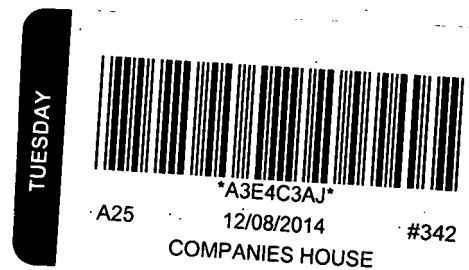


**Company Registration Number 02258106**

**Chesterfield Citizens Advice Bureau  
A Company Limited by Guarantee  
Financial Statements  
31 March 2014**

**Charity Number 700481**



**MCABA LIMITED T/A MITCHELLS**  
Chartered Accountants & Statutory Auditor  
91-97 Saltergate  
Chesterfield  
Derbyshire  
S40 1LA

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Financial Statements**

**Year ended 31 March 2014**

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# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Trustees Annual Report**

**Year ended 31 March 2014**

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2014.

### **Reference and Administrative Details**

|                                    |   |
|------------------------------------|---|
| <b>Registered Charity Name</b>     | Chesterfield Citizens Advice Bureau                         |
| <b>Charity Registration Number</b> | 700481  |
| <b>Company Registration Number</b> | 02258106  |
| <b>Principal Office</b>            | 6-8 Broad Pavement<br>Chesterfield<br>Derbyshire<br>S40 1RP |
| <b>Registered Office</b>           | 6-8 Broad Pavement<br>Chesterfield<br>Derbyshire<br>S40 1RP |

### **The Trustees**

The trustees who served the company during the period were as follows:

Mrs L R Moore (Chair)  
Mr R Siddall (Vice Chair)  
Mrs E Davis (Treasurer)  
Dr M Andrew  
Ms S Blank (resigned 28 January 2014)  
Mr S Brittain  
Mr M Fairs  
Mr M Higginbottom (appointed 13 September 2013)  
Mrs S Hollingworth  
Mr U Saunders  
Mr D Shaw  
Mr M Smith (resigned 31 July 2013)  
Ms E Taylor (resigned 30 November 2013)  
Ms T Waldron (appointed 21 March 2014)  
Mrs A Webster (resigned 18 April 2013)

**Secretary** Mrs L R Moore

**Chief Officer** Mr N Storer

**Auditor** MCABA Limited t/a Mitchells  
Chartered Accountants  
& Statutory Auditor  
91-97 Saltergate  
Chesterfield  
Derbyshire  
S40 1LA

**Bankers** Triodos Bank NV  
Brunel House  
11 The Promenade  
Clifton  
Bristol  
BS8 3NN

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

**Trustees Annual Report *(continued)***

**Year ended 31 March 2014**

## **Structure, governance and management**

### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 13th May 1988 and registered as a charity on 27th September 1988. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. This was revised and adopted at the Board Meeting on 18th November 2010. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Chesterfield Citizens Advice Bureau is a company limited by guarantee not having a share capital and has obtained exemption with Companies Act to dispense with the word limited as part of the company name.

### **Recruitment and Appointment of Management Committee**

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve a period of three years after which they must be re-elected at the next Annual General Meeting.

The maximum number of trustees shall be fifteen and the minimum number three.

The trustees who served during the year under review and up to the date of this report are shown in the Company Information set out on page 1. Elected Members are appointed on an annual basis.

The company holds Annual General and Public Meetings every year. The meetings for this year are to be held on 21<sup>st</sup> October 2014.

### **Trustee Induction and Training**

Training and induction for newly appointed trustees in the year is provided by the central region of Citizens Advice and the Chief Officer.

### **Public Benefit**

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

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 trustees confirm that they have complied with their duties under Section 4 of the 2006 Charities Act with regard to Public Benefit.

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

**Trustees Annual Report *(continued)***

**Year ended 31 March 2014**

## ***Risk Management***

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and the finances of the Charity, and are satisfied that systems are in place to mitigate exposure to the major risks. Included in external risks is that of the loss of funding. The effects of this have been minimised by the procedures in place, which have resulted in funding being secured from a variety of sources during the year and an organisational staffing restructure has been successfully implemented. The charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the Charity.

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 April each year. Since launching the business plan, the trustees have refined the process into a three-year rolling programme.

## ***Organisational Structure***

The Chesterfield Citizens Advice Bureau board of trustees meets on a quarterly basis and are responsible for the strategic direction and policy of the charity. At present the board of trustees consists of eleven members from a variety of professional backgrounds relevant to the work of the charity. Sub committees meet to review finance, human resources and funding.

A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Chief Officer. The Chief Officer has responsibility for the day to day operational management of the Bureau, individual supervision of the staff team and ensuring that the team continue to develop their skills and working practices in line with good practice.

## ***Related Parties***

Chesterfield Citizens Advice Bureau is a member of the National Association of Citizens Advice Bureaux (Company Number 02258106 and Registered Charity 700481) who provide guidance, encouragement, training and support.

## ***Objectives and activities***

The company's objectives are to promote any charitable purpose for the benefit of the community in the Borough of Chesterfield by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress. In particular the company operates as a Citizens Advice Bureau under the Membership Scheme of the National Association of Citizens Advice Bureaux.

The Bureau provides free, confidential, impartial and independent advice on a range of topics, including debt and benefits.

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Trustees Annual Report *(continued)***

**Year ended 31 March 2014**

The Bureau has been based at 6-8 Broad Pavement in Chesterfield since 1987. The Company also operates outreach services in fifteen GP Surgeries in Chesterfield, outreach services at Staveley Learning Matters and SureStart Centres in Chesterfield.

The Bureau relies heavily on the work of its volunteers to maintain the service which it provides, the costs of the volunteers other than expenses paid are not included within the accounts. The board of trustees offer their thanks to the volunteers for the work they do, without which the Bureau could not operate effectively.

### ***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 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.

### **Achievements and performance**

In 2013/14 Chesterfield Citizens Advice Bureau services have reported:-

- Initial advice information given to 5,760 new people to the bureau;
- Dealing with 20,645 enquiries;
- Financial gains for clients of £6,770,000 in the year; and
- Debt Management of £4,970,000 in the year.

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Trustees Annual Report (*continued*)**

**Year ended 31 March 2014**

### **Financial review**

#### ***Reserves Policy***

Chesterfield Citizens Advice Bureau is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. The Bureau will maintain a projection of income for at least twelve months ahead and will ensure that this continues to be derived from as wide a variety of sources possible. They will take all necessary steps to ensure that at no time within this period would it be possible for the cessation of one or more funding streams to present so serious a challenge to the future of the organisation that it could not be managed so as to continue to provide a best value advice service.

In reviewing the potential costs that could arise should a significant reduction in income be incurred the trustees have determined that 'free' reserves should ideally be maintained equal to between three and six months normal operating expenditure.

#### ***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 the Bureau for specialist casework in welfare benefits and debt. This work came to an end during the year.

(iii) Since 1996, Derbyshire County Council has funded Mental Health Advocacy work. This has been supplemented by Hardwick and N Derbyshire CCG Joint Working Fund since 2002.

(iv) Following on from the Big Lottery Reaching Communities Fund, a new four year grant was awarded in February 2013 which enables the Bureau to support and manage a specialist worker conducting targeted work for those who are financially excluded.

(v) The Bureau continues to receive funds from the East Midlands Money Advice Project (EMMA), a large scale project funded by the government department of Business Innovation and Skills (BIS). Responsibility for this service has transferred to the Money Advice Service (MAS).

(vi) Derbyshire County Council (DCC) has provided funding for the provision of advice in GP practices together with specific funding for debt advice.

(vii) 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 work ended during the year.

(viii) Derbyshire County Council has provided funding for an Income Maximisation Project working with young families through Surestart centres.

(ix) The Advice Service Transitional Fund (Big Lottery funded) has provided funding for collaborative working to support sustainability for advice agencies across North Derbyshire. The lead agency for the fund in North Derbyshire is Derbyshire Law Centre. Funding for the Bureau also supports continued supervision of welfare benefits advice and developing volunteer casework.

(x) Comic Relief has provided funding for a joint project seeking to improve financial inclusion for older people living in North Derbyshire.

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Trustees Annual Report *(continued)***

**Year ended 31 March 2014**

### **Plans for future periods**

Chesterfield Citizens Advice Bureau strives to deliver quality accessible advice services which are relevant and responsive to our local community. We are aware this will be against a backdrop of difficult national economic pressures on external funding. We will seek to establish strong relationships with key funding agencies and promote the brand and activities of Citizens Advice Bureau throughout Chesterfield and North Derbyshire.

We will source new project funding as opportunities become available locally and nationally. We will seek to work collaboratively with appropriate organisations that share our values in order to work efficiently, maximise income generation and ensure our clients get the help they need.

### **Responsibilities of the Trustees**

The trustees (who are also the directors of Chesterfield Citizens Advice Bureau for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.



# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

**Trustees Annual Report *(continued)***

**Year ended 31 March 2014**

## **Auditor**

MCABA Limited t/a Mitchells are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

## **Small Company Provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:  
6-8 Broad Pavement  
Chesterfield  
Derbyshire  
S40 1RP

Signed on behalf of the trustees



Mrs L R Moore  
Chair

27/7/14.....

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Independent Auditor's Report to the Members of Chesterfield Citizens Advice Bureau**

**Year ended 31 March 2014**

We have audited the financial statements of Chesterfield Citizens Advice Bureau for the year ended 31 March 2014 on pages 12 to 21. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective Responsibilities of Trustees and Auditors**

As explained more fully in the Trustees Annual Report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the Audit of the Financial Statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the reports and financial statements to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on Financial Statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at year ended 31 March 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; 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 Trustees Annual Report for the financial year for the which the financial statements are prepared is consistent with the financial statements.

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Independent Auditor's Report to the Members of Chesterfield Citizens Advice Bureau (*continued*)**

**Year ended 31 March 2014**

### **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 trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees Annual Report.



RICHARD TRUEMAN FCA (Senior Statutory Auditor)  
For and on behalf of  
MCABA LIMITED T/A MITCHELLS  
Chartered Accountants & Statutory Auditor

91-97 Saltergate  
Chesterfield  
Derbyshire  
S40 1LA

29/7/14

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Statement of Financial Activities (Incorporating the Income and Expenditure Account)

Year ended 31 March 2014

|   | Note | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2014<br>£ | Total Funds<br>2013<br>£ |
|---|------|----------------------------|--------------------------|--------------------------|--------------------------|
| <b>Incoming Resources</b>                             |      |                            |                          |                          |                          |
| Incoming resources from generating funds:             |      |                            |                          |                          |                          |
| Investment income                                     | 2    | 163                        | –                        | 163                      | 242                      |
| Incoming resources from charitable activities         | 3    | 473,786                    | 52,847                   | 526,633                  | 537,380                  |
| <b>Total Incoming Resources</b>                       |      | <b>473,949</b>             | <b>52,847</b>            | <b>526,796</b>           | <b>537,622</b>           |
| <b>Resources Expended</b>                             |      |                            |                          |                          |                          |
| Charitable activities                                 | 4    | (443,776)                  | (54,316)                 | (498,092)                | (510,564)                |
| Governance costs                                      | 6    | (3,350)                    | –                        | (3,350)                  | (3,150)                  |
| <b>Total Resources Expended</b>                       |      | <b>(447,126)</b>           | <b>(54,316)</b>          | <b>(501,442)</b>         | <b>(513,714)</b>         |
| <b>Net Incoming/(Outgoing) Resources for the Year</b> | 7    | <b>26,823</b>              | <b>(1,469)</b>           | <b>25,354</b>            | <b>23,908</b>            |
| <b>Reconciliation of Funds</b>                        |      |                            |                          |                          |                          |
| Total funds brought forward                           |      | 162,012                    | 2,908                    | 164,920                  | 141,012                  |
| <b>Total Funds Carried Forward</b>                    |      | <b>188,835</b>             | <b>1,439</b>             | <b>190,274</b>           | <b>164,920</b>           |

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 12 to 19 form part of these financial statements.

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Balance Sheet

31 March 2014

|   | Note | 2014<br>£       | 2013<br>£       |
|---|------|-----------------|-----------------|
| <b>Fixed Assets</b>                                   |      |                 |                 |
| Tangible assets                                       | 9    | 5,371           | 1,521           |
| <b>Current Assets</b>                                 |      |                 |                 |
| Debtors   | 10   | 15,116          | 19,934          |
| Cash at bank and in hand                              |      | <u>195,728</u>  | <u>183,883</u>  |
|   |      | 210,844         | 203,817         |
| <b>Creditors: Amounts falling due within one year</b> | 11   | <u>(25,941)</u> | <u>(40,418)</u> |
| <b>Net Current Assets</b>                             |      | 184,903         | 163,399         |
| <b>Total Assets Less Current Liabilities</b>          |      | <u>190,274</u>  | <u>164,920</u>  |
| <b>Funds</b>  |      |                 |                 |
| Restricted income funds                               | 14   | 1,439           | 2,908           |
| Unrestricted income funds                             | 15   | <u>188,835</u>  | <u>162,012</u>  |
| <b>Total Funds</b>                                    |      | <u>190,274</u>  | <u>164,920</u>  |

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the members of the committee on the 29/7/14 and are signed on their behalf by:

*L. R. Moore*

Mrs L R Moore  
Chair

Company Registration Number: 02258106

The notes on pages 12 to 19 form part of these financial statements.

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Notes to the Financial Statements**

**Year ended 31 March 2014**

### **1. Accounting policies**

#### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

#### **Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to the categories of income described below:

- Contract and grant income is included as incoming resources in the period to which it relates;
- When donors specify that donations or grants are for particular restricted purposes, the income is included as incoming resources of restricted funds when receivable. Grants received are deferred and recognised through the statement of financial activities in full when conditions for receipt are complied with;
- Investment income, including gifts in kind, is included when receivable.

#### **Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes.

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

#### **Resources expended**

Expenditure is recognised on an accruals basis as the liability is incurred, inclusive of any VAT where this cannot be recovered.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

#### **Fixed assets**

All fixed assets are initially recorded at cost.

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2014

### 1. Accounting policies *(continued)*

#### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

|                       |                     |
|-----------------------|---------------------|
| Computer Equipment    | - 33% straight line |
| Fixtures and Fittings | - 15% straight line |

#### Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

### 2. Investment income

|                          | Unrestricted<br>Funds<br>£ | Total Funds<br>2014<br>£ | Total Funds<br>2013<br>£ |
|--------------------------|----------------------------|--------------------------|--------------------------|
| Bank interest receivable | 163                        | 163                      | 242                      |

### 3. Incoming resources from charitable activities

|   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2014<br>£ | Total Funds<br>2013<br>£ |
|---|----------------------------|--------------------------|--------------------------|--------------------------|
| Advice Services Transitional Fund                   | 19,699                     | -                        | 19,699                   | -                        |
| Big Lottery Fund Grant- Financial Exclusion Project | -                          | 52,847                   | 52,847                   | 8,615                    |
| Big Lottery Reaching Communities                    | -                          | -                        | -                        | 29,091                   |
| Comic Relief  | 9,980                      | -                        | 9,980                    | -                        |
| Core Services - Chesterfield BC                     | 143,466                    | -                        | 143,466                  | 137,645                  |
| Derbyshire County Council                           | 66,648                     | -                        | 66,648                   | 66,648                   |
| Derbyshire Primary Care Trust                       | 136,883                    | -                        | 136,883                  | 146,367                  |
| East Midlands Money Advice Project                  | 49,499                     | -                        | 49,499                   | 48,417                   |
| Income Maximisation Project                         | 16,617                     | -                        | 16,617                   | 16,617                   |
| Legal Services Commission Contract                  | 18,196                     | -                        | 18,196                   | 55,248                   |
| Macmillan Cancer Support                            | 12,798                     | -                        | 12,798                   | 23,975                   |
| Money Essentials                                    | -                          | -                        | -                        | 4,477                    |
| Scottish and Southern Energy Project                | -                          | -                        | -                        | 280                      |
|   | 473,786                    | 52,847                   | 526,633                  | 537,380                  |

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2014

### 4. Costs of charitable activities by fund type

|  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2014<br>£ | Total Funds<br>2013<br>£ |
|--|----------------------------|--------------------------|--------------------------|--------------------------|
| Advice Services Transitional Fund                    | 19,699                     | –                        | 19,699                   | –                        |
| Big Lottery Fund Grant – Financial Exclusion Project | –                          | 54,316                   | 54,316                   | 6,259                    |
| Big Lottery Reaching Communities                     | –                          | –                        | –                        | 29,034                   |
| Comic Relief   | 8,784                      | –                        | 8,784                    | –                        |
| Core Services – Chesterfield BC                      | 130,165                    | –                        | 130,165                  | –                        |
| Citizens Advice - Additional Hours Service           | –                          | –                        | –                        | (34)                     |
| Derbyshire County Council                            | 68,561                     | –                        | 68,561                   | –                        |
| Derbyshire Primary Care Trust                        | 122,075                    | –                        | 122,075                  | –                        |
| East Midlands Money Advice Project                   | 45,956                     | –                        | 45,956                   | 45,786                   |
| General Support and Advice                           | –                          | –                        | –                        | 430,167                  |
| Income Maximisation Project                          | 15,313                     | –                        | 15,313                   | –                        |
| Legal Services Commission Contract                   | 23,943                     | –                        | 23,943                   | –                        |
| Macmillan Cancer Support                             | 9,280                      | –                        | 9,280                    | –                        |
| Scottish and Southern Energy Project                 | –                          | –                        | –                        | (648)                    |
|  | <u>443,776</u>             | <u>54,316</u>            | <u>498,092</u>           | <u>510,564</u>           |

### 5. Costs of charitable activity by activity type

All costs of charitable activities relate to activities undertaken directly.

### 6. Governance costs

|            | Unrestricted<br>Funds<br>£ | Total Funds<br>2014<br>£ | Total Funds<br>2013<br>£ |
|------------|----------------------------|--------------------------|--------------------------|
| Audit fees | <u>3,350</u>               | <u>3,350</u>             | <u>3,150</u>             |

### 7. Net incoming resources for the year

This is stated after charging:

|                             | 2014<br>£    | 2013<br>£    |
|-----------------------------|--------------|--------------|
| Staff pension contributions | 10,565       | 11,119       |
| Depreciation                | 630          | 991          |
| Auditors' fees              | <u>3,350</u> | <u>3,150</u> |

### 8. Staff costs and emoluments

Total staff costs were as follows:

|                       | 2014<br>£      | 2013<br>£      |
|-----------------------|----------------|----------------|
| Wages and salaries    | 363,374        | 369,736        |
| Social security costs | 31,167         | 31,403         |
| Other pension costs   | <u>10,565</u>  | <u>11,119</u>  |
|                       | <u>405,106</u> | <u>412,258</u> |



# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2014

### 8. Staff costs and emoluments *(continued)*

#### Particulars of employees:

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

|                                     | 2014<br>No | 2013<br>No |
|-------------------------------------|------------|------------|
| Chief Officer                       | 1          | 1          |
| Counselling, advice and information | 8          | 8          |
| Outreach work                       | 4          | 4          |
| Administration and support          | 2          | 2          |
|                                     | <u>15</u>  | <u>15</u>  |

No employee received remuneration of more than £60,000 during the year (2013 - Nil).

### 9. Tangible fixed assets

|                         | Computer<br>Equipment<br>£ | Fixtures &<br>Fittings<br>£ | Total<br>£    |
|-------------------------|----------------------------|-----------------------------|---------------|
| <b>Cost</b>             |                            |                             |               |
| At 1 April 2013         | 7,813                      | 2,228                       | 10,041        |
| Additions               | 4,480                      | –                           | 4,480         |
| Disposals               | –                          | –                           | –             |
| <b>At 31 March 2014</b> | <u>12,293</u>              | <u>2,228</u>                | <u>14,521</u> |
| <b>Depreciation</b>     |                            |                             |               |
| At 1 April 2013         | 7,517                      | 1,003                       | 8,520         |
| Charge for the year     | 296                        | 334                         | 630           |
| On disposals            | –                          | –                           | –             |
| <b>At 31 March 2014</b> | <u>7,813</u>               | <u>1,337</u>                | <u>9,150</u>  |
| <b>Net Book Value</b>   |                            |                             |               |
| <b>At 31 March 2014</b> | <u>4,480</u>               | <u>891</u>                  | <u>5,371</u>  |
| At 31 March 2013        | <u>296</u>                 | <u>1,225</u>                | <u>1,521</u>  |

### 10. Debtors

|                  | 2014<br>£     | 2013<br>£     |
|------------------|---------------|---------------|
| Funds receivable | 8,308         | 1,853         |
| Prepayments      | 3,671         | 18,081        |
| Other debtors    | 3,137         | –             |
|                  | <u>15,116</u> | <u>19,934</u> |

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2014

### 11. Creditors: Amounts falling due within one year

|                              | 2014          | 2013          |
|------------------------------|---------------|---------------|
|                              | £             | £             |
| Trade creditors              | 1,888         | 1,340         |
| PAYE and social security     | 9,309         | 8,474         |
| VAT                          | –             | 2,137         |
| Accruals and deferred income | 13,937        | 28,467        |
| Other creditors              | 807           | –             |
|                              | <u>25,941</u> | <u>40,418</u> |

### 12. Pensions

Chesterfield Citizens Advice Bureau participates in The Pensions Trust's Growth Plan. The Plan is funded and is not contracted-out of the State scheme. The Plan is a multi-employer pension plan.

Contributions paid into the Plan up to and including September 2001 were converted to defined amounts of pension payable from normal retirement date. From October 2001 contributions were invested in personal funds which have a capital guarantee and which are converted to pension on retirement, either within the Plan or by the purchase of an annuity.

The Bureau paid contributions at the rate of 8% for employees under forty and 10% for employees over forty during the accounting period. Members paid contributions at the rate of 4% during the accounting period.

As at the balance sheet date there were five active members of the Plan employed by Chesterfield Citizens Advice Bureau. Chesterfield Citizens Advice Bureau continues to offer membership of the Plan to its employees.

### 13. Commitments under operating leases

At 31 March 2014 the company had annual commitments under non-cancellable operating leases as set out below.

|                                       | Land and buildings |               |
|---------------------------------------|--------------------|---------------|
|                                       | 2014               | 2013          |
|                                       | £                  | £             |
| <b>Operating leases which expire:</b> |                    |               |
| Within 1 year                         | 4,000              | 3,000         |
| Within 2 to 5 years                   | 14,685             | 14,685        |
|                                       | <u>18,685</u>      | <u>17,685</u> |

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2014

### 14. Restricted income funds

|  | Balance at<br>1 Apr 2013<br>£ | Incoming<br>resources<br>£ | Outgoing<br>resources<br>£ | Balance at<br>31 Mar 2014<br>£ |
|--|-------------------------------|----------------------------|----------------------------|--------------------------------|
| Big Lottery Fund Grant – Financial Exclusion Project | 2,342                         | 52,847                     | (54,316)                   | 873                            |
| Big Lottery Reaching Communities                     | 37                            | –                          | –                          | 37                             |
| Scottish and Southern Energy Project                 | 77                            | –                          | –                          | 77                             |
| Staveley Coalfields Regeneration Trust               | 452                           | –                          | –                          | 452                            |
|  | <u>2,908</u>                  | <u>52,847</u>              | <u>(54,316)</u>            | <u>1,439</u>                   |

The above restricted funds relate to specific services, which represent grants and other funding received for on-going services provided by the charity, which cannot be used for any other purposes. Where the end of the funding period differs from the charity's year end any surplus or deficit is carried forward to future accounting periods.

(i) The Bureau receives funding from the Big Lottery Reaching Communities Fund 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.

(ii) 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.

(iii) Chesterfield Citizens Advice Bureau has been able to develop its money advice services in Staveley with the support of the Coalfields Regeneration Trust and Working Neighbourhoods Fund.

### 15. Unrestricted income funds

|                               | Balance at<br>1 Apr 2013<br>£ | Incoming<br>resources<br>£ | Outgoing<br>resources<br>£ | Balance at<br>31 Mar 2014<br>£ |
|-------------------------------|-------------------------------|----------------------------|----------------------------|--------------------------------|
| Repairs and Renewals Fund     | 2,990                         | –                          | –                          | 2,990                          |
| Equal Opportunities Fund      | 614                           | –                          | –                          | 614                            |
| Future Salary Increments Fund | 26,000                        | –                          | –                          | 26,000                         |
| General Funds                 | <u>132,408</u>                | <u>473,949</u>             | <u>(447,126)</u>           | <u>159,231</u>                 |
|                               | <u>162,012</u>                | <u>473,949</u>             | <u>(447,126)</u>           | <u>188,835</u>                 |

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2014

### 15. Unrestricted income funds *(continued)*

Included within the above unrestricted funds are designated funds earmarked by the Management Committee for particular purposes.

(i) The Repairs and Renewals fund sets aside funds to cover future redecoration costs and repairs.

(ii) The Equal Opportunities fund sets aside funds to ensure that the advisory service is available to all individuals regardless of their specific needs.

(iii) The future salary increments fund sets aside funds to cover increases in the costs of employees salaries.

The General fund are funds which the Management Committee is free to use in accordance with the charitable objectives.

### 16. Analysis of net assets between funds

|  | Tangible<br>fixed assets<br>£ | Net current<br>assets<br>£ | Total<br>£     |
|--|-------------------------------|----------------------------|----------------|
| <b>Restricted Income Funds:</b>                      |                               |                            |                |
| Big Lottery Fund Grant – Financial Exclusion Project | –                             | 873                        | 873            |
| Big Lottery Reaching Communities                     | –                             | 37                         | 37             |
| Scottish and Southern Energy Project                 | –                             | 77                         | 77             |
| Staveley Coalfields Regeneration Trust               | –                             | 452                        | 452            |
|  | –                             | <u>1,439</u>               | <u>1,439</u>   |
| <b>Unrestricted Income Funds:</b>                    |                               |                            |                |
| Designated Funds                                     | –                             | 29,604                     | 29,604         |
| General Funds  | 5,371                         | 153,860                    | 159,231        |
|  | <u>5,371</u>                  | <u>183,464</u>             | <u>188,835</u> |
| <b>Total Funds</b>                                   | <u>5,371</u>                  | <u>184,903</u>             | <u>190,274</u> |

### 17. Contingencies

Chesterfield Citizens Advice Bureau participates in The Pensions Trust's Growth Plan (the Plan). The scheme actuary provides an annual update of the buy-out funding position of the Plan as at 30 September each year. The estimated employer liability on withdrawal from the Plan at 30 September 2012 was calculated at £35,175. The Scheme Actuary has advised that the figure quoted is likely to have decreased by approximately 24% to £26,746 as at 30 September 2013.

The debt liability will not crystallise as long as the Bureau does not withdraw from the Plan. It will however crystallise within one year of the last active member leaving the Plan.

Should the Bureau withdraw, the actual debt figure would have to be calculated by the scheme actuary at the date of withdrawal and additional actuarial fees would be incurred.

**Chesterfield Citizens Advice Bureau  
A Company Limited by Guarantee**

**Notes to the Financial Statements**

**Year ended 31 March 2014**

**18. Trustee remuneration and related party transactions**

No emoluments were received by the Board of Trustees in their capacity as Trustees in the year.

There were no expenses paid to any Trustees (or any persons connected to them) during the year.

There were no related party transactions undertaken in the year.

**19. Company limited by guarantee**

Chesterfield Citizens Advice Bureau is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.