

Nairn Citizen Advice Bureau Limited

(A company limited by guarantee)

Report and Financial Statements

Year ended 31 March 2004



**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
David Fraser - Resigned in year
Edward Chambers - Resigned in year
Elizabeth Grant
Susan Halliday
David Pierce - Resigned in year
Lynne Thompson
Anthony Dunbar
Yvonne Brown - Resigned in year
Easter Rodgers
Johanna Thompson
Peter Cadman - Appointed in year
Liz MacDonald - Appointed in year
Fiona Rodgers - Appointed in year
Jim Young - Appointed in year
Carol Greer - Appointed in year

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 2004

The Directors submit their annual report and the audited financial statements for the period ended 31 March 2004. 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 period.

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 £54,417 was received from the Highland Council. The company is obliged to provide 16 hours of money advice per week. The company retained a surplus of £5,608 which has been allocated to the general fund.

Reserves

The charity generally operates one reserve (see note 6), the general reserve which represents unrestricted funds arising from past operating results. This equates to approximately 6 months of unrestricted expenditure.

Directors' Responsibilities

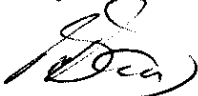
Company and charity law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the Directors have:

- 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 7 June 2004:

Bryan Bain



Page 2

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

As described on the balance sheet you are responsible for the preparation of the accounts for the period ended 31 March 2004, set out on pages 4 to 9, and you consider that the company is exempt from an audit and a report under section 249A(2) of the Companies Act 1985. In accordance with your instructions, from the accounting records and information and explanations supplied to us.



8 June 2004

**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 2004**

		Unrestricted Funds £	Restricted Funds £	2004 £	2003 £
	Notes				
Incoming resources					
Activities in furtherance of the Charity's objectives					
- Grants		54,417	-	54,417	52,540
Donations		416	-	416	500
Investment income		342	-	342	311
Other income		<u>2,500</u>	<u>-</u>	<u>2,500</u>	<u>93</u>
Total incoming resources		<u>57,675</u>	<u>-</u>	<u>57,675</u>	<u>53,444</u>
Resources expended					
Charitable expenditure					
Costs of activities in the furtherance of the charity's objectives	2				
- Running Costs	2b	23,926	-	23,926	18,458
Support costs	2c	13,130	-	13,130	12,073
Management and administration	2c	<u>15,011</u>	<u>-</u>	<u>15,011</u>	<u>13,520</u>
Total charitable expenditure		<u>52,067</u>	<u>-</u>	<u>52,067</u>	<u>44,051</u>
Total resources expended		<u>52,067</u>	<u>-</u>	<u>52,067</u>	<u>44,051</u>
Net incoming resources/(resources expended) before transfer		<u>5,608</u>		<u>5,608</u>	
Transfer between funds		<u>794</u>	<u>(794)</u>	<u>-</u>	<u>-</u>
Net incoming resources/(resources expended)		<u>6,402</u>	<u>(794)</u>	<u>5,608</u>	<u>9,393</u>
Fund balance at 1 April 2003		<u>8,488</u>	<u>35,682</u>	<u>44,170</u>	<u>34,777</u>
Fund balance at 31 March 2004	6	<u><u>14,890</u></u>	<u><u>34,888</u></u>	<u><u>49,778</u></u>	<u><u>44,170</u></u>

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 2004**

		2004		2003	
	Notes	£	£	£	£
Fixed Assets					
Tangible assets	4	34,888			35,682
Current Assets					
Cash at bank and in hand		<u>18,771</u>		<u>11,362</u>	
		18,771		11,362	
Creditors: amounts falling due within one year	5	<u>(3,881)</u>		<u>(2,874)</u>	
Net Current Assets/(Liabilities)			<u>14,890</u>		<u>8,488</u>
Total Assets Less Current Liabilities			<u><u>49,778</u></u>		<u><u>44,170</u></u>
Funds					
Restricted fund	6	34,888			35,682
Unrestricted	6	<u>14,890</u>			<u>8,488</u>
Total Funds			<u><u>49,778</u></u>		<u><u>44,170</u></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 2004. No member of the company has deposited a notice, pursuant to section 249B(2), requiring an audit of these accounts.

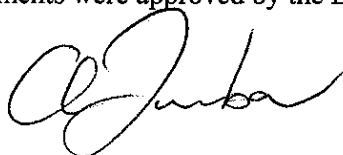
The directors acknowledge their responsibilities for:

- (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 28 February 2003 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 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 June 2002).

The financial statements were approved by the Board on 7 June 2004 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 2004**

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 June 2002). 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 no restricted funds but certain funds were designated during the year. See note 6.

(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.

**Notes to the Financial Statements
for the year ended 31 March 2004**

.....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, these assets have been fully depreciated as at 31 March 2003.

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

	2004	2003
	£	£
Wages and salaries	15,548	9,315
Rates	148	0
Insurance	663	362
Electricity and oil	869	936
Cleaning	1,173	1,018
Repairs	240	176
Advertising	99	722
Telephone	2,414	1,756
Equipment rental	866	1,151
Consumables - equipment	412	213
Travel, welfare and training	662	1,063
General expenses	38	356
Depn Property	794	794
Depn Equipment		596
	23,926	18,458

(c) Support costs, management and administration costs

	Support Costs		Management and Administration	
	2004	2003	2004	2003
	£	£	£	£
Wages and salaries	12,342	10,653	12,342	10,653
Print, post and stationery	-	-	1,008	1,234
Travel, welfare and training	663	1,064	-	-
Accounts fee	-	-	605	605
Other professional fees	-	-	80	110
General Expenses	125	356	976	918
	13,130	12,073	15,011	13,520

**Notes to the Financial Statements
for the year ended 31 March 2004**

.....continued

3 Employees

Number of employees

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

	2004	2003
Manager	1	1
Money Advisors(2 part-time)	1	1
Welfare Officer	1	1

Employment costs

	2004 £	2003 £
Wages and salaries	40,232	30,621

Bryan Bain, trustee, was employed as Centre Manager and received remuneration of £21,884 for his services during the year to 31 March 2004.

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 2003	39,719	2,877	42,596
Additions	-	-	-
Disposals	-	-	-
	<u>39,719</u>	<u>2,877</u>	<u>42,596</u>
Depreciation			
At 1 April 2003	4,037	2,877	6,914
On disposals	-	-	-
Charge for the year	794		794
	<u>4,831</u>	<u>2,877</u>	<u>7,708</u>
Net book values			
At 31 March 2004	<u>34,888</u>	<u>-</u>	<u>34,888</u>
At 31 March 2003	<u>35,682</u>	<u>-</u>	<u>35,682</u>

Nairn Citizen Advice Bureau Limited

**Notes to the Financial Statements
for the year ended 31 March 2004**

.....continued

5 Creditors: amounts falling due within one year	2004 £	2003 £
Trade Creditors	605	605
Other taxes and social security costs	3,276	2,269
Accruals and deferred income	<u>-</u>	<u>-</u>
	<u>3,881</u>	<u>2,874</u>

6 Fund Allocation

	Balance 01-Apr-03 £	Incoming Resources £	Resources Expended £	Transfers £	Balance at 31-Mar-04 £
Restricted Fund					
Capital Fund	<u>35,682</u>			<u>(794)</u>	<u>34,888</u>
Unrestricted Fund					
General Fund	<u>8,488</u>	<u>57,675</u>	<u>(52,067)</u>	<u>794</u>	<u>14,890</u>
Total Fund	<u>44,170</u>	<u>57,675</u>	<u>(52,067)</u>	<u>-</u>	<u>49,778</u>

The restricted capital fund represents capital funding received from various sources for the purchase of the Centre building.

7 Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total
Fund balances at 31 March 2004			
Tangible fixed assets	-	34,888	34,888
Current assets	18,771	-	18,771
Creditors: amounts falling due within one year	<u>(3,881)</u>	<u>-</u>	<u>(3,881)</u>
	<u>14,890</u>	<u>34,888</u>	<u>49,778</u>