

**MONTGOMERYSHIRE CITIZEN ADVOCACY LTD**

**TRUSTEES ANNUAL REPORT AND ACCOUNTS  
YEAR ENDED 31 MARCH 2008**

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## **MONTGOMERYSHIRE CITIZEN ADVOCACY LTD**

REGISTERED CHARITY NUMBER 1000938

REGISTERED COMPANY NUMBER 2401090

PRINCIPAL ADDRESS Plas Dolerw  
Milford Road  
Newtown  
Powys  
SY16 2EH

TRUSTEES David Morgan  
Philip King  
Enid Morgan  
Mervyn Powell  
John Davies  
Emma Joseph  
Vivienne Green  
Jean Winchester  
Pat Bufton  
Kevin Davies  
Andrew Hunnisett  
Nichole Middleton (Appointed 12/09/2007)

ACCOUNTANTS Whittingham Riddell LLP  
Hafren House  
5 St Giles Business  
Newtown  
Powys  
SY16 3AJ

BANKERS Barclays Bank plc  
Newtown Business Centre  
The Cross  
Newtown  
Powys  
SY16 2AQ

Lloyds TSB  
40 Broad Street  
Welshpool  
Powys  
SY21 7RT

# **MONTGOMERYSHIRE CITIZEN ADVOCACY LTD**

## **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2008**

The Trustees and Directors present their report and accounts for the year ended 31 March 2008

### **PRINCIPAL ACTIVITIES AND STATUS**

The company is limited by guarantee and is a registered charity ( no 1000938 ) there being no authorised and issued share capital.

The charity is established to provide advice, assistance and welfare services to people with learning disabilities in the Montgomeryshire area, whether living in residential care or residing independently in their own home or with relatives

### **RESULTS**

The net incoming resources for the year amounted to a surplus of £9,114 comprising net surplus on the general fund of £7,001 and a net surplus on the restricted funds of £2,113

### **FIXED ASSETS**

The movements in fixed assets is shown on page 3 of the financial statements

### **DIRECTORS & TRUSTEES**

The following served as directors and trustees during the year

David Morgan  
Philip King  
Enid Morgan  
Mervyn Powell  
John Davies  
Emma Joseph  
Vivienne Green  
Jean Winchester  
Pat Bufton  
Kevin Davies  
Andrew Hunnisett  
Nichole Middleton

### **RESERVES POLICY**

The Trustees have established a policy whereby unrestricted funds not committed or invested in tangible fixed assets (the free reserves) held by Montgomery Citizen Advocacy Limited should be sufficient to enable the charity to continue the current level of activities for a period of three to six months in the event of a significant drop in funding. It would clearly be necessary to consider how the funding would be replaced or activities changed and although at present free reserves amount to £24,264 and meet the target level, the Trustees are considering ways in which unrestricted funds will be raised

### **RISK REVIEW**

The Trustees have conducted a review of the major risks to which the charity is exposed and aim to minimise those risks by seeking wider and more diverse sources of funding. Internal policies and procedures are regularly reviewed to ensure close monitoring and control of the Charity's finances and reporting

**MONTGOMERYSHIRE CITIZEN ADVOCACY LTD**

**TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2008**

**TRUSTEES RESPONSIBILITIES**

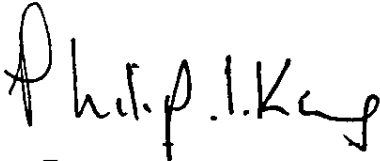
The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice applicable to smaller charities

Company and Charity law applicable to charities in England and Wales requires the Trustees 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 Trustees have:

- selected suitable accounting policies and applied them consistently
- made judgements and estimates that are reasonable and prudent
- prepared the financial statements on the going concern basis (unless it is inappropriate to presume that the company will continue in operation)

The Trustees are responsible for keeping proper accounting records that 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 hence for taking reasonable steps for the detection and prevention of fraud and other irregularities

By Order of the Board



Trustee

22.10.2008

Date

**MONTGOMERYSHIRE CITIZEN ADVOCACY LTD**

**(Limited by Guarantee)**

**AUDIT EXEMPTION REPORT  
FOR THE YEAR ENDED 31 MARCH 2008**

**ACCOUNTANT'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF  
MONTGOMERYSHIRE CITIZEN ADVOCACY LIMITED**

We report on the accounts for the year ended 31 March 2008 set out on pages 1 to 5

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND REPORTING ACCOUNTANTS**

As described on page 2 the Trustees, who are also directors of the charity for the purposes of the Companies Act, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

**BASIS OF OPINION**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurances expressed in our opinion.

**OPINION**

In our opinion

- a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985, as amended,
- b) having regard only to, and on the basis of, the information contained in those accounting records
  - i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in the Statement of Recommended Practice, Accounting and Reporting by Charities, and in section 249C(6) of the Act, and
  - ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1)

Signed

*Whittingham Riddell LLP*

Dated

*22 October 2008*

Whittingham Riddell LLP  
Chartered Accountants  
Hafren House  
5 St Giles Business Park  
Newtown  
Powys  
SY16 3AJ

**MONTGOMERYSHIRE CITIZEN ADVOCACY LTD**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2008**

		<b>2008</b>			<b>2007</b>
	<b>Note</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total £</b>	<b>Total £</b>
<b>INCOMING RESOURCES</b>					
Grants received and used	6	20,000	35,495	55,495	46,751
Release of grant income		-	690	690	
Bank interest received		745	-	745	454
Donations		656	-	656	583
<b>TOTAL INCOMING RESOURCES</b>		<u>21,401</u>	<u>36,185</u>	<u>57,586</u>	<u>47,788</u>
<b>RESOURCES EXPENDED</b>					
General overheads		14,325	32,434	46,759	46,570
Reporting accountants remuneration		-	948	948	759
Depreciation		75	690	765	394
<b>TOTAL RESOURCES EXPENDED</b>		<u>14,400</u>	<u>34,072</u>	<u>48,472</u>	<u>47,723</u>
<b>NET SURPLUS / (DEFICIT) FOR THE YEAR</b>		7,001	2,113	9,114	65
<b>TOTAL FUNDS AT 1<sup>ST</sup> APRIL 2007</b>		20,322	2,160	22,482	22,417
<b>TOTAL FUNDS AT 31<sup>ST</sup> MARCH 2008</b>		<u>27,323</u>	<u>4,273</u>	<u>31,596</u>	<u>22,482</u>

# MONTGOMERYSHIRE CITIZEN ADVOCACY LTD

## **BALANCE SHEET AS AT 31 MARCH 2008**

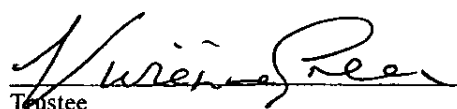
	NOTES	2008		2007	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	2		3,059		1,574
<b>CURRENT ASSETS</b>	3				
Debtors		647		465	
Cash at bank and in hand		41,248		21,285	
		<u>41,895</u>		<u>21,750</u>	
<b>CREDITORS</b>	4				
Amounts due within one year		<u>13,358</u>		<u>842</u>	
<b>NET CURRENT ASSETS</b>			28,537		20,908
<b>TOTAL NET ASSETS</b>			<u>31,596</u>		<u>22,482</u>
<b>CHARITY FUNDS</b>	5				
Unrestricted funds		27,323		20,322	
Restricted funds		4,273		2,160	
		<u>31,596</u>		<u>22,482</u>	

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 249A(1) of the Companies Act 1985 and members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 249B(2) of the Act. The Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 221 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2008 and of its profit for the year then ended in accordance with the requirements of section 226 of the Act and which otherwise comply with the requirements of the Companies Act 1985 relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provision of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Trustees on 22.10.08 (date) and signed on their behalf, by,

  
Trustee

  
Trustee

The notes on pages 3 to 5 form part of these financial statements

# **MONTGOMERYSHIRE CITIZEN ADVOCACY LTD**

## **NOTES TO THE ACCOUNTS YEAR ENDED 31 MARCH 2008**

### **1. ACCOUNTING POLICIES**

#### **1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 1985

#### **1.2 COMPANY STATUS**

The company is a company limited by guarantee The members of the company are the Trustees named on the company information page

#### **1.3 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 company and which have not been designated for other purposes

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes The aim and use of each designated fund is set out in the notes to the financial statements

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes The cost of raising and administering Such funds are charged against the specific fund

#### **1.4 INCOMING RESOURCES**

All incoming resources are included in the Statement of Financial Activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects

#### **1.5 RESOURCES EXPENDED**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate the costs for allocation to activities Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the uses of the resources

#### **1.6 TANGIBLE FIXED ASSETS AND DEPRECIATION**

Tangible fixed assets are stated at cost less depreciation 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 bases

Plant, fixtures and fittings	20%	reducing balance
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# MONTGOMERYSHIRE CITIZEN ADVOCACY LTD

## NOTES TO THE ACCOUNTS YEAR ENDED 31 MARCH 2008

### 2. TANGIBLE FIXED ASSETS

	Plant/Fixtures and Fittings £
<b>Cost</b>	
As at 01 04 07	6,970
Additions in year	2,250
As at 31 03 08	9,220
<b>Depreciation</b>	
As at 01 04 07	5,396
Charge in year	765
As at 31 03 08	6,161
<b>Net Book Values</b>	
As at 31 03 08	3,059
As at 31 03 07	1,574

All fixed assets held are for charitable purposes

### 3. CURRENT ASSETS

	2008 £	2007 £
Prepayments	647	465
Bank tracker account	20,393	20,393
Bank deposit account	14	14
Cash at bank - Current Account	20,727	823
Cash in hand	114	55
	41,895	21,750

### 4. CREDITORS (Amounts falling due within one year)

	2008 £	2007 £
Sundry creditors and accruals	13,358	842
	13,358	842

### 5. MOVEMENT OF FUNDS

	Brought forward	Credited to Statement of Financial Activities	Utilised	Carried forward
<b>Unrestricted:</b>	£	£	£	£
General	20,221	1,401	( 711 )	20,911
Powys County Council	101	20,000	( 13,689 )	6,412
	20,322	21,401	( 14,400 )	27,323
<b>Restricted:</b>				
Welsh Assembly Government	313	8,815	( 5,128 )	4,000
Lloyds TSB	22	-	( 22 )	-
The Big Lottery Fund	1,758	19,440	( 21,198 )	-
Co-op	67	-	( 67 )	-
BILD		690	( 690 )	
BILD	-	7,240	( 6,967 )	273
	2,160	36,185	( 34,072 )	4,273
<b>Total</b>	<b>22,482</b>	<b>57,586</b>	<b>( 48,472 )</b>	<b>31,596</b>

# **MONTGOMERYSHIRE CITIZEN ADVOCACY LTD**

## **NOTES TO THE ACCOUNTS YEAR ENDED 31 MARCH 2008**

6. GRANTS		Received £	Credited to Profit & Loss		2007 £
			Restricted £	Unrestricted £	
Powys County Council	(U)	20,000	-	20,000	13,728
Powys Local Health Board	(U)	-	-	-	-
The Big Lottery Fund	(R)	19,440	19,440	-	25,353
Welsh Assembly Government	(R)	8,815	8,815	-	7,670
BILD	(R)	7,240	7,240	-	-
		55,945	35,495	20,000	46,751

Grants received are credited in the current financial year unless funding providers specifically require them to be carried forward to future periods

## **7. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds	2008 Restricted funds	Total	2007 Total
Fund balances at 31 March 2008 are represented by				
Tangible fixed assets	3,059	-	3,059	1,574
Current assets	37,622	4,273	41,895	21,750
Current liabilities	( 13,358 )	-	( 13,358 )	( 842 )
	27,323	4,273	31,596	22,482

**MONTGOMERYSHIRE CITIZEN ADVOCACY LTD**

**INCOME & EXPENDITURE ACCOUNT  
FOR YEAR ENDED 31 MARCH 2008**

	<b>2008 £</b>	<b>2007 £</b>
REVENUE GRANTS	55,495	46,751
DONATIONS	656	583
RELEASE OF GRANT INCOME	690	
BANK INTEREST RECEIVED (GROSS)	745	454
TOTAL INCOME FOR THE YEAR	<u>57,586</u>	<u>47,788</u>
<b>GENERAL OVERHEAD</b>		
Co-ordinators salary	27,221	28,775
Administration salary	5,554	5,157
Travel expenses	3,513	1,866
Meetings costs and refreshments	236	165
Telephone charges	495	317
Printing, postage, stationery and photocopying	1,274	734
Advertising	660	944
Training	3,558	5,956
Insurances	1,047	877
Rent & rates	1,680	1,680
Repairs	1,364	52
Sundry expenses, donations, publications & conferences	4	17
Annual Return	30	30
Subscription	123	-
	<u>46,759</u>	<u>46,570</u>
REPORTING ACCOUNTANTS REMUNERATION	948	759
DEPRECIATION - Fixtures and Fittings	765	394
NET SURPLUS/(DEFICIT) FOR THE YEAR	<u>9,114</u>	<u>65</u>