

3024636

CHRISTCHURCH CITIZENS ADVICE BUREAU

ACCOUNTS
for the year ended
31 March 2011

MONDAY FRIDAY

A31 30/12/2011 #5
COMPANIES HOUSE

A65 19/12/2011 #9
COMPANIES HOUSE

Lewis Ball & Co
Certified Public Accountants
William House
32 Bargates
CHRISTCHURCH
Dorset
BH23 1QL

CHRISTCHURCH CITIZENS ADVICE BUREAU

COMPANY INFORMATION

Company Number	03024636
Charity Registration Number	1046472
Directors	P G Solomons (Chairman) R Dnscoli (Treasurer) D Knight G J Hawking J A Jamieson MBE J E Spencer
Secretary	D Knight
Registered Office	2 Sopers Lane Chrntchurch Dorset BH23 1JG
Honorary Legal Adviser	P G Solomons Solomons Solicitors 6 Seamoor Road Westbourne Bournemouth Dorset BH4 9AN
Accountants	Lewis Ball and Company Certified Public Accountants William House 32 Bargates Chrntchurch Dorset BH23 1QL
Bankers	National Westminster Bank plc 57 High Street Chrntchurch Dorset BH23 1BB

CHRISTCHURCH CITIZENS ADVICE BUREAU

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 March 2011**

Principal Activity

The principal activity of the Company, which is a registered charity, is that of providing advice to the public

Directors

The Directors at 31st March 2011 are shown on Page 1 The Directors who have served during the period under review are

P.G Solomons	Chairman
D.Knight	Secretary
R.Dnscoll	Treasurer
G J Hawking	
J.A.Jamieson MBE	
J E Spencer	

Directors' Responsibilities

Company law requires the Directors to prepare Accounts for each financial period, which give a true and fair view of the state of affairs of the Company and of the profit and loss of the company for the period In preparing those Accounts the Directors are required to

- 1 select suitable accounting policies, and apply them, consistently,
- 2 make judgements and estimates that are reasonable and prudent;
- 3 follow applicable accounting standards, subject to any material departures disclosed and explained in the Accounts
- 4 prepare the Accounts on a going concern basis unless it is inappropriate to presume that the company will continue in business

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable it to ensure that the accounts comply with the Companies Act 2006 They are also responsible for taking reasonable steps for the prevention and detection of fraud and other irregularities

By order of the Board

D Knight - Secretary

2 Sopers Lane
Christchurch
Dorset BH23 1JG

CHRISTCHURCH CITIZENS ADVICE BUREAU

INDEPENDENT EXAMINERS REPORT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

Independent Examiners' Report on the Accounts of the Management Committee of Christchurch Citizens Advice Bureau.

We report on the Accounts of the Company for the year ended 31 March 2011 which are set out on pages 4 to 10 from the accounting records and from information and explanations supplied to us by the management of the Company

Respective Responsibilities of the Management Committee and Examiners

As the Chanty's Management Committee, you are responsible for the preparation of the Accounts. You consider that the Company is exempt from the audit requirements of Section 43 (2) of the Charities Act 1993 (The Act). On the basis of procedure specified on the General directions given to the Charity Commissioners under Section 43(7)b of the Act, it is our responsibility to state whether particular matters have come to our attention.

Basis of Independent Examiners' Report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Chanty and a comparison of the Accounts presented with these records. It also includes consideration of any unusual items or disclosures in the Accounts and seeking explanations from you, as the Management Committee, concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, we do not express an audit opinion on the view given by the Accounts.

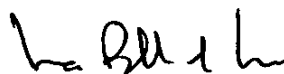
Independent Examiners' Statement

In connection with our examination, no matter has come to our attention

- 1 which gives us reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 41 of the Act and to prepare Accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met, or
- 2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached

**WILLIAM HOUSE
32 BARGATES
CHRISTCHURCH
DORSET BH23 1QL**

LEWIS BALL AND COMPANY



Date 20.08.2011

CERTIFIED PUBLIC ACCOUNTANTS

**CHRISTCHURCH CITIZENS ADVICE BUREAU
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st MARCH 2011**

	Notes	<u>Unrestricted Funds 2011</u>	<u>Restricted Funds 2011</u>	<u>Total Funds 2011</u>	<u>Total Funds 2010</u>
		£	£	£	£
<u>INCOMING RESOURCES</u>	1b				
Grants		146,081	44,694	190,775	200,723
Donations		4,076	-	4,076	5,015
Investment Income		330	-	330	447
TOTAL INCOMING RESOURCES	Page 8	<u>150,487</u>	<u>44,694</u>	<u>195,181</u>	<u>206,185</u>
<u>OUTGOING RESOURCES</u>	1c				
Establishment Costs		13,794	-	13,794	18,810
Giving Advice & Professional Support		17,155	-	17,155	20,452
Staff Costs	2	102,644	35,571	138,215	138,456
Travelling Expenses		4,579	2,630	7,209	5,781
Training etc		669	-	669	814
Transfer to Reserves	3	-	-	-	19,000
Reallocation of Running Expenses		- 6,493	6,493	-	-
TOTAL RESOURCES EXPENDED	Page 9	<u>132,348</u>	<u>44,694</u>	<u>177,042</u>	<u>203,313</u>
NET INCOMING RESOURCES		<u>18,139</u>	<u>0</u>	<u>18,139</u>	<u>2,872</u>

**CHRISTCHURCH CITIZENS ADVICE BUREAU
BALANCE SHEET AS AT 31st MARCH 2011**

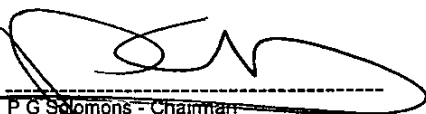
	Notes	<u>Unrestricted Funds 2011</u> £	<u>Restricted Funds 2011</u> £	<u>Total Funds 2011</u> £	<u>Total Funds 2010</u> £
FIXED ASSETS					
Tangible Assets	5	195,908	-	195,908	195,908
CURRENT ASSETS					
Debtors	6	3,546	-	3,546	3,310
Cash at bank and in hand		<u>117,241</u>	<u>5,180</u>	<u>122,421</u>	<u>91,945</u>
		120,787	5,180	125,967	95,255
LESS					
Creditors falling due within one year	7	15,317	5,180	20,497	7,924
NET CURRENT ASSETS		<u>105,470</u>	<u>-</u>	<u>105,470</u>	<u>87,331</u>
TOTAL NET ASSETS		<u>301,378</u>	<u>-</u>	<u>301,378</u>	<u>283,239</u>
GENERAL FUNDS - Unrestricted					
Accumulated Funds		212,125	-	212,125	209,353
Add Surplus for Year		<u>18,139</u>	<u>-</u>	<u>18,139</u>	<u>2,772</u>
Balance as at 31/03/2010		230,264	-	230,264	212,125
Reserve Funds b/fwd		71,114	-	71,114	52,114
Add Transfer		<u>-</u>	<u>-</u>	<u>-</u>	<u>19,000</u>
Balance as at 31/03/2010	10	71,114	-	71,114	71,114
TOTAL GENERAL FUNDS		<u>301,378</u>	<u>-</u>	<u>301,378</u>	<u>283,239</u>

Notice has been deposited under Section 477(2) of the Companies Act 2006 in relation to its financial statements for the year ended 31 March 2011

The Directors acknowledge their responsibilities for

- a ensuring that the Company keeps accounting records which comply with Section 386 of the Companies Act 2006
- and
- b preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Section 393 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company
- c taken advantage of the Companies Act 2006 in not having these accounts audited under Section 476 (total exemption)

The Accounts on Pages 4 to 10 were approved by the Board of Directors on 11.3.11 and were signed on its behalf by


P G Solomons - Chairman

CHRISTCHURCH CITIZENS ADVICE BUREAU
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2011

1 ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with the items which are considered material in relation to the company's accounts

a Basis of Accounting

The accounts have been prepared under the Historical Cost Convention Accounting Rules and are in accordance with the applicable accounting standards and the Charities Statement of Recommended Practice

b Incoming Resources

These are recorded when they become due

c Outgoing Resources

These are recorded when the indebtedness is incurred

d Taxation

Being a registered charity, the Company is exempt from Corporation Tax under Section 505 of the Income and Corporation Tax Act 1998

e Tangible Fixed Assets

Depreciation has been provided for on the following basis for items held at 1st April 2010

Fixtures and equipment	Over 4 to 10 years for items costing over £2,000
	There were no individual items with current values falling into this category
Freehold Land and Buildings	It is the Directors view that the current value as shown in the accounts represents its current market valuation

f Share Capital

The Company is limited by guarantee and does not have share capital. In the event of the Company being wound-up, each member's liability is limited to £1

2 EMPLOYEE EMOLUMENTS

	2011	2010
	£	£
Gross Salaries	124,243	123,380
Employers National Insurance Contributions	9,952	10,543
Pension contributions - Current year	4,020	4,533
	<u>138,215</u>	<u>138,456</u>

Directors emoluments	<u>-</u>	<u>-</u>
Average number of employees	9	8

There were no employees with emoluments of above £50,000

3 TRANSFERS

During the year no transfers were made to reserves

4 DIRECTORS EXPENSES

There were no directors expenses paid in the year (previous year £Nil)

CHRISTCHURCH CITIZENS ADVICE BUREAU
NOTES TO THE ACCOUNTS (CONTINUED)

5 TANGIBLE ASSETS

	Freehold Land & Buildings
Cost	£
At 1 April 2010	195,908
Additions	-
At 31 March 2011	195,908
Depreciation for the year (See 1e of Accounting Policies)	-
Net Book Value at 31 March 2011	<u>195,908</u>

It is the Directors view that the current value as shown in the accounts represents its current market valuation

6 Debtors

	2011	2010
	£	£
Balance of Grants Unrestricted	3,250	3,000
Gift Aid Income Tax Recovery	296	240
Other	-	70
	<u>3,546</u>	<u>3,310</u>

7 Creditors

	2011	2010
	£	£
Salaries, Pensions & Expenses	7,518	4,974
Trade Creditors	500	727
Tax & National Insurance	2,516	-
Grants received in Advance Unrestricted	4,033	-
Restricted	<u>5,180</u>	1,473
Auditors Fees	750	750
	<u>20,497</u>	<u>7,924</u>

8 Post Balance Sheet Items

No material events have occurred since 31 March 2011 which would affect the results shown by the above accounts

9 Contingent Liabilities

There were no contingent liabilities at 31 March 2011

10 Reserves

	£
Operating reserve - This sum has been designated by the Trustees for the purpose of covering 3 months of running costs Balance at 1 April b/fwd	46,000
Computer reserve - This sum has been designated by the Trustees for the purpose of meeting the cost of replacing / upgrading computer equipment Balance at 1 April 2010 b/fwd	4,947
Premises reserve - This sum has been designated by the Trustees for the purpose of meeting the costs of necessary refurbishment Balance at 1 April 2010 b/fwd	<u>20,167</u>
Total at 31 March 2011	<u>71,114</u>

**CHRISTCHURCH CITIZENS ADVICE BUREAU
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st MARCH 2011**

	<u>Unrestricted Funds 2011</u>	<u>Restricted Funds 2011</u>	<u>Total Funds 2011</u>	<u>Total Funds 2010</u>
	£	£	£	£
GRANTS				
Chrstchurch Borough Council	53,780 00	-	53,780 00	53,780
			-	
Legal Services Commission Debt & Welfare Benefits	48,599 00	-	48,599 00	51,216
			-	
Dorset County Council - Training	7,750 00	-	7,750 00	12,500
			-	
Lottery - Advice Plus	-	14,843 30	14,843 30	18,817
			-	
Royal British Legion	-	20,416 58	20,416 58	20,115
			-	
Additional Hours Project	-	9,433 63	9,433 63	13,558
			-	
Burton Pansh Council	-	-	-	200
			-	
Twynham Housing Association	9,652 42	-	9,652 42	11,237
			-	
Wessex Water	7,300 00	-	7,300 00	7,300
			-	
Mary Magdalene	13,000 00	-	13,000 00	12,000
			-	
Sure Start	6,000 00	-	6,000 00	4,000
			-	
TOTAL GRANTS	<u>146,081 42</u>	<u>44,693 51</u>	<u>190,774 93</u>	<u>204,723</u>
DONATIONS				
General	2,299 80	-	2,299 80	2,480
			-	
Gift Aided	1,526 40	-	1,526 40	1,336
			-	
CAB Friends Fund Raising etc	250 00	-	250 00	1,199
			-	
TOTAL DONATIONS	<u>4,076 20</u>	<u>-</u>	<u>4,076 20</u>	<u>5,015</u>
INVESTMENT INCOME	330 24	-	330 24	447
TOTAL INCOMING RESOURCES	<u>150,487 86</u>	<u>44,693.51</u>	<u>195,181 37</u>	<u>210,185</u>

**CHRISTCHURCH CITIZENS ADVICE BUREAU
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st MARCH 2011**

	<u>Unrestricted</u> <u>Funds 2011</u>	<u>Restricted</u> <u>Funds 2011</u>	<u>Total Funds</u> <u>2011</u>	<u>Total Funds</u> <u>2010</u>
	£	£	£	£
MANAGEMENT & ADMINISTRATION EXPENSES				
ESTABLISHMENT COSTS				
Accountancy	681 50	-	681 50	717
Heat, Light, Water, Sewerage	5,968 74	-	5,968 74	3,521
Insurance	1,384 12	-	1,384 12	1,503
Maintenance Office Equipment	1,388 48	-	1,388 48	2,413
Maintenance Premises	2,376 04	-	2,376 04	9,239
Sundry Expenses	1,995 45	-	1,995 45	1,418
	<u>13,794 33</u>	<u>-</u>	<u>13,794 33</u>	<u>18,811</u>
GENERAL ADVICE & PROFESSIONAL SUPPORT				
Postage	3,408 05	-	3,408 05	3,311
Printing & Stationery	3,323 36	-	3,323 36	5,549
Telephone Calls & Rentals	5,030 57	-	5,030 57	5,934
Professional Indemnity	804 00	-	804 00	804
Reference Material	1,294 79	-	1,294 79	1,706
Software & Equipment	3,084 55	-	3,084 55	2,810
Case Expenses	209 93	-	209 93	337
	<u>17,155.25</u>	<u>-</u>	<u>17,155 25</u>	<u>20,451</u>
STAFF COSTS				
Salaries & Wages	99,976 39	34,219 04	134,195 43	133,923
Pension Contributions	2,667 62	1,352 25	4,020 07	4,533
Travel Expenses	4,579 04	2,629 22	7,208 26	5,781
	<u>107,223 25</u>	<u>38,200 51</u>	<u>145,423 76</u>	<u>144,237</u>
TRAINING & MAINTAINING ADVISER SKILLS				
Training costs	668 94	-	668 94	814
TRANSFERS				
- Operating Reserve	-	-	-	16,000
- Premises Reserve	-	-	-	3,000
- Reallocation of Running Expenses -	6,493 00	6,493 00	-	-
				<u>19,000</u>
TOTAL MANAGEMENT & ADMINISTRATION EXPENSES	<u>132,348 77</u>	<u>44,693 51</u>	<u>177,042 28</u>	<u>203,313</u>

Analysis of Restricted Funds 2010 / 2011

	Lottery - Advice Plus £	Additional Hours £	Royal British Legion £	Total £
INCOME				
Grants Received	<u>14,843</u>	<u>9,434</u>	<u>20,417</u>	<u>44,694</u>
EXPENDITURE				
Salary & Pension Costs	13,351	6,664	15,557	35,571 49
Training	-	-	-	-
Travelling	1,396	-	1,233	2,629
Contribution to Running Expenses	<u>96</u>	<u>2,770</u>	<u>3,627</u>	<u>6,493</u>
Total Expenditure	<u>14,843</u>	<u>9,434</u>	<u>20,417</u>	<u>44,694</u>