

Charity Registration No SC023356

Company Registration No SC173195 (Scotland)

Nairn Citizen Advice Bureau Limited

(A company limited by guarantee)

Directors' Report and Unaudited Accounts

For The Year Ended 31 March 2008



NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION

Directors

Bryan Bain
Rosemary Machen Young
Anthony Dunbar
Easter Rodgers
Emma Curslly
John Fyfe
Liz MacDonald
Fiona Rodgers
Gillian Maclean
Suzanne Fowle
Lynne Thompson
Julia Carrington
Richard Reid
Philip McBride

Secretary

Bryan Bain

Charity number

SC023356

Company number

SC173195

Principal address

6 High Street
Nairn
IV12 4BJ

Registered office

6 High Street
Nairn
IV12 4BJ

Accountants

Johnston Carmichael
Nevis House
Beechwood Park
Inverness
IV2 3BW

Bankers

Bank of Scotland
73 High Street
Nairn
IV12 4BS

NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
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NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT
FOR THE YEAR ENDED 31 MARCH 2008

The directors present their report and accounts for the year ended 31 March 2008

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 1985 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005

Structure, governance and management

The charity is a company limited by guarantee governed by its Memorandum and Articles of Association dated 25 February 1997

The directors who served during the year were

Colin MacAulay (Resigned 30 November 2007)

Bryan Bain

Daniel Farrell (Resigned 27 June 2007)

Rosemary Machen Young

Anthony Dunbar

Easter Rodgers

Emma Cursilly

John Fyfe

Councillor Liz MacDonald

Fiona Rodgers

Jim Young (Resigned 27 June 2007)

Gillian Maclean

Dr Suzanne Fowle (Appointed 5 September 2007)

Lynne Thompson (Appointed 5 September 2007)

Julia Carrington

Rev Richard Reid (Appointed 5 September 2007)

Philip McBride (Appointed 27 March 2008)

Directors are appointed by the members at the AGM. Directors are also able to co-opt members to be directors should a vacancy arise during the year.

None of the directors has 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.

The directors have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and activities

The charity's objects are to provide an independent free and confidential advice service to the general public in the Nairn area.

During the year the company continued to provide advice on a range of matters including money advice.

NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2008

Financial review

The results for the year show an overall surplus of £19,184 (2007 deficit £16,386)

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The directors consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

To ensure that reserves are maintained at this level, in accordance with conditions in the service delivery contracts with Highland Council, the council have made a one off payment of £15,000 to the charity which the charity must hold as reserves. This amount is included in restricted funds.

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

On behalf of the board of directors



Bryan Bain

Director

Dated 01 09 2008

**NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT ACCOUNTANTS' REPORT TO THE MEMBERS ON THE
UNAUDITED ACCOUNTS OF NAIRN CITIZEN ADVICE BUREAU LIMITED**

We report on the accounts for the year ended 31 March 2008 set out on pages 4 to 10

This report is made solely to the charity's members, as a body, in accordance with Section 249C of the Companies Act 1985. Our reporting work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an independent accountant'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 charity and the charity's members as a body, for our reporting work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and reporting accountants

As described on page 5 the charitable company's directors, who also act as trustees for the charitable activities of Nairn Citizen Advice Bureau Limited, are responsible for the preparation of the accounts, and they consider that the company 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 company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- (a) the accounts are in agreement with the accounting records kept by the charitable company under section 221 of the Companies Act 1985,
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act, and
 - (ii) the charitable company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).


Johnston Carmichael

Chartered Accountants
Reporting Accountants
Nevis House
Beechwood Park
Inverness
IV2 3BW

Dated

NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2008

	Notes	Unrestricted funds £	Restricted funds £	Total 2008 £	Total 2007 £
<u>Incoming resources from generated funds</u>					
Voluntary income	2	6,150		6,150	
Investment income	3	880		880	552
		7,030	-	7,030	552
Incoming resources from charitable activities	4	66,810	15,000	81,810	57,747
Other incoming resources	5	1,521		1,521	8,038
Total incoming resources		75,361	15,000	90,361	66,337
<u>Resources expended</u>					
	6				
Charitable expenditure		68,369	1,981	70,350	81,997
Governance costs		827		827	726
Total resources expended		69,196	1,981	71,177	82,723
Net income/(expenditure) for the year/ Net movement in funds		6,165	13,019	19,184	(16,386)
Fund balances at 1 April 2007		9,076	33,693	42,769	59,155
Fund balances at 31 March 2008		15,241	46,712	61,953	42,769

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985

NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET
AS AT 31 MARCH 2008

	Notes	2008 £	£	2007 £	£
Fixed assets					
Tangible assets	10		31,712		33,693
Current assets					
Debtors	11	15,000			
Cash at bank and in hand		19,008		12,582	
		<u>34,008</u>		<u>12,582</u>	
Creditors: amounts falling due within one year	12	<u>(3,767)</u>		<u>(3,506)</u>	
Net current assets			<u>30,241</u>		<u>9,076</u>
Total assets less current liabilities			<u><u>61,953</u></u>		<u><u>42,769</u></u>
Funds					
Restricted funds			46,712		33,693
Unrestricted funds			<u>15,241</u>		<u>9,076</u>
			<u><u>61,953</u></u>		<u><u>42,769</u></u>

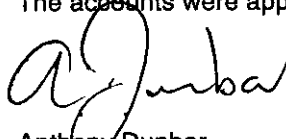
These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007)

The company is entitled to the exemption from the audit requirement contained in section 249A(2) of the Companies Act 1985, for the year ended 31 March 2008. 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 2008 and of its profit for the year 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 company

The accounts were approved by the Board on 2nd Sep 08


 Anthony Dunbar
 Director

NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2008

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 1985

1.2 Incoming resources

All incoming resources including grants 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 included in the financial statements are for services donated by volunteers

1.3 Tangible fixed assets and depreciation

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

Freehold land is not depreciated

Freehold buildings 2% straight line

Fixtures, fittings & equipment 33% straight line

2 Voluntary income

	2008 £	2007 £
Donations and gifts	<u>6,150</u>	<u></u>

Voluntary income includes a grant of £6,000 (2007 £nil) from the Kinship carers project

3 Investment income

	2008 £	2007 £
Interest receivable	<u>880</u>	<u>552</u>

NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2008

4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2008 £	Total 2007 £
Grants received	66,810	15,000	81,810	57,747

5 Other incoming resources

	2008 £	2007 £
Other income	1,521	8,038

Other income includes a Money Advice grant of nil (2007 £6,240) from Highland Council

6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2008 £	Total 2007 £
Charitable activities					
<u>Charitable expenditure</u>					
Activities undertaken directly	26,856	1,981	9,369	38,206	50,888
Support costs	28,814		3,330	32,144	31,109
Total	55,670	1,981	12,699	70,350	81,997
Governance costs	-	-	827	827	726
	55,670	1,981	13,526	71,177	82,723

Governance costs includes accountant's fees of £742 (2007 £637)

Included in Activities undertaken directly are cleaning and maintenance costs of £2,247 (2007 £2,377), electricity and oil costs of £1,106 (2007 £1,912) telephone costs of £2,614 (2007 £2,384), office supplies of £787 (2007 £1,387) and travel costs of £883 (2007 £1,031) The charity undertook no activities not directly related to its primary purpose

NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2008

7 Support costs

	2008 £	2007 £
Other support costs	3,330	2,991
Staff costs	28,814	28,118
	<u>32,144</u>	<u>31,109</u>

Included in other support costs are travel expenses of £883 (2007 £968), general expenses of £885 (2007 £1,115) and office supplies of £1,562 (2007 £908)

8 Directors

Bryan Bain, director, was employed as Centre Manager and received remuneration of £24,201 (2007 £25,498) for his services to the year to 31 March 2008

Gillian Maclean, director, was employed as General Assistant and received remuneration of £7,879 (2007 £6,326)

During the year two directors received reimbursement of expenses of £177 (2007 £nil)

9 Employees

Number of employees

The average monthly number of employees during the year was

	2008 Number	2007 Number
Manager	1	1
Money Advisor	1	1
Welfare Officer	1	1
Project Officer		1
General Assistant/ Welfare Officer	1	1
	<u>4</u>	<u>5</u>

Employment costs

	2008 £	2007 £
Wages and salaries	51,673	56,340
Social security costs	3,997	4,340
	<u>55,670</u>	<u>60,680</u>

There were no employees whose annual emoluments were £60,000 or more

NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2008

10 Tangible fixed assets

	Land and buildings	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1 April 2007 and at 31 March 2008	39,719	12,209	51,928
Depreciation			
At 1 April 2007	7,213	11,022	18,235
Charge for the year	794	1,187	1,981
At 31 March 2008	8,007	12,209	20,216
Net book value			
At 31 March 2008	31,712		31,712
At 31 March 2007	32,506	1,187	33,693

11 Debtors

	2008	2007
	£	£
Other debtors	15,000	

12 Creditors: amounts falling due within one year

	2008	2007
	£	£
Trade creditors	763	667
Taxes and social security costs	3,004	2,839
	3,767	3,506

NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2008

13 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 March 2008 are represented by			
Tangible fixed assets		31,712	31,712
Current assets	19,008	15,000	34,008
Creditors amounts falling due within one year	(3,767)		(3,767)
	<u>15,241</u>	<u>46,712</u>	<u>61,953</u>

The restricted funds represent capital funding of £31,712 received from various sources for the purchase of the centre building and equipment and £15,000 reserves held in accordance with the Service Delivery Contracts with Highland Council

14 Control

The charity is controlled by the directors on behalf of the members of the charity