



Chesterfield Citizens Advice Bureau

**FINANCIAL STATEMENTS
FOR
THE YEAR ENDED
31 MARCH 1998**



A18 *AD5SE9NU* 340
COMPANIES HOUSE 16/09/98
COMPANIES HOUSE 05/09/98

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 1998.

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 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 249(1) (a)-(f).

Tan L. Cameron

Ian L Cameron
Reporting Accountant

14 Bentley Close
Matlock

21 August 1998

CHESTERFIELD CITIZENS ADVICE BUREAU

REPORT OF THE DIRECTORS

The directors present their report and financial statements for the year ended 31 March 1998.

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.

Wing
9/9/98

CHESTERFIELD CITIZENS ADVICE BUREAU

INCOME & EXPENDITURE ACCOUNT FOR YEAR TO 31 MARCH 1998

yr ended 31.3.97	INCOME	
£		£
134,840	Chesterfield Borough Council Grant	134,970
12,926	Derbyshire County Council Grant	22,587
1,281	Savings & Deposit a/c interest	1,229
0	Friends of CAB Grant	1,000
1,000	Nottingham Building Society Donation	0
0	Halifax Donation	500
0	Miscellaneous Donations & Fees Earned	242
0	European Social Fund Grant	1,651
150,047	TOTAL INCOME	162,179
	EXPENDITURE	
119,604	Salaries, including N.I. & Pension	133,694
9,000	Rent	12,500
2,677	Heat, Light, Water, Sewerage, Refuse	-3,345 ¹
733	Cleaning	782
1,020	Computer (Nottingham B.S. Donation)	0
0	Equal opps. items (Friends of CAB Grant)	1,000
392	Equipment, small items & maintainance	467
3,744	Volunteers' Travelling Expenses	3,150
3,152	Volunteers' Childcare Expenses	963
1,470	Training	2,491
885	Conferences & Meetings	804
972	Postages	1,456
2,740	Telephone	2,813
293	Outreach Travel	420
97	Advertising & Publicity	278
2,198	Printing & Stationery	2,941
407	Books & Publications	353
886	Subscriptions & Fees	977
600	Treasurer's Honorarium	600
418	Insurances	724
176	Auditor's Fee	176
442	Sundries	510
151,906	TOTAL EXPENDITURE	163,754
-1,859	BALANCE	-1,575

NOTE ¹ During the year, Severn Trent Water refunded £5423.20 in respect of 7 years' difference between water charges based on rateable value and water charges based on estimated water meter readings.

CHESTERFIELD CITIZENS ADVICE BUREAU

BALANCE SHEET AS AT 31 MARCH 1998

yr ended 31.3.97	<u>ASSETS</u>	
£		£
3,620	Co-operative Bank Current Account	5103
4,131	Co-operative Bank Savings Account	6057
5,977	National Savings Bank	0
72	Petty Cash	35
360	Payment in advance	0
0	Creditor	0
<u>14,160</u>	NET ASSETS	<u>11,195</u>

RESERVES

	Income & Expenditure Account		
	Balance at 31 March 1997	5,408	
	LESS deficit for year 1997-98	<u>1,576</u>	
5,408	Balance carried forward		3832
	Repairs & Renewals Fund		
	Balance at 31 March 1997	7,320	
	LESS expenditure in 1997-98	<u>1,008</u>	
7,320	Balance carried forward		6,312
	Equal Opportunities Reserve		
	Balance at 31 March 1997	1,432	
	LESS expenditure in 1997-98	381	
1,432	Balance carried forward		1,051
<u>14,160</u>	NET RESERVES		<u>11,195</u>

NOTE Accounting Policies

Basis of Accounting

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

Wing
9/9/98

CHESTERFIELD CITIZENS ADVICE BUREAU

BALANCE SHEET 31MARCH 1998 (CONT.)

The management committee confirm that:

- a) for the year in question the charity was entitled to exemption under subsection 91) 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) 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.

In preparing these abbreviated financial statements we have taken advantage of the exemptions conferred by section A of Pt 111 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.

