

2258/06

**Chesterfield  
Citizens Advice  
Bureau**

**FINANCIAL STATEMENTS  
FOR  
THE YEAR ENDED  
31 MARCH 1999**



Wing  
2/8/99

**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 1999.

**Respective responsibilities of management committee and reporting accountant**

The charity's management committee is responsible for the preparation of the accounts and it considers 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 the manner consistent with the provisions specified in section 249C(6) of the Act; and
  - ii) the charity satisfies the conditions 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).

*Ian L. Cameron*

Ian L Cameron  
Reporting Accountant

14 Bentley Close  
Matlock

29.7.99

*John Wing*  
2/8/99

# **CHESTERFIELD CITIZENS ADVICE BUREAU**

## **REPORT OF THE DIRECTORS**

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The directors present their report and financial statements for the year ended 31 March 1999.

### **Principal activities**

The principal activities of the company throughout the year were those of providing a free confidential and impartial service of advice and 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.

*John*  
2/8/99

# CHESTERFIELD CITIZENS ADVICE BUREAU

## STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR TO 31 MARCH 1999

yr ended 31.3.98		Restricted Fund	Unrestricted Fund	TOTAL
£	INCOME	£	£	£
134,970	Chesterfield Borough Council		134,970	134,970
22,587	Derbyshire County Council		24,072	24,072
0	Legal Aid Board Franchise		32,711	32,711
0	Legal Aid Franchise 1st year additional funding		5,790	5,790
0	National Lottery Charities Board	5,628		5,628
0	National Lottery Charities Board computer grant	2,000		2,000
0	NACAB computer grant		1,499	1,499
1,229	Deposit a/c interest		984	984
1000	Friends of CAB Grant		0	0
500	Halifax donation		0	0
1651	European Social Fund Grant		0	0
242	Earnings & miscellaneous donations		533	533
<b>162,179</b>	<b>TOTAL INCOME</b>	<b>7,628</b>	<b>200,559</b>	<b>208,187</b>
	<b>EXPENDITURE</b>			
	<b>Direct charitable expenditure</b>			
133,694	Salaries, including N.I. & Pension	4,736	163,511	168,247
12,500	Rent		12,500	12,500
-3,345	Heat, Light, Water, Sewerage, Refuse		1,643	1,643
782	Cleaning		879	879
467	Equipment, small items & maintainance	81	612	693
1,000	Friends of CAB grant expenditure			0
0	Transfer to Legal Aid Start-up Costs Fund		5,790	5,790
0	Computer equipment (NACAB grant)		1,499	1,499
0	Computer equipment (Lottery grant)	2,000		2,000
3,150	Volunteers' Travelling Expenses		5,387	5,387
963	Volunteers' Childcare Expenses		261	261
2,491	Training		2,593	2,593
804	Conferences & Meetings	85	388	473
1,456	Postages	10	2,746	2,756
2,813	Telephone	57	3,737	3,794
420	Outreach Travel		625	625
278	Advertising & Publicity		56	56
2,941	Printing & Stationery	25	3,711	3,736
353	Books & Publications	30	603	633
977	Subscriptions & Fees		1,069	1,069
724	Insurances		944	944
0	Lottery post recruitment costs	965		965
510	Sundries		615	615
	<b>Other expenditure</b>			
176	Auditor's Fee		176	176
600	Treasurer's Honorarium		675	675
	Management and admin.		300	300
<b>-163,754</b>	<b>TOTAL EXPENDITURE</b>	<b>7,989</b>	<b>210,320</b>	<b>218,309</b>
<b>-1,575</b>	<b>BALANCE</b>	<b>-361</b>	<b>-9,761</b>	<b>-10,122</b>

*2/8/99*

# CHESTERFIELD CITIZENS ADVICE BUREAU

## BALANCE SHEET AS AT 31 MARCH 1999

yr ended 31.3.98				
	<b>ASSETS</b>			
£	<b>CURRENT ASSETS</b>	£	£	£
5,103	Co-operative Bank Current Account	7,505		
6,057	Co-operative Bank Savings Account	5,999		
35	Petty Cash	46		
11,195	<b>TOTAL CURRENT ASSETS</b>		13,550	
	<b>CURRENT LIABILITIES</b>			
	National Lottery Charities Board income in advance	5,628		
	Computer equipment	4,198		
	Employer's pension contributions	1,330		
	Other creditors	150		
0	<b>TOTAL CURRENT LIABILITIES</b>		11,306	
11,195	<b>NET ASSETS</b>			<b>2,244</b>
	<b>FUNDS</b>			
	<b>UNRESTRICTED FUNDS</b>			
	<b>Income &amp; Expenditure Account (general purpose)</b>			
	Balance at 31 March 1998	3,832		
	TRANSFER from Repairs & Renewals Fund	5,929		
	LESS deficit for year 1998-99	9,761		
3,832	Balance carried forward		0	
	<b>Repairs &amp; Renewals Fund (designated)</b>			
	Balance at 31 March 1998	6,312		
	TRANSFER to Income & Expenditure Account	5,929		
	LESS expenditure in 1998-99	0		
6,312	Balance carried forward		383	
	<b>Equal Opportunities Reserve (designated)</b>			
	Balance at 31 March 1998	1,051		
	LESS expenditure in 1998-99	110		
1,051	Balance carried forward		941	
	<b>Legal Aid Start-up Costs Fund (designated)</b>			
	TRANSFER from current account	5,790		
	LESS expenditure in 1998-99	4,509		
0	Balance carried forward		1,281	
11,195	<b>NET UNRESTRICTED FUNDS</b>			<b>2,605</b>
	<b>RESTRICTED FUNDS</b>			
	<b>National Lottery Charities Board</b>			
	Deficit from current account	-361		
0	Balance carried forward		-361	
0	<b>NET RESTRICTED FUNDS</b>			<b>-361</b>
11,195	<b>NET FUNDS</b>			<b>2,244</b>

### NOTE

#### Accounting Policies - Basis of accounting

Income & Expenditure is shown in the Financial Statement on a cash basis and including V.A.T.

*W. J. J.*  
21/04/99

**CHESTERFIELD CITIZENS ADVICE BUREAU**

**BALANCE SHEET 31MARCH 1999 (CONT.)**

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The management committee confirm that:

- a) for the year in question the charity was entitled to exemption under section 249A(2) 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) they 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.

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

*Dring*  
2/8/99