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INVERNESS CITIZENS ADVICE BUREAU
FINANCIAL STATEMENTS
31 MARCH 1999

Company Registration Number SC 136118

Charity Number SC 003951

Stuart & Munro

STUART & MUNRO
Chartered Accountants & Registered Auditors



INVERNESS CITIZENS ADVICE BUREAU

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1999

CONTENTS	PAGES
Officers and professional advisers	1
Directors Annual Report	2 to 3
Statement of Directors responsibilities	4
Auditors' report to the members	5
Income and expenditure account	6
Balance sheet	7
Notes to the financial statements	8 to 14

The following page does not form part of the financial statements

Detailed income and expenditure account	16
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INVERNESS CITIZENS ADVICE BUREAU

OFFICERS AND PROFESSIONAL ADVISERS

The board of directors	Alistair MacFadyen, Convenor	- Resident in the area
	Alison Gauld, Vice Convenor	- Benefits Agency
	Moray MacDonald, Company Secretary	- Resident in the area
	Jane Bennett, Bureau Manager	- Resident in the area
	Simon Cole-Hamilton, Treasurer	- Resident in the area
	Murdo McIver	- Benefits Agency
	James Hendry	- Faculty of Solicitors
	Janet Home	- Highland Council
	Mary Murray	- Resident in the area
	Brenda Sellar	- Resident in the area
	Victor Tough	- Resident in the area
	Margaret Cowan	- Volunteer staff
	Peter MacIntyre	- Volunteer staff
Company secretary	Pamela Urquhart	- Resident in the area
	Iain Clay	- Volunteer staff
	Peter Loutit	- 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 1999

The Directors have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 1999. 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 charity during the period were as follows:

Alistair MacFadyen	
Alison Gauld	
Moray MacDonald	
Murdo McIver	
James Hendry	
Janet Home	
Mary Murray	
Jane Bennett	
Simon Cole-Hamilton	
Brenda Sellar	
Victor Tough	
Margaret Cowan	
Peter MacIntyre	
Pamela Urquhart	
Iain Clay	(Appointed 17 June 1998)
Peter Loutit	(Appointed 30 September 1998)
Charles Stewart	(Resigned 17 June 1998)

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 1999

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 prior 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 51 volunteers.

The Bureau has signed a three year Service Level Agreement with the Highland Council which will operate until 31 March 2001.

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 11 August 1999.

INVERNESS CITIZENS ADVICE BUREAU
STATEMENT OF DIRECTORS' RESPONSIBILITIES
YEAR ENDED 31 MARCH 1999

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 charity at the end of the year and of the surplus or deficiency 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 charity 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 charity 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 charity 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 1999**

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.

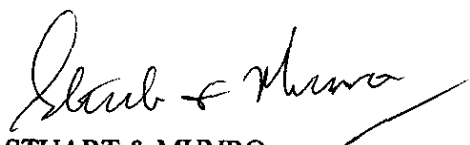
BASIS OF OPINION

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 1999 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

11 August 1999.

INVERNESS CITIZENS ADVICE BUREAU

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 MARCH 1999

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 1999 £	Total Funds 1998 £
INCOMING RESOURCES					
Grant income	3	128,450	73,500	201,950	167,530
Interest receivable		4,842	-	4,842	5,008
Rent receivable		-	-	-	1,300
Other income		1,711	-	1,711	1,852
TOTAL INCOMING RESOURCES		<u>135,003</u>	<u>73,500</u>	<u>208,503</u>	<u>175,690</u>
RESOURCES EXPENDED					
Direct charitable expenditure	4	118,427	65,744	184,171	165,608
Management and administration	5	6,584	734	7,318	8,868
TOTAL RESOURCES EXPENDED	6	<u>125,011</u>	<u>66,478</u>	<u>191,489</u>	<u>174,476</u>
NET INCOMING RESOURCES FOR THE YEAR		9,992	7,022	17,014	1,214
Balances brought forward at 1 April 1998		101,914	24,102	126,016	90,502
Prior year adjustment		-	-	-	(12,500)
Amortisation of deferred credits		-	-	-	46,800
Balances carried forward at 31 March 1999		<u>111,906</u>	<u>31,124</u>	<u>143,030</u>	<u>126,016</u>

All of the 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 1999

	Note	1999 £	1998 £
FIXED ASSETS			
Tangible assets	7	128,691	130,841
CURRENT ASSETS			
Debtors	8	1,917	1,583
Cash at bank and in hand		76,137	59,272
		<u>78,054</u>	<u>60,855</u>
CREDITORS: Amounts falling due within one year	9	<u>(4,667)</u>	<u>(4,040)</u>
NET CURRENT ASSETS		73,787	56,815
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>202,078</u>	<u>187,656</u>
CREDITORS: Amounts falling due after more than one year	10	(49,107)	(51,496)
DEFERRED CREDITS	11	(9,941)	(10,144)
NET ASSETS		<u>143,030</u>	<u>126,016</u>
FUNDS			
Unrestricted		111,906	101,914
Restricted	12	31,124	24,102
		<u>143,030</u>	<u>126,016</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 directors on the 11 August 1999, and are signed on their behalf by:


ALISTAIR MACFADYEN
 Director

INVERNESS CITIZENS ADVICE BUREAU**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 1999****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 directors 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 1999

2. STATEMENT OF FINANCIAL ACTIVITIES

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 1999 £	Total Funds 1998 £
INCOMING RESOURCES					
Grants receivable	3	128,450	73,500	201,950	177,674
Interest receivable		4,842	-	4,842	5,008
Rent receivable		-	-	-	1,300
Miscellaneous income		1,711	-	1,711	1,852
TOTAL INCOMING RESOURCES		<u>135,003</u>	<u>73,500</u>	<u>208,503</u>	<u>185,834</u>
RESOURCES EXPENDED					
Direct charitable expenditure	4	121,492	65,744	187,236	175,752
Management and administration	5	6,584	734	7,318	8,868
TOTAL RESOURCES EXPENDED	6	<u>128,076</u>	<u>66,478</u>	<u>194,554</u>	<u>184,620</u>
NET INCOMING RESOURCES FOR THE YEAR		6,927	7,022	13,949	1,214
Balances brought forward		101,914	24,102	126,016	90,502
Prior year adjustment		-	-	-	(12,500)
Amortisation of deferred credits		-	-	-	46,800
Balances carried forward		<u>108,841</u>	<u>31,124</u>	<u>139,965</u>	<u>126,016</u>

3. GRANTS RECEIVABLE

	1999 £	1998 £
Revenue Grants:		
Highland Council	163,950	144,380
Highland Health Board	37,000	18,500
Charities Aid	1,000	-
Citizens Advice Scotland	-	4,650
	<u>201,950</u>	<u>167,530</u>
Capital Grants:		
Citizens Advice Scotland	-	10,144
	<u>201,950</u>	<u>177,674</u>

INVERNESS CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1999

4. DIRECT CHARITABLE EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Total Funds 1999 £	Total Funds 1998 £
Provision of charitable services:				
Core Services	59,375	-	59,375	46,711
Welfare Rights	47,594	-	47,594	54,249
Money Advice	11,458	-	11,458	14,229
Mental Health Advocacy	-	33,447	33,447	33,811
Craig Phadraig Advocacy	-	32,297	32,297	16,608
	<u>118,427</u>	<u>65,744</u>	<u>184,171</u>	<u>165,608</u>
Capital expenditure	3,065	-	3,065	10,144
	<u>121,492</u>	<u>65,744</u>	<u>187,236</u>	<u>175,752</u>

Analysis of provision of charitable services:

	Staff costs £	Depreciation £	Other costs £	Total 1999 £	Total 1998 £
Core Services	31,470	5,215	22,690	59,375	46,711
Welfare Rights	44,351	-	3,243	47,594	54,249
Money Advice	11,151	-	307	11,458	14,229
Mental Health Advocacy	29,637	-	3,810	33,447	33,811
Craig Phadraig Advocacy	28,734	-	3,563	32,297	16,608
	<u>145,343</u>	<u>5,215</u>	<u>33,613</u>	<u>184,171</u>	<u>165,608</u>
Capital expenditure	-	-	3,065	3,065	10,144
	<u>145,343</u>	<u>5,215</u>	<u>36,678</u>	<u>187,236</u>	<u>175,752</u>

5. MANAGEMENT AND ADMINISTRATION

	Unrestricted Funds £	Restricted Funds £	Total Funds 1999 £	Total Funds 1998 £
Office costs	558	734	1,292	2,969
Audit fees	1,229	-	1,229	1,173
Interest payable	4,797	-	4,797	4,726
	<u>6,584</u>	<u>734</u>	<u>7,318</u>	<u>8,868</u>

INVERNESS CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1999

6. TOTAL RESOURCES EXPENDED

	Staff Costs £	Depreciation £	Other Costs £	Total Funds 1999 £	Total Funds 1998 £
Direct charitable expenditure	145,343	5,215	33,613	184,171	165,608
Management and administration	-	-	7,318	7,318	8,868
	145,343	5,215	40,931	191,489	174,476
Capital expenditure	-	-	3,065	3,065	10,144
	145,343	5,215	43,996	194,554	184,620

The aggregate payroll costs were:

	1999 £	1998 £
Wages and salaries (including employer's NIC)	137,445	114,896
Other pension costs	7,898	6,581
	145,343	121,477

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

Directors salaries	23,809	23,534
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Particulars of employees:

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

	1999 No.	1998 No.
Number of administrative staff	13	13

Other costs:

Premises	7,590	8,598
Legal and professional	1,229	1,173
Loan interest	4,797	4,726
Other	27,315	33,503
	40,931	48,000

INVERNESS CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1999

7. TANGIBLE FIXED ASSETS

	Land & Buildings £	Office Equipment £	Total £
COST			
At 1 April 1998	139,866	32,466	172,332
Additions	-	3,065	3,065
At 31 March 1999	<u>139,866</u>	<u>35,531</u>	<u>175,397</u>
DEPRECIATION			
At 1 April 1998	15,630	25,861	41,491
Charge for the year	2,797	2,418	5,215
At 31 March 1999	<u>18,427</u>	<u>28,279</u>	<u>46,706</u>
NET BOOK VALUE			
At 31 March 1999	<u>121,439</u>	<u>7,252</u>	<u>128,691</u>
At 31 March 1998	<u>124,236</u>	<u>6,605</u>	<u>130,841</u>

8. DEBTORS

	1999 £	1998 £
Prepayments	<u>1,917</u>	<u>1,583</u>

9. CREDITORS: Amounts falling due within one year

	1999 £	1998 £
Bank loans and overdrafts	1,200	-
Other creditors	500	500
Accruals	2,967	3,540
	<u>4,667</u>	<u>4,040</u>

The following liabilities disclosed under creditors falling due within one year are secured by the charitable company:

	1999 £	1998 £
Bank loans and overdrafts	<u>1,200</u>	<u>-</u>

INVERNESS CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1999

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

	1999 £	1998 £
Bank loans and overdrafts	<u>49,107</u>	<u>51,496</u>

The following liabilities disclosed under creditors falling due after more than one year are secured by the charitable company:

	1999 £	1998 £
Bank loans and overdrafts	<u>49,107</u>	<u>51,496</u>

Included within creditors falling due after more than one year is an amount of £43,305 (1998 - £44,921) in respect of liabilities which fall due for payment after more than five years from the balance sheet date.

11. DEFERRED CREDITS

	1999 £	1998 £
Received and receivable:		
At 1 April 1998	77,043	66,899
Receivable during year	-	10,144
At 31 March 1999	<u>77,043</u>	<u>77,043</u>
Amortisation:		
At 1 April 1998	66,899	20,099
Credit to profit and loss account	203	46,800
At 31 March 1999	<u>67,102</u>	<u>66,899</u>
Net balance at 31 March 1999	<u>9,941</u>	<u>10,144</u>

INVERNESS CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1999

12. RESTRICTED FUNDS

	Movement in resources:			Balance at
	Balance at	Incoming	Outgoing	31 March
	1 April 1998			1999
	£	£	£	£
Mental Health Advocacy Project Fund	23,863	36,500	(33,607)	26,756
Craig Phadraig Advocacy Project Fund	239	37,000	(32,871)	4,368
	<u>24,102</u>	<u>73,500</u>	<u>(66,478)</u>	<u>31,124</u>

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	1999 £
Tangible fixed assets	128,691	-	128,691
Other net assets	(16,785)	31,124	14,339
	<u>111,906</u>	<u>31,124</u>	<u>143,030</u>