

Registration number 2258106

**Chesterfield Citizens Advice Bureau
Company limited by guarantee**

Directors' report and financial statements

for the year ended 31 March 2010



Chesterfield Citizens Advice Bureau
Company limited by guarantee

Contents

	Page
Legal and Administrative Information	1
Report of the Management Committee	2 - 5
Independent Auditors' Report to the Trustees	6 - 7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the financial statements	10 - 16

Chesterfield Citizens Advice Bureau
Company limited by guarantee

Legal and Administrative Information

Registered Charity Number	700481
Start of financial year	1 April 2009
End of financial year	31 March 2010
Trustees and Directors at 31 March 2010	Chloe Small- Chief Executive Uriah Saunders - Acting Chair Mark Smith - Honorary Treasurer Richard Siddall - Vice Chair Cllr Maureen Davenport Cllr Niky Qazi Cllr Eleanor Holmes Cllr Chris Ludlow Dr Elizabeth Crowther Sharon Blank Martin Fairs Sally Swift Ellen Taylor Angela Webster David Glossop - Staff Representative Terry Deveney - Staff Representative Carol Knock - Volunteer Representative
Company Secretary	Chloe Small
Legal Status	Company limited by guarantee Registration number 2258106
Correspondence Address and Registered Office	6-8 Broad Pavement Chesterfield S40 1RP
Bankers	Triodos Bank NV Brunel House 11 The Promenade Bristol BS8 3NN
Auditors	Winter & Co Chartered Certified Accountants & Registered Auditors Kingfisher Studios 90 Rockingham Street Sheffield S1 4EB

Chesterfield Citizens Advice Bureau
Company limited by guarantee

Report of the Management Committee
for the year ended 31 March 2010

The Management Committee presents its report and the audited financial statements for the year ended 31 March 2010

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
Company limited by guarantee

Report of the Management Committee
for the year ended 31 March 2010

continued

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.
- (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 money advice services in Staveley with the support of the Coalfields Regeneration Trust.
- (v) A four year grant was awarded by the Big Lottery Reaching Communities Fund in September 2008 to fund the continuation and development of Financial Exclusion work in Chesterfield. This funding enables the Bureau to support and manage a specialist worker conducting targeted work for those who are financially excluded. Additional training for project beneficiaries was also provided.
- (vi) The Bureau continues to receive funds from the East Midlands Money Advice Project (EMMA), a large scale project funded by the Department of Trade and Industry's Financial Inclusion Fund.
- (vii) The Bureau has received funds from Scottish and Southern Energy to develop a fuel poverty project in Chesterfield aimed at improving the financial circumstances of individuals experiencing fuel poverty.
- (viii) Derbyshire County Primary Care Trust (DCPCT) has provided funding for the provision of advice in GP practices.
- (ix) A five year project for the provision of advice to individuals seeking advice following a diagnosis of Cancer has been funded by MacMillan Cancer Support.

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. 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.

Chesterfield Citizens Advice Bureau
Company limited by guarantee

Report of the Management Committee
for the year ended 31 March 2010

continued

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.

The members of the Management Committee are directors for the purpose of company law and trustees for the purpose of charity law. For the purpose of these accounts they are referred to as trustees. 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

The Business Planning Process

Chesterfield Citizens Advice Bureau's business plan includes service development, funding, risk analysis, training and diversity action plans. Progress towards the action plans is reviewed by the committee four times a year. The full business plan is reviewed in October each 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 to designated funds.

Funds

In 2009-10, in accordance with the Management Committee's ongoing reserves policy, a minimum reserve figure of £42,500 is considered 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. 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. A reserve fund 'Future Salary Increments Fund' has been designated for this purpose, and currently stands at £26,000.

Chesterfield Citizens Advice Bureau
Company limited by guarantee

Report of the Management Committee
for the year ended 31 March 2010

continued

Statement of Trustees' Responsibilities

The trustees who served during the year under review and up to the date of this report are set out on page 1

The trustees (who are also directors of the company for the purpose of company law) are responsible for preparing the annual report and the financial statements of the charitable company in accordance with the Companies Act 2006 and for being satisfied that the financial statements give a true and fair view. The trustees are also responsible for preparing the financial statements in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the charitable company for that year. In preparing these financial statements, the trustees are required to

- (i) select suitable accounting policies and then apply them consistently,
- (ii) make judgements and estimates that are reasonable and prudent,
- (iii) prepare the financial statements on a going concern basis, unless it is inappropriate to presume that the charitable company will continue its operations

The trustees are responsible for keeping adequate accounting records that show and explain the charitable company's transactions, disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006

They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Auditors

In accordance with charity law the trustees certify that

- so far as we are aware, there is no relevant audit information of which the auditor is unaware, and
- as trustees 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

A resolution to appoint independent auditors for the ensuing year will be proposed at the AGM

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime

Approved by the Management Committee and signed on its behalf



Chloe Small *Chief Executive*

19 August 2010

**Independent auditor's report to the members of
Chesterfield Citizens Advice Bureau**

We have audited the financial statements of Chesterfield Citizens Advice Bureau for the year ended 31 March 2010 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of trustees and auditors

The trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Report of the Management Committee.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion, the information given in the Report of the Management Committee is consistent with those financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Report of the Management Committee and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes an examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, 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 and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements 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 financial statements.

**Independent auditor's report to the members of
Chesterfield Citizens Advice Bureau**

continued

Opinion on the financial statements

In our opinion the financial statements

- give a true and fair view of the state of the charity's affairs as at 31 March 2010 and of its incoming resources and application of resources including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, and
- have been prepared in accordance with the requirements of the Companies Act 2006

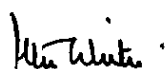
Opinion on other matter prescribed by the Companies Act 2006.

In our opinion the information given in the Management Committee's report for the financial year for which the financial statements are prepared is consistent with the financial statements

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of directors' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the directors were not entitled to prepare the financial statements and the directors' report in accordance with the small companies regime



**Peter Colin Winter MA FCCA (senior statutory auditor)
For and on behalf of Winter & Co
Chartered Certified Accountants and Registered Auditors**

**Kingfisher Studios
90 Rockingham Street
Sheffield
S1 4EB**

19 August 2010

Chesterfield Citizens Advice Bureau

Statement of Financial Activities - Income and Expenditure Account for the year ended 31 March 2010

	Restricted					Unrestricted	2010	2009
	£	£	£	£	£	£	£	£
Incoming resources								
Bacons Lane Project						-	-	8,624
Bank interest, less charges	-	-	-	-	-	(286)	(286)	1,727
Big Lottery Community Fund	-	-	-	-	-	-	-	16,595
Big Lottery Reaching Communities	42,704	-	-	-	-	-	42,704	24,957
Capacity Builders	-	-	-	-	-	10,000	10,000	-
Chesterfield Borough Council	-	-	-	-	-	133,750	133,750	133,750
CITA	-	-	14,824	-	-	-	14,824	-
Department for Work and Pensions	-	-	-	-	-	-	-	18,975
Derbyshire County Council	-	-	-	-	-	52,637	52,637	38,743
Derbyshire County Primary Trust	-	-	-	-	-	91,786	91,786	48,015
Derbyshire Primary Care Trust	-	-	-	-	-	35,096	35,096	26,097
East Midlands Money Advice	-	-	-	-	49,715	-	49,715	46,060
Legal Services Commission	-	-	-	-	-	89,159	89,159	87,470
LSC Housing Duty Scheme	-	-	-	-	-	-	-	1,308
McMillan Cancer Support	-	-	-	-	-	19,810	19,810	12,906
Other income	-	-	-	-	-	1,583	1,583	7,180
Scottish & Southern Energy	-	10,000	-	-	-	-	10,000	-
Staveley CRT	-	-	-	9,202	-	-	9,202	7,010
VAT Recovered	-	-	-	-	-	1,020	1,020	2,270
	42,704	10,000	14,824	9,202	49,715	434,555	561,000	481,687
Direct Charitable Expenditure								
Advertising for Job Vacancies	-	49	98	-	643	2,368	3,158	3,003
Auditor's fees	102	16	20	39	126	1,197	1,500	1,500
Books, Publications and Subscriptions	97	29	58	42	389	2,491	3,106	1,828
Cleaning	204	41	82	33	277	2,089	2,726	2,586
Conference and Meetings	-	10	52	17	67	812	958	524
Depreciation	-	-	-	-	-	8,909	8,909	7,031
Insurances	201	43	86	55	241	2,187	2,813	2,650
IT Support	-	98	194	-	890	10,944	12,126	8,895
Legal and professional	318	41	194	16	658	748	1,975	2,834
Light, Heat, Water, Sewerage, Refuse	245	82	162	104	555	12,457	13,605	5,316
Minor equipment purchases	-	-	14	-	48	848	910	3,223
Office supplies, printing and publicity	1,173	888	232	128	1,165	3,492	7,078	5,852
Outreach Travel and Premises	741	400	-	150	206	1,272	2,769	2,242
Postages	245	45	85	152	289	2,902	3,718	2,147
Repairs and maintenance	163	26	214	33	176	14,386	14,998	11,759
Rent	1,248	231	456	102	1,546	14,311	17,894	17,795
Salaries (inc NIC and Pension)	35,930	7,796	11,819	8,008	41,013	299,305	403,871	366,042
Sundries (inc Interpreting Fees)	253	45	98	57	299	2,224	2,976	2,194
Telephone	335	120	337	152	803	8,235	9,982	9,045
Training	740	26	200	100	324	10,306	11,696	3,012
Treasurer's Honorarium	-	14	21	14	-	651	700	700
Volunteers' Travelling & Childcare	456	-	402	-	-	2,041	2,899	3,316
TOTAL outgoing resources	42,451	10,000	14,824	9,202	49,715	404,175	530,367	463,494
Net incoming resources	253	-	-	-	-	30,380	30,633	18,193
Reserves at 1 April 2009	890	-	-	-	-	64,652	65,542	47,349
Reserves at 31 March 2010	1,143	-	-	-	-	95,032	96,175	65,542

The notes on pages 10 to 16 form an integral part of these financial statements.

Chesterfield Citizens Advice Bureau
Company limited by guarantee

Balance sheet
as at 31 March 2010

		2010	2009
	Notes	£	£
Fixed assets			
Tangible assets	2	7,381	10,393
Current assets			
Debtors	3	45,563	55,221
Cash at bank and in hand		101,826	26,393
		<u>147,389</u>	<u>81,614</u>
Creditors: amounts falling due within one year	4	<u>(58,595)</u>	<u>(26,465)</u>
Net current assets		<u>88,794</u>	<u>55,149</u>
Total assets less current liabilities		<u>96,175</u>	<u>65,542</u>
Net assets		<u><u>96,175</u></u>	<u><u>65,542</u></u>
Reserves	8		
Unrestricted Funds		65,428	35,048
Designated Funds		29,604	29,604
Restricted Funds		1,143	890
Members' funds		<u><u>96,175</u></u>	<u><u>65,542</u></u>

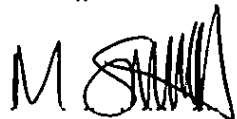
These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006, the Financial Reporting Standard for Smaller Entities (effective April 2008) relating to small companies and follow the recommendations in Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005

The financial statements were approved by the Board on 19 August 2010 and signed on its behalf by



Uriah Saunders

Acting Chair



Mark Smith

Honorary Treasurer

Registration number 2258106

The notes on pages 10 to 16 form an integral part of these financial statements.

Chesterfield Citizens Advice Bureau
Company limited by guarantee

Notes to the financial statements
for the year ended 31 March 2010

1. Principal Accounting policies

a Basis of Preparation

The financial statements have been prepared in accordance with the Companies Act 2006, the Financial Reporting Standard for Smaller Entities relating to small companies and follow the recommendations in Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005

The financial statements are prepared under the historical cost convention and include the results of the Charity's operations as described in the Report of the Management Committee. All of the Charity's operations are continuing

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 such as computers and related IT equipment, which are capable of being used for a period which exceeds one year. In addition, the Bureau also capitalises tangible assets 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 tangible fixed assets, less their estimated residual value, over their expected useful lives on the following basis

Computer Equipment	33% per annum straight line basis
--------------------	-----------------------------------

Fixtures & Fittings	25% per annum straight line basis
---------------------	-----------------------------------

Chesterfield Citizens Advice Bureau
Company limited by guarantee

Notes to the financial statements
for the year ended 31 March 2010

continued

2. Tangible fixed assets	Fixtures, fittings and equipment £	Total £
Cost		
At 1 April 2009	21,099	21,099
Additions	5,897	5,897
At 31 March 2010	<u>26,996</u>	<u>26,996</u>
Depreciation		
At 1 April 2009	10,706	10,706
Charge for the year	8,909	8,909
At 31 March 2010	<u>19,615</u>	<u>19,615</u>
Net book values		
At 31 March 2010	<u>7,381</u>	<u>7,381</u>
At 31 March 2009	<u>10,393</u>	<u>10,393</u>
3. Debtors	2010 £	2009 £
Grants Receivable	10,627	20,443
LSC Work in Progress	31,714	27,800
Prepayments and accrued income	3,222	6,578
Interest	-	400
	<u>45,563</u>	<u>55,221</u>

Chesterfield Citizens Advice Bureau
Company limited by guarantee

Notes to the financial statements
for the year ended 31 March 2010

continued

4. Creditors: amounts falling due within one year	2010	2009
	£	£
Big Lottery Community Fund	7,200	6,994
HM Customs & Excise	8,373	7,350
Accruals and deferred income	14,175	6,953
GP Project Derbyshire PCT Income in advance	20,000	-
Capacity Builders training	6,121	-
Cita Funds received in advance	2,500	4,943
Other creditors	226	225
	<u>58,595</u>	<u>26,465</u>

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

	2010	2009
	£	£
In hand from previous year	225	125
Income from charities and trust funds in current year	-	100
LESS Expenditure to/on behalf of clients	-	-
Balance at end of year	<u>225</u>	<u>225</u>

Chesterfield Citizens Advice Bureau
Company limited by guarantee

Notes to the financial statements
for the year ended 31 March 2010

continued

6. Employees

Number of employees

The average number of employees, calculated on a full-time equivalent basis, during the year was as follows

	2010	2009
Chief Executive	1	1
Counselling, advice and information	8	7
Outreach work	3	2
Administration and support	3	3
Total	<u>15</u>	<u>13</u>

Employment costs

	2010	2009
	£	£
Wages and salaries	361,423	327,198
Social security costs	33,083	29,088
Pension costs	9,365	9,756
	<u>403,871</u>	<u>366,042</u>

No employee received emoluments of more than £60,000 (2009 None)

7. 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 £9,365 during the year under review. Unpaid contributions of £NIL were due to the fund at 31 March 2010.

Chesterfield Citizens Advice Bureau
Company limited by guarantee

Notes to the financial statements
for the year ended 31 March 2010

continued

8. 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

<u>Analysis of Unrestricted Fund movements</u>	<u>Balance</u> <u>2009</u> £	<u>Income (Expenditure)</u> £		<u>Balance</u> <u>2010</u> £
General Purpose Fund	35,048	434,555	(404,175)	65,428
<u>Designated Funds</u>	£	£	£	£
Repairs and Renewals Fund	2,990	-	-	2,990
Equal Opportunities Fund	614	-	-	614
Future Salary Increments Fund	26,000	-	-	26,000
Total	29,604	-	-	29,604
<u>Analysis of Restricted Fund movements</u>	£	£	£	£
Big Lottery Reaching Communities	890	42,704	(42,451)	1,143
Citizens Advice - Additional Hours Advice	-	14,824	(14,824)	-
East Midlands Money Advice Project Fund	-	49,715	(49,715)	-
Scottish and Southern Energy Project	-	10,000	(10,000)	-
Staveley Coalfields Regeneration Trust	-	9,202	(9,202)	-
Total	890	126,445	(126,192)	1,143

Chesterfield Citizens Advice Bureau
Company limited by guarantee

Notes to the financial statements
for the year ended 31 March 2010

continued

9. 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.

	2010 £	2009 £
In hand from previous year	-	-
Income from LCS in current year		
LESS Repayment to LCS for previous year	-	-
LESS Expenditure on experts' reports in the current year		
	<hr/>	<hr/>
Balance at end of year	<hr/> -	<hr/> -

10. Post balance sheet events

There are no post balance sheet events at 31 March 2010.

11. Contingent liabilities

The Bureau received notification during the year 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 Chesterfield CAB as at 30 September 2009 is calculated at £21,479. The Trustees consider that this potential liability should be disclosed as a contingent liability.

12. Capital commitments

There are no capital commitments at 31 March 2010.

Chesterfield Citizens Advice Bureau
Company limited by guarantee

Notes to the financial statements
for the year ended 31 March 2010

continued

13. Trustee Remuneration & Related party transactions

The Honorary Treasurer, Mark Smith, received an honorarium of £700 (2009 £700) during the year. No other member of the Management Committee received any remuneration during the year for qualifying services as either a director or trustee.

The Chief Executive, Chloe Small, together with two salaried employees, Terry Deveney and David Glossop, are the only trustees who are also paid employees of the Bureau. Disclosure of emoluments under the FRSSE, as a related party transaction, is not required in respect of services as an employee of the Bureau.

During the year, the Bureau purchased on normal commercial terms IT equipment and services amounting to £17,402 (2009 £20,816) from Dreamweaver Studios Limited, a company in which Mr Richard Siddall is a director and has a controlling interest. There were no amounts outstanding to or from the Bureau at the year-end (2009 £Nil).

No other trustee or person related to the Bureau had any personal interest in any contract or transaction entered into by the Bureau during the year (2009 £Nil).