

2258106

**Chesterfield Citizens Advice Bureau**

**Financial Statements**

**Year ended 31 March 2008**

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Registration number 2258106

**CHESTERFIELD CITIZENS ADVICE BUREAU**  
COMPANY LIMITED BY GUARANTEE

REGISTERED CHARITY NUMBER 700481

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2008

## **Chesterfield Citizens Advice Bureau**

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## **Chesterfield Citizens Advice Bureau**

### **Legal and Administrative Information**

<b>Registered Charity Number</b>	700481
<b>Start of financial year</b>	1 April 2007
<b>End of financial year</b>	31 March 2008
<b>Trustees and Directors at 31 March 2008</b>	Chloe Small- Chief Executive Catherine Sims- Chair Mark Smith - Honorary Treasurer Sharon Blank Cllr Maureen Davenport (From 1 April 2008) David James Glossop Cllr Mark Higginbottom Cllr Eleanor Holmes Cllr Chris Ludlow Cllr Trudi Mulcaster Uriah Saunders Richard Siddall Donald Stevenson Sally Swift Ellen Taylor Angela Webster
<b>Company Secretary</b>	Chloe Small
<b>Legal Status</b>	Company limited by guarantee Registration number 2258106
<b>Correspondence Address and Registered Office</b>	6-8 Broad Pavement Chesterfield S40 1RP
<b>Bankers</b>	Triodos Bank NV Brunel House 11 The Promenade Bristol BS8 3NN
<b>Auditors</b>	Winter & Co Chartered Certified Accountants & Registered Auditors Kingfisher Studios 90 Rockingham Street Sheffield S1 4EB

## **Chesterfield Citizens Advice Bureau**

### **Report of The Management Committee (Trustees) for the year ended 31 March 2008**

The Management Committee presents its report and the audited financial statements for the year ended 31 March 2008.

#### **Status and General Aims**

The Bureau was established in 1987 under a Memorandum of Association and is governed under its Articles of Association. The Bureau is:

- (i) A Registered Charity No. 700481
- (ii) A Company Limited by Guarantee Registered No. 2258106
- (iii) A member of Citizens Advice (the National Association of Citizens Advice Bureaux). Citizens Advice Membership No. 45/009

As a member of Citizens Advice, the aims of Chesterfield Citizens Advice Bureau are:

- (i) to ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities, or of the service available to them, or through an inability to express their needs effectively and, equally
- (ii) to exercise a responsible influence on the development of social policies and services, both locally and nationally.

The Citizens Advice Bureau Service is independent and provides free, confidential, impartial advice to everybody regardless of race, gender, sexuality or disability.

#### **Activities**

##### **Mission Statement**

- (i) to provide an effective, high quality generalist advice service within the aims and principles of the Citizens Advice Bureau Service, accessible to the whole community
- (ii) to provide high quality specialist and casework services for Chesterfield in our priority areas of poverty, financial hardship, health and disability
- (iii) to promote and direct our service to those people who are most in need throughout Chesterfield
- (iv) to provide a level of service appropriate to the needs of the individual and, wherever possible, to empower people through the provision of information and advice
- (v) to develop our service in response to the needs of the individuals within the local community
- (vi) to ensure our service is non-judgemental, and our policies of confidentiality and impartiality are strictly adhered to
- (vii) to develop our Equal Opportunities policies, including positive action where appropriate
- (viii) to produce Social Policy evidence and reports to maximise influence on legislators and policy makers
- (ix) to work with other agencies to ensure people receive the best available help for their problems and needs.
- (x) to offer training, learning and personal development opportunities to those wishing to work within the advice sector in a voluntary or paid capacity.

## **Chesterfield Citizens Advice Bureau**

### **Report of The Management Committee (Trustees) for the year ended 31 March 2008**

#### **Main sources of financial support**

- (i) Chesterfield Citizens Advice Bureau's core funder, Chesterfield Borough Council, has provided funding since the Bureau's inception in 1987. This funding covers the front-line generalist advice service, training of voluntary advice workers, management of the Bureau, monitoring and maintenance of standards of work and debt and disability casework.
- (ii) The Legal Services Commission contracts with Bureau for specialist casework in welfare benefits and debt. This funding also covers the cost of administrative support, supervision and management and makes a financial contribution to the overall work of the Bureau.
- (iii) Since 1996, Derbyshire County Council has funded Mental Health Advocacy work. This has been supplemented by Chesterfield Primary Care Trust Joint Working Fund since 2002.
- (iv) Chesterfield CAB has been able to develop its debt and money advice services with the financial support of the Department of Work and Pensions funding an outreach service operating in partnership with Surestart and Womens Aid and Staveley Neighbourhood Management Board funding outreach work in
- (v) A three year grant was awarded by the Big Lottery Fund in September 2005 to fund the development of a Financial Exclusion project in Chesterfield. This funding enables the Bureau to support and manage a specialist worker conducting targeted work for those who are financially excluded.
- (vi) In October 2006 the Bureau was successful in its application for funds from the East Midlands Money Advice Project (EMMA) and large scale project funded by the Department of Trade and Industry's Financial Inclusion Fund. Working in collaboration with Chesterfield Law Centre the Bureau receives funding for a specialist debt and financial inclusion officer until January 2008.

#### **The Legal Services Commission Quality Marks**

All Chesterfield Citizens Advice Bureau's advice work, whether done by paid or voluntary workers, is Quality Marked by the Legal Services Commission and is subject to regular audit, the last audit having taken place in November 2004. Chesterfield Citizens Advice Bureau has a Legal Services Commission contract for welfare benefits and debt casework and has the Specialist Quality Mark in these areas of law. The Bureau is also Quality Marked at the General Help Quality Mark Level in all other areas of law. Since 2000, seven quality audits have taken place and all audits have been successful.

#### **The Management Committee**

The Management Committee of Chesterfield Citizens Advice Bureau comprises representatives of local statutory and voluntary groups and bodies, interested individuals and Bureau workers. Every effort is made to ensure that differing groups and interests are represented, including those who may experience discrimination, such as disabled people and black people. Members of the Bureau's Management Committee are both charity trustees and company directors. In addition to having legal responsibilities within charity and company law, the Committee has responsibilities within the membership of Citizens Advice (Cit A) to ensure the Bureau works within the aims and principles of the association to produce the best possible advice service for the local community. The Committee also has responsibilities as an employer.

## **Chesterfield Citizens Advice Bureau**

### **Report of The Management Committee (Trustees) for the year ended 31 March 2008**

#### **The Development Planning Process**

Chesterfield Citizens Advice Bureau's Service Plan includes Development, Marketing, Training and Equal Opportunities Action Plans covering the current and following two years. The Development Plan includes financial resources needed to achieve objectives and any restraints on progress. The Development Plan is reviewed by the Management Committee four times each year. The full Service Plan is reviewed annually at the first meeting in the calendar year.

#### **Financial Management**

Overall financial management is the responsibility of the Honorary Treasurer, Mark Smith. Day-to-day financial management is the responsibility of the Chief Executive. The Bureau's auditors are Winter & Co., Chartered Certified Accountants and Registered Auditors, whose principal is Mr P C Winter MA., FCCA. Appointment of the auditor takes place annually at the Annual General Meeting. The Bureau currently holds a bank account with Triodos Bank. Potential financial risks have been identified and reviewed by the Management Committee, and systems established to mitigate these risks. Quarterly variance analyses enable the Management Committee to review the current financial position and risks and to allocate available reserves

#### **Funds**

In 2007-08, the Management Committee designated £42,500 as the minimum reserve figure necessary for the viability of the charity.

In recent years, the increase in the number of funders supporting the work of the Bureau has resulted in a substantial increase in the income and in the number of paid staff. However in 2007-08 we have had a substantial reduction in core funds and our income from the Legal Services Commission has reduced due to a new contract regime. Annual increments and cost of living rises must be met each year and reserves are required to ensure that paid staff can receive their contractual annual increments in years of reduced standstill funding. It is important to minimise the risk of any redundancies and consequently any reduced service to the public, however, this has been unavoidable this year. A reserve fund 'Future Salary Increments Fund' has been designated for this purpose, and currently stands at £26,000 but could not absorb the impact on our income this particular year.

**Chesterfield Citizens Advice Bureau**

**Report of The Management Committee (Trustees)  
for the year ended 31 March 2008**

**Directors' Responsibilities**

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

- (i) selected suitable accounting policies and then applied them consistently;
- (ii) made judgements and estimates that are reasonable and prudent;
- (iii) prepared the financial statements on the going concern basis.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company 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 company and ensuring their proper application, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors who served during the year under review and up to the date of this report are set out on page 1. In accordance with charity law the directors certify that:

- so far as we are aware, there is no relevant audit information of which the auditor is unaware; and
- as directors we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approved by the Management Committee and signed on its behalf:

Signed..........Chloe Small (Chief Executive)

9 September 2008



**Chesterfield Citizens Advice Bureau**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE  
CHESTERFIELD CITIZENS ADVICE BUREAU**

We have audited the financial statements of the Chesterfield Citizens Advice Bureau 'the charity' for the year ended 31 March 2008 on pages 7 to 13. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000) under the historical cost convention and the accounting policies.

**Respective responsibilities of the management committee and auditors**

It is the responsibility of the charity's management committee to prepare financial statements (under Section 246 of the Company's Act 1985) for each financial period which give a true and view of the state of affairs of the charity and the surplus or deficit of the charity for that period and to present them to the Members of the Committee at the Annual General Meeting.

In preparing these financial statements, the Members of the Committee are required to:

- i. - select suitable accounting policies and apply them consistently;
- ii. -make judgements and estimates that are reasonable and prudent;
- iii. -follow applicable accounting standards;
- iv. -prepare the financial statements on a going concern basis.

It is our responsibility to form an independent opinion based on our audit of those accounts and to report our opinion to you.

**Basis of opinion**

We conducted our audit in accordance with auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the management committee in the preparation of the accounts and of whether the accounting policies are appropriate to the charity's circumstances consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

**Unqualified opinion**

In our opinion the accounts give a true and fair view of the state of the charity's affairs as at 31 March 2008 and of its deficit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



**Winter & Co**

**Chartered Certified Accountants and Registered Auditors**

**Kingfisher Studios**

**90 Rockingham Street**

**Sheffield**

**S1 4EB**

**Date: 9 September 2008**

# Chesterfield Citizens Advice Bureau

## Statement of Financial Activities - Income and Expenditure Account for the year ended 31 March 2008

	Restricted £	Restricted £	Unrestricted £	2008 £	2007 £
<b>Incoming resources</b>					
Bank interest, less charges	-	-	4,242	4,242	3,500
Big Lottery Community Fund Community Fund	39,340	-	-	39,340	38,324
CAB New Bureau Grant	-	-	-	-	1,130
Chesterfield Borough Council	-	-	160,000	160,000	160,000
Derbyshire County Council	-	-	37,615	37,615	36,698
Earnings and donations	-	-	-	-	51
East Midlands Money Advice Project	-	49,218	-	49,218	25,944
European Social Fund	-	-	-	-	751
Legal Services Commission	-	-	77,130	77,130	91,419
LSC County Court Housing Duty Scheme	-	-	7,193	7,193	4,016
Department for Work and Pensions	-	-	8,852	8,852	-
Derbyshire Primary Care Trust	-	-	18,216	18,216	17,771
Derbyshire County Primary Trust	-	-	8,924	8,924	1,000
Stavely NM	-	-	3,391	3,391	-
VAT Recovered	-	-	1,312	1,312	1,066
	<u>39,340</u>	<u>49,218</u>	<u>326,875</u>	<u>415,433</u>	<u>381,670</u>
<b>Direct Charitable Expenditure</b>					
Advertising for Job Vacancies	-	-	5,192	5,192	2,362
Books, Publications and Subscriptions	170	-	3,756	3,926	3,883
Cleaning	-	-	2,774	2,774	2,543
Conference and Meetings	272	-	824	1,096	556
Depreciation	-	-	3,675	3,675	-
Insurances	155	2,443	-	2,598	1,910
Light, Heat, Water, Sewerage, Refuse	251	2,998	-	3,249	3,466
Minor Capital Expenditure	-	-	718	718	2,264
Office supplies, printing and publicity	1,735	3,580	5,226	10,541	6,621
Outreach Travel and Premises	399	-	644	1,043	606
Postages	310	-	2,038	2,348	2,425
Repairs and maintenance	-	-	5,234	5,234	1,899
Rent	919	-	15,287	16,206	12,794
Salaries, including NIC and Pension	33,770	38,125	280,149	352,044	330,482
SSP Project - Direct Expenditure	-	-	483	483	-
Sundries including Interpreting Fees	171	-	1,432	1,603	908
Telephone	488	-	8,150	8,638	7,861
Training	946	-	1,170	2,116	5,475
Volunteers' Travelling & Childcare Expenses	1,049	-	2,302	3,351	3,149
<b>Other Expenditure</b>					
Auditor's fees	-	-	-	-	1,500
Legal and professional	-	-	550	550	30
Treasurer's Honorarium	-	-	2,554	2,554	700
<b>TOTAL outgoing resources</b>	<u>40,635</u>	<u>47,146</u>	<u>342,158</u>	<u>429,939</u>	<u>391,434</u>
<b>Net incoming/(outgoing) resources for the year</b>	(1,295)	2,072	(15,283)	(14,506)	(9,764)
Reserves at 1 April 2007	3,200	1,882	56,773	61,855	71,619
<b>Reserves at 31 March 2008</b>	<u>1,905</u>	<u>3,954</u>	<u>41,490</u>	<u>47,349</u>	<u>61,855</u>

The notes on pages 9 to 13 form an integral part of these financial statements.

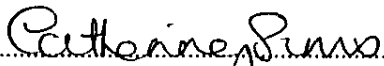
# Chesterfield Citizens Advice Bureau


## Balance sheet as at 31 March 2008

		2008		2007	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets			7,352		-
<b>Current assets</b>					
Debtors	2	36,883		7,017	
Cash at bank and in hand		42,940		73,847	
		<u>79,823</u>		<u>80,864</u>	
<b>Creditors: amounts falling due within one year</b>					
Creditors	3	(39,826)		(19,009)	
<b>NET CURRENT ASSETS</b>			<u>39,997</u>		<u>61,855</u>
<b>Total assets less current liabilities</b>			<u>47,349</u>		<u>61,855</u>
<b>CAPITAL AND RESERVES</b>					
Unrestricted Funds	4		11,886		27,169
Designated Funds	4		29,604		29,604
Restricted Funds	4		5,859		5,082
			<u>47,349</u>		<u>61,855</u>

The financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

Approved by the Trustees on 9 September 2008  
and signed on their behalf by:

 Catherine Sims Chair

 Mark Smith Honorary Treasurer

The notes on pages 9 to 13 form an integral part of these financial statements.

## **Chesterfield Citizens Advice Bureau**

### **Notes to the financial statements for the year ended 31 March 2008**

#### **1. Principal Accounting policies**

The financial statements have been prepared under the historic cost accounting rules and are in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" published in March 2005 and applicable accounting standards.

##### **a Basis of Preparation**

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

##### **b Income and Expenditure**

All income and expenditure is accounted for on an accruals basis.

##### **c Funds**

Balances are split between general and restricted funds. General funds represent the funds of the charity that are not subject to any restrictions regarding their use and are available for application of general purposes of the charity. Restricted funds are to be used for specified purposes as required by the donor. Expenditure which meets these criteria is allocated to the relevant fund. Income derived from these funds is retained within the funds concerned. Designated funds are unrestricted funds which the trustees have designated to be used for a specific purpose. Where these funds yield investment income, this is available for general purposes. Unrestricted funds are funds which are not designated or restricted.

##### **d Tangible fixed assets and depreciation**

The Bureau has a policy of capitalising tangible assets which are capable of being used for a period which exceeds one year and which:

- i) individually have a cost of at least £5,000; or
- ii) form part of the initial equipping and setting-up cost of a new building irrespective of the individual or collective cost.

This policy does not comply with the Charity SORP.

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Computer Equipment	33% per annum straight line basis
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**Chesterfield Citizens Advice Bureau**

**Notes to the financial statements  
for the year ended 31 March 2008**

..... continued

<b>2. Debtors</b>	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
Debtors	35,364	-
Interest	-	1,000
Prepayments and accrued income	1,519	6,016
	<u>36,883</u>	<u>7,016</u>
<b>3. Creditors: amounts falling due within one year</b>	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
Big Lottery Community Fund	6,637	6,443
HM Customs & Excise	1,619	4,229
Accruals and deferred income	4,157	1,500
Legal Services Commission (Note 5)	27,188	6,098
Legal Aid Disbursements (Note 6)	-	126
Other creditors	225	613
	<u>39,826</u>	<u>19,009</u>

# Chesterfield Citizens Advice Bureau

## Notes to the financial statements for the year ended 31 March 2008

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### 4. Funds

(i) Unrestricted funds comprise those funds which the Management Committee is free to use in accordance with the charitable objectives.

(ii) Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

(iii) Restricted funds are to be used for specific purposes as laid down by the donor.

	Balance 2008 £	Income £	(Expenditure) £	Balance 2007 £
<b><u>Unrestricted Funds</u></b>				
<i>General purpose Fund</i>	27,169	-	-	27,169
Transfers from Income & Expenditure Account	(15,283)	-	(15,283)	
Transfer from Designated Fund - Training Project	-	-	-	-
Balance carried forward	<u>11,886</u>	<u>-</u>	<u>(15,283)</u>	<u>27,169</u>

	Balance 2008 £	Income £	(Expenditure) £	Balance 2007 £
<b><u>Designated Funds</u></b>				
Repairs and Renewals Fund	2,990	-	-	2,990
Equal Opportunities Fund	614	-	-	614
Future Salary Increments Fund	26,000	-	-	26,000
Fund for future Training Project - Transfer	-	-	-	-
Balance carried forward	<u>29,604</u>	<u>-</u>	<u>-</u>	<u>29,604</u>

	Balance 2008 £	Income £	(Expenditure) £	Balance 2007 £
<b><u>Restricted Funds</u></b>				
<i>Big Lottery Community Fund</i>	3,200	-	-	3,200
Transfer to Income and Expenditure Account	(1,295)	39,340	(40,635)	-
Balance carried forward	<u>1,905</u>	<u>39,340</u>	<u>(40,635)</u>	<u>3,200</u>
<i>East Midlands Money Advice Project Fund</i>	1,882	-	-	1,882
Transfer to Income and Expenditure Account	2,072	49,218	47,146	-
Balance carried forward	<u>3,954</u>	<u>49,218</u>	<u>(47,146)</u>	<u>1,882</u>
Balance carried forward	<u>5,859</u>	<u>88,558</u>	<u>87,781</u>	<u>5,082</u>

## **Chesterfield Citizens Advice Bureau**

### **Notes to the financial statements for the year ended 31 March 2008**

..... continued

#### **5. Grants for clients from charities and trust funds**

From time to time, the Bureau applies for grants for clients in financial hardship, the grants being administered by the Bureau.

	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
In hand from previous year	-	
Income from charities and trust funds in current year	995	425
LESS Expenditure to/on behalf of clients	(870)	(425)
Balance at end of year	<u>125</u>	<u>-</u>

#### **6. Legal Services Commission (Legal Aid) Disbursements**

Funds are received from the Legal Services Commission (LSC) to cover the cost of obtaining reports from experts and specialists to assist with casework. Any excess expenditure is reimbursed by the LSC retrospectively at the beginning of the following financial year.

	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
In hand from previous year	126	863
Income from LCS in current year		2,000
LESS Repayment to LCS for previous year	126	(863)
LESS Expenditure on experts' reports in the current year		(1,874)
Balance at end of year	<u>-</u>	<u>126</u>

#### **7. Capital commitments**

There were no capital commitments at 31 March 2008.

#### **8. Contingent liabilities**

The Bureau received notification on 23 May 2008 from The Pensions Trust of a contingent liability which requires disclosure. The Pensions Trust advised the Bureau of a possible employer debt should the Bureau withdraw from the Scheme's Growth Plan. The estimated amount of employer debt on withdrawal for CAB Chesterfield as at 30 September 2007 is calculated at £10,196. The Pensions Trust has further indicated that its Actuary has advised that the figure quoted as at 30 September 2007 is likely to have increased by approximately 28% to 31 March 2008. The Trustees consider that this potential liability should be disclosed as a contingent liability.

**Chesterfield Citizens Advice Bureau**

**Notes to the financial statements  
for the year ended 31 March 2008**

..... continued

**9. Post balance sheet events**

There were no post balance sheet events at 31 March 2008.

**10. Pension costs**

Chesterfield Citizens Advice Bureau operates a defined contribution pension scheme, administered by The Pensions Trust, for its senior employees. The assets of the Scheme are held separately from those of the charity in an independently administered fund. The pension charge represents contributions due from the company and amounted to £13,535 during the year under review. Unpaid contributions of £NIL were due to the fund at 31 March 2008.