u>323,154</u>
<b>GOVERNANCE COSTS</b>		
Office Expenses	3,424	989
Accountancy fees	4,730	4,635
Audit fees	1,689	1,763
Interest paid	343	23
	<u>10,186</u>	<u>7,410</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>343,279</u>	<u>330,564</u>
<b>NET INCOMING RESOURCES FOR THE YEAR</b>	<u>63,810</u>	<u>(2,738)</u>