

SC 173195

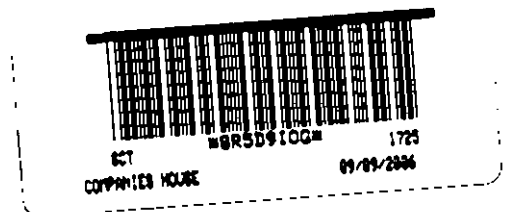
Nairn Citizen Advice Bureau Limited

(A company limited by guarantee)

Report and Financial Statements

Year ended 31 March 2006

**Johnston Carmichael
Chartered Accountants
Nevis House
Beechwood Park
Inverness
IV2 3BW**



Contents

	Page
Legal and administrative information	1
Report of the Directors	2
Accountant's Report	3
Statement of financial activities	4
Balance sheet	5
Notes forming part of the financial statements	6-9

Legal and Administrative Information

Directors: Colin MacAulay
Bryan Bain
Daniel Farrell
Elizabeth Grant
Susan Halliday (Resigned in year)
Lynne Thompson
Anthony Dunbar
Easter Rodgers
Johanna Thompson
Peter Cadman
Councillor Liz MacDonald
Fiona Rodgers
Jim Young
Carol Greer (Resigned in year)
Victoria Fuller (Appointed 31/3/06)

Secretary: Bryan Bain

Company Number: SC173195

Charity Number: SC023356

Registered Office: 6 High Street
Nairn
IV12 4BJ

Bankers: Bank of Scotland plc
73 High Street
Nairn
IV12 4BS

Accountants: Johnston Carmichael
Nevis House
Beechwood Business Park
Inverness
IV2 3BW

Report of the Directors for the year ended 31 March 2006

The Directors submit their annual report and the unaudited financial statements for the year ended 31 March 2006. The Directors have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000 in preparing the annual report and financial statements of the charity.

The charity is a charitable company limited by guarantee. None of the Directors have any beneficial interest in the company. All of the Directors are members of the company and guarantee to contribute £1 in the event of a winding up. Its objects are 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. The policies adopted in furtherance of these objects are as detailed in the charity's memorandum and Articles of Association and there has been no change in these during the year.

Review of activities and future developments

The Statement of Financial Activities for the year is set out on page 4 of the financial statements. A summary of the financial results and the work of the charity is set out below.

Income Generation

Core funding of £56,615 (2005 - £55,505) was received from the Highland Council. The company is obliged to provide 16 hours of money advice per week. The company incurred an overall surplus of £3,836 (2005 - £5,541 surplus).

Reserves

The charity generally operates one general reserve and a restricted reserve (see note 6). The general reserve represents unrestricted funds arising from past operating results and at 31 March 2006 totalled £9,602. This balance at 31 March 2006 equates to approximately 2 months of unrestricted expenditure.

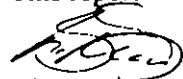
Directors' Responsibilities

Company and charity 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 and of the surplus or deficit of the charity for that period. In preparing those financial statements, the Directors have:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepared the financial statements on the going concern basis.

The Directors have overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They 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.

This report was approved by the Board on 30.08.2006



Director

Accountants' Report to the Directors on the Unaudited Accounts of Nairn Citizen Advice Bureau Limited

In accordance with our engagement letter, and in order to assist you to fulfil your duties under the Companies Act 1985, we have prepared the accounts of the company on pages 4 to 9 from the accounting records and information and explanations supplied to us.

This report is made to the company's board of directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken to enable us to prepare the accounts on behalf of the company's board of directors 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 board of directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with best practice guidance issued by the Institute of Chartered Accountants of Scotland and have complied with the ethical guidance laid down by the Institute relating to members undertaking the preparation of accounts.

You have acknowledged on the balance sheet for the year ended 31 March 2006 your duty to ensure that the company has kept proper accounting records and to prepare accounts that give a true and fair view under the Companies Act 1985. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the accounts. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.



Date 24 August 2006.

**Johnston Carmichael
Chartered Accountants and
Registered Auditor
Nevis House
Beechwood Park
Inverness
IV2 3BW**

Nairn Citizen Advice Bureau Limited

**Statement of Financial Activities
for the year ended 31 March 2006**

		Unrestricted Funds £	Restricted Funds £	2005 £	2004 £
	Notes				
Incoming resources					
Activities in furtherance of the Charity's objectives	2a				
- Grants		56,615	-	56,615	55,505
Donations		-	-	-	-
Investment income		511	-	511	509
Other income		3,108	11,000	14,108	8,896
Total incoming resources		60,234	11,000	71,234	64,910
Resources expended					
Charitable expenditure					
Costs of activities in the furtherance of the charity's objectives					
- Running Costs	2b	39,663	-	39,663	31,889
Support costs	2c	12,970	-	12,970	12,794
Management and administration	2c	14,765	-	14,765	14,686
Total charitable expenditure		67,398	-	67,398	59,369
Total resources expended		67,398	-	67,398	59,369
Net incoming resources before transfer		(7,164)	11,000	3,836	5,541
Transfer between funds		3,610	(3,610)	-	-
Net incoming resources		(3,554)	7,390	3,836	5,541
Fund balance at 1 April 2005		13,156	42,163	55,319	49,778
Transfer in respect of earlier periods		-	-	-	-
Fund balance at 31 March 2006	6	9,602	49,553	59,155	55,319

The notes on pages 6 to 9 form an integral part of these financial statements.

Nairn Citizen Advice Bureau Limited

**Balance Sheet
As at 31 March 2006**

		2006		2005	
	Notes	£	£	£	£
Fixed Assets					
Tangible assets	4		38,516		42,869
Current Assets					
Cash at bank and in hand		23,470		14,980	
		<u>23,470</u>		<u>14,980</u>	
Creditors: amounts falling due within one year	5	<u>(2,831)</u>		<u>(2,530)</u>	
Net Current Assets/(Liabilities)			<u>20,639</u>		<u>12,450</u>
Total Assets Less Current Liabilities			<u>59,155</u>		<u>55,319</u>
Funds					
Restricted fund	6		49,553		42,163
Unrestricted	6		<u>9,602</u>		<u>13,156</u>
Total Funds			<u>59,155</u>		<u>55,319</u>

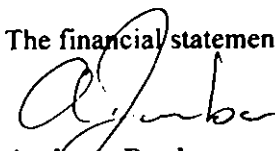
The company is entitled to the exemption from the audit requirements contained in section 249A(1) of the Companies Act 1985, for the year ended 31 March 2006. No member of the company has deposited a notice, pursuant to section 249B(2), requiring an audit of these accounts.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with section 221 of the Act; and
- (b) preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2006 and of its surplus for the period then ended in accordance with section 226, and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the the company.

The 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 January 2005).

The financial statements were approved by the Board on 23/8/06 and signed on its behalf by


Anthony Dunbar
Director

The notes on pages 6 to 9 form an integral part of these financial statements

**Notes forming part of the financial statements
for the year ended 31 March 2006**

1 Accounting policies

(a) Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in October 2000 and applicable accounting standards.

The charity has availed itself of Paragraph 3 (3) of Schedule 4 of the Companies Act and adapted the Companies Act formats to reflect the special nature of the charity's activities.

(b) Company status

The charity is a company limited by guarantee. The members of the company are the Directors named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

(c) Fund accounting

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.

The company has a capital fund containing both designated funds and restricted funds in relation to fixed asset purchases.

(d) Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

There were no donated assets received by the charity. No amounts are included in the financial statements for services donated by volunteers.

(e) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Nairn Citizen Advice Bureau Limited

**Notes to the Financial Statements
for the year ended 31 March 2006**

.....continued

(f) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Land and Buildings	2% Straight line
Fixtures, fittings and equipment	33% Straight line

2 (a) Incoming resources

The total income of the company for the year has been derived from its principal activity wholly undertaken in the UK.

(b) Costs of activities in furtherance of charitable objectives

	2006 £	2005 £
Wages and salaries	26,452	20,649
Rates	162	153
Insurance	718	598
Electricity and oil	793	826
Cleaning	1,311	1,191
Repairs	548	763
Advertising	176	70
Telephone	2,064	1,948
Consumables - equipment	1,337	809
Travel, welfare and training	1,165	1,003
General expenses	114	121
Depn Property	794	794
Depn Equipment	4,029	2,964
	<u>39,663</u>	<u>31,889</u>

(c) Support costs, management and administration costs

	Support Costs		Management and Administration	
	2006	2005	2006	2005
	£	£	£	£
Wages and salaries	11,692	11,670	11,692	11,670
Print, post and stationery	-	-	1,477	1,200
Travel, welfare and training	1,164	1,003	-	-
Accounts fee	-	-	775	588
Other professional fees	-	-	-	241
General Expenses	114	121	821	987
	<u>12,970</u>	<u>12,794</u>	<u>14,765</u>	<u>14,686</u>

Nairn Citizen Advice Bureau Limited

Notes to the Financial Statements for the year ended 31 March 2006

.....continued

3 Employees

Number of employees

The average monthly numbers of employees
(excluding the directors) during the year were:

	2006	2005
Manager	1	1
Money Advisors(2 part-time)	1	1
Welfare Officer	1	1

Employment costs

	2006 £	2005 £
Wages and salaries	43,989	42,064

Bryan Bain, director, was employed as Centre Manager and received remuneration of £23,385 (2005 - £23,399) for his services during the year to 31 March 2006.

There were no employees whose annual emoluments were £50,000 or more.

4 Tangible fixed assets

	Land and Buildings £	Fixtures, Fittings Equipment £	Total £
Cost			
At 1 April 2005	39,719	11,739	51,458
Additions	-	470	470
Disposals	-	-	-
	<u>39,719</u>	<u>12,209</u>	<u>51,928</u>
Depreciation			
At 1 April 2005	5,625	2,964	8,589
On disposals	-	-	-
Charge for the year	794	4,029	4,823
	<u>6,419</u>	<u>6,993</u>	<u>13,412</u>
Net book values			
At 31 March 2006	<u>33,300</u>	<u>5,216</u>	<u>38,516</u>
At 31 March 2005	<u>34,094</u>	<u>8,775</u>	<u>42,869</u>

Nairn Citizen Advice Bureau Limited

**Notes to the Financial Statements
for the year ended 31 March 2006**

.....continued

5 Creditors: amounts falling due within one year	2006 £	2005 £
Trade Creditors	617	605
Other taxes and social security costs	2,214	1,925
	<u>2,831</u>	<u>2,530</u>

6 Fund Allocation

	Balance 01-Apr-05 £	Incoming Resources Resources £	Resources Expended £	Transfers £	Balance at 31-Mar-06 £
Restricted & Designated Funds					
Capital Fund	42,163	-	-	(3,610)	38,553
Designated Fund	-	11,000	-	-	11,000
	<u>42,163</u>	<u>11,000</u>	<u>-</u>	<u>(3,610)</u>	<u>49,553</u>
Unrestricted Fund					
General Fund	13,156	60,234	(67,398)	3,610	9,602
Total Fund	<u>55,319</u>	<u>71,234</u>	<u>(67,398)</u>	<u>-</u>	<u>59,155</u>

The restricted capital fund represents capital funding received from various sources for the purchase of the Centre building, together with funding received for the purchase of a photocopier, laptop and desktop computers. The designated capital fund represents £6,000 to finance a Project Worker post on a six month fixed term contract. The remaining £5,000 is for the Money Advice employee to gain DAS accreditation.

7 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total £
Fund balances at 31 March 2005			
Tangible fixed assets	-	38,516	38,516
Current assets	23,470	-	23,470
Creditors: amounts falling due within one year	<u>(2,831)</u>	<u>-</u>	<u>(2,831)</u>
	<u>20,639</u>	<u>38,516</u>	<u>59,155</u>