

Signed

Registration Number 173195

Nairn Citizens Advice Bureau Limited
Directors' Report and Financial Statements
for the year ended 31 March 2000

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Nairn Citizens Advice Bureau Limited

Company Information

Directors	Norman McCulloch Colin MacAulay Bryan Bain Margaret Beech Daniel Farrell David Fraser Edward Chambers Elizabeth Grant Susan Halliday David Pierce Lynne Thompson Anthony Dunbar
Secretary	Bryan Bain
Company Number	173195
Charity Number	SC 023356
Registered Office	6 High Street Nairn IV12 4BJ
Accountants	W D Johnston & Carmichael Nevis House Beechwood Park Inverness IV2 3BW
Bankers	Bank of Scotland plc 73 High Street Nairn IV12 4BS

Nairn Citizens Advice Bureau Limited

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Nairn Citizens Advice Bureau Limited

Directors' Report for the year ended 31 March 2000

The directors present their report and the financial statements for the year ended 31 March 2000.

Principal Activity

The principal objective of the company is to provide an independent, free and confidential advice and information service to the general public in the Nairn area; and to exercise a responsible influence on the development of social policies both locally and nationally.

Directors and their Interests

The company is limited by guarantee and has no share capital; the directors' interests are accordingly as follows:

	31 March 2000	1 April 1999 or date of appointment
Norman McCulloch	-	-
Colin MacAulay	-	-
Bryan Bain	-	-
Margaret Beech	-	-
Daniel Farrell	-	-
David Fraser	-	-
Edward Chambers	-	-
Elizabeth Grant	-	-
Susan Halliday	-	-
David Pierce	-	-
Lynne Thompson	-	-
Anthony Dunbar	-	-

Directors' Responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the company and of the profit or loss of the company for that year. In preparing these the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the 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 company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Nairn Citizens Advice Bureau Limited

Directors' Report
for the year ended 31 March 2000

This report is prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

This report was approved by the Board on 9 June 2000 and signed on its behalf by

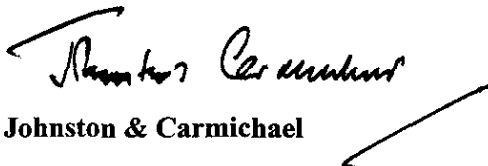
A handwritten signature in black ink, appearing to read 'Bryan Bain', written in a cursive style.

Bryan Bain
Secretary

Nairn Citizens Advice Bureau Limited

**Chartered Accountants' Report on the Unaudited Financial Statements to the Directors of
Nairn Citizens Advice Bureau Limited**

As described on the Balance Sheet, you are responsible for the preparation of the financial statements, for the year ended 31 March 2000, set out on pages 5 to 10, and you consider that the company is exempt from an audit. In accordance with your instructions, we have compiled these unaudited financial statements, in order to assist you to fulfil your statutory responsibilities, from the accounting records and information supplied to us.



W D Johnston & Carmichael

**Nevis House
Beechwood Park
Inverness
IV2 3BW**

Date: 9 June 2000

Nairn Citizens Advice Bureau Limited

**Income and Expenditure Account
for the year ended 31 March 2000**

		2000	1999
	Notes	£	£
Income	2	24,660	20,450
Administrative expenses		(28,021)	(20,898)
Other operating income		286	1,451
Operating (deficit)/surplus	3	(3,075)	1,003
Interest receivable and similar income		390	541
(Deficit)/ surplus for the year		(2,685)	1,544
Accumulated surplus brought forward		7,207	5,663
Accumulated surplus carried forward		4,522	7,207

The notes on pages 8 to 10 form an integral part of these financial statements.

Nairn Citizens Advice Bureau Limited

**Balance Sheet
as at 31 March 2000**

		2000		1999	
	Notes	£	£	£	£
Fixed Assets					
Tangible assets	4		38,791		36,750
Current Assets					
Cash at bank and in hand		6,272		9,083	
		<u>6,272</u>		<u>9,083</u>	
Creditors: amounts falling due within one year	5	<u>(2,553)</u>		<u>(1,876)</u>	
Net Current Assets			<u>3,719</u>		<u>7,207</u>
Total Assets Less Current Liabilities			42,510		43,957
Accruals and deferred income	6		<u>(37,988)</u>		<u>(36,750)</u>
Net Assets			<u><u>4,522</u></u>		<u><u>7,207</u></u>
Accumulated Funds					
Income and Expenditure account			<u>4,522</u>		<u>7,207</u>
Total Funds			<u><u>4,522</u></u>		<u><u>7,207</u></u>

The directors' statements required by Section 249B(4) are shown on the following page which forms part of this Balance Sheet.

The notes on pages 8 to 10 form an integral part of these financial statements.

Nairn Citizens Advice Bureau Limited

Balance Sheet (continued)

**Directors' statements required by Section 249B(4)
for the year ended 31 March 2000**

In approving these financial statements as directors of the company we hereby confirm:

(a) that for the year stated above the company was entitled to the exemption conferred by Section 249A(1) of the Companies Act 1985;

(b) that no notice has been deposited at the registered office of the company pursuant to Section 249B(2) requesting that an audit be conducted for the year ended 31 March 2000 and

(c) that we acknowledge our responsibilities for:

(1) ensuring that the company keeps accounting records which comply with Section 221, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Section 226 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective March 2000).

The financial statements approved by the Board on 9 June 2000 and signed on its behalf by



Norman McCulloch
Director

The notes on pages 8 to 10 form an integral part of these financial statements.

Nairn Citizens Advice Bureau Limited

Notes to the Financial Statements for the year ended 31 March 2000

1. Accounting Policies

1.1. Accounting convention

The financial statements are prepared in accordance with the Financial Reporting Standards for Smaller Entities (effective March 2000), and under the historical cost convention.

1.2. Turnover

Turnover represents the total invoice value, excluding value added tax, of sales made during the year.

1.3. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Land and buildings	-	2% Straight Line Basis
Fixtures, fittings and equipment	-	33% Straight Line

1.4. Deferred taxation

Provision is made for deferred taxation using the liability method to take account of timing differences between the incidence of income and expenditure for taxation and accounting purposes except to the extent that the directors consider that a liability to taxation is unlikely to materialise.

1.5. Government and other grants

Grants of a capital nature are credited to deferred income and released to the income and expenditure account over the expected useful life of the relevant assets. Grants towards revenue expenditure are released to the income and expenditure account as the related expenditure is incurred.

1.6. Pension costs

The company contributes to the personal pension plan of one of the directors. The pension costs are charged to income in the year in which the contribution is due.

2. Income

The total income of the company for the year relates to grants provided by The Highland Council.

3. Operating (deficit)/surplus

	2000	1999
	£	£
Depreciation of tangible assets	1,269	750
Director's remuneration	12,180	7,967
Pension costs	810	590

Nairn Citizens Advice Bureau Limited

**Notes to the Financial Statements
for the year ended 31 March 2000**

..... continued

4. Tangible fixed assets

	Land and buildings freehold	Fixtures, fittings equipment	Total
	£	£	£
Cost			
At 1 April 1999	37,500	-	37,500
Additions	2,219	1,091	3,310
At 31 March 2000	39,719	1,091	40,810
Depreciation			
At 1 April 1999	750	-	750
Charge for the year	905	364	1,269
At 31 March 2000	1,655	364	2,019
Net book values			
At 31 March 2000	38,064	727	38,791
At 31 March 1999	36,750	-	36,750

**5. Creditors: amounts falling due
within one year**

	2000 £	1999 £
Trade creditors	1,367	1,602
Other taxes and social security costs	1,186	274
	2,553	1,876

Nairn Citizens Advice Bureau Limited

**Notes to the Financial Statements
for the year ended 31 March 2000**

..... continued

6. Accruals and deferred income	2000	1999
	£	£
Government and other grants		
At 1 April 1999	36,750	37,500
Received in year	2,138	-
Released in year	(900)	(750)
At 31 March 2000	<u>37,988</u>	<u>36,750</u>
7. Membership		

The company is limited by guarantee and does not have share capital. In the event of a winding up, and there were to be insufficient funds to pay creditors, the members of the company each agree to contribute £1.