

Chesterfield Citizens Advice Bureau

FINANCIAL STATEMENTS FOR THE
YEAR ENDED

31 MARCH 1996



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COMPANIES HOUSE 09/11/96

COMPANIES HOUSE 24/10/96

A03 *AJ66TPOB* 397

COMPANIES HOUSE 10/10/96

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CHESTERFIELD CITIZENS ADVICE BUREAU

REPORT OF THE DIRECTORS

The directors present their report and financial statements for the year ended 31 March 1996.

Principal activities

The principal activities of the company throughout the year were those of providing a free confidential and impartial service of advice information and counsel for the general public.

Charitable status

The company is a registered charity.

Directors

The directors who served the company throughout the year are listed separately.

Auditor

Ian L Cameron has indicated his willingness to continue in office and in accordance with the provision of the Companies Act it is proposed that he be re-appointed auditor to the company for the ensuing year.

Small company rules

Advantage has been taken in the preparation of this report of the special exemptions applicable to small companies.

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CHESTERFIELD CITIZENS ADVICE BUREAU

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 1996

year
ending
31.3.95

INCOME

£		£
128340	Chesterfield Borough Council Grant	131550
297	Interest on Deposit Account	401
286	Interest on National Savings Account	302
	Grants and Donations	30
<u>128923</u>	TOTAL INCOME	<u>132283</u>

EXPENDITURE

95527	Salaries, National Insurance & Staff Pension Scheme	103928
1144	Cleaners' wages	638
4648	Volunteers' travelling expenses	5576
294	Outreach Work travelling expenses	276
1738	Training costs	1516
1627	Childminding costs for voluntary workers	3353
9107	Rent & Stamp Duty	9000
2563	Heat, lighting, water, sewage, refuse	2520
2778	Telephone	2580
2334	Printing & stationery	1930
895	Subscriptions & fees	809
176	Auditor's fee	176
770	Postages	787
398	Furniture & equipment (small items & maintenance)	619
558	Books & Publications	187
683	Publicity & advertising	168
540	Conference & meeting expenses	283
263	Insurances	269
600	Treasurer's Honorarium	600
601	Sundry expenses	492
<u>127244</u>	TOTAL EXPENDITURE	<u>135707</u>

1679 **BALANCE** (3424)

2550 **LESS transfer to Repairs & Renewals Fund** 0

(871) **SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE** (3424)

TRANSFER from Mental Health Worker Reserve Grant 500

REVISED SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE (2924)

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CHESTERFIELD CITIZENS ADVICE BUREAU

BALANCE SHEET AS AT 31 MARCH 1996

year

ending

31.3.95 **CURRENT ASSETS**

£		£
(103)	Co-operative Bank Current Account	1326
12585	Co-operative Bank Top Tier Account	12741
5257	National Savings Bank	5560
2	Petty cash	6
2250	Payment in advance	2609
(1197)	Creditor (Final Quarterly Gas Bill not received)	(449)
18794	NET ASSETS	21793

RESERVES

	Income and Expenditure Account		
	-balance at 31 March 1995	10191	
	-surplus/(deficit) for the year	(2924)	
10191			7267
7171	Repairs and Renewals Fund	Note 1	7171
1432	Equal Opportunities Reserve		1432
	Mental Health Worker Reserve Grant	Note 2	5923
18794			21793

Note 1 Repairs and Renewals Fund

No contribution was made to this Fund in 1995/96

Note 2 Mental Health Worker Reserve Grant

The Bureau has been awarded an annual grant of £10,239 for the appointment of a part-time Mental Health Advocacy & Development Worker, funding being from the Mental Illness Specific Grant which comprises 70% central government money and 30% County Council funding. As the grant for 1995/96 was not awarded until late in the financial year and the new employee did not commence in post until 9 May 1996, the only expenditure incurred against this grant in 1995/96 was capital and set-up costs as follows:-

Computer, furniture and telephone equipment	£2462
Advertising, postages and interview expenses	1354
Staff management set-up costs	<u>500</u>
	£4316

The reserve balance of £5923 is to be carried forward for future expenditure in connection with this post.

Note 3 Accounting Policies - Basis of Accounting

Income and Expenditure is shown in the financial statement on a cash basis and including VAT.

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CHESTERFIELD CITIZENS ADVICE BUREAU

BALANCE SHEET 31 MARCH 1996 (CONT.)

The management committee confirm that:

- a) for the year in question the charity was entitled to exemption under subsection (1) of section 249A of the Companies Act 1985,
- b) no notice has been deposited under section 249B(2) in relation to its accounts for the financial year and
- c) the acknowledge their responsibilities for:
 - i) ensuring that the charity keeps accounting records which comply with section 221 and
 - ii) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirement of section 226 and which otherwise comply with the requirements of the Act relating to accounts so far as applicable to the charity

In preparing these abbreviated financial statements we have taken advantage of the exemptions conferred by section A of Pt III of Schedule 8 made under sections 246 and 247 of the Companies Act 1985 on the grounds that the charity is entitled to those exemptions as a small company.

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8/11/96

Accountant's Report to the Members on the Unaudited Accounts
of Chesterfield Citizens Advice Bureau

I report on the accounts for the year ended 31 March 1996.

Respective responsibilities of management committee and
reporting accountant

The charity's management committee are responsible for the
preparation of the accounts and they consider that the company
is exempt from an audit. It is my responsibility to carry
out procedures designed to enable me to report my opinion.

Basis of opinion

My work was conducted in accordance with the Statement of
Standards for Reporting Accountants and so my procedures
consisted of comparing the accounts with the accounting records
kept by the charity. These procedures provide only the
assurance expressed in my opinion.

Opinion

In my opinion:

- a) the accounts are in agreement with the accounting records
kept by the charity under section 221 of the Companies
Act 1985;
- b) having regard 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 provisions specified in section 249(6) of
the Act; and
 - ii) the charity satisfies the requirements for exemption
from an audit of the accounts for the year specified
in sections 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)(a)-(f).

Ian L. Camd.

Ian L Cameron
Reporting accountant

14 Bentley Close
Matlock

6 August 1996