

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE
PRIVATE COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

Registered Charity Number : 1062068

Company Number : 3339164

FINANCIAL ACCOUNTS

YEAR ENDED

31 MARCH 2005



Thompson Jones

An Individual Approach.

**Business Advisers &
Chartered Accountants**

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BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE

FINANCIAL ACCOUNTS YEAR ENDED 31 MARCH 2005

Registered charity number	1062068
Company number	3339164 (Incorporated in England and Wales)
Directors	R R D C Schwarz K Audin D Blakemore A Close S Cohen - appointed on 23 June 2004 P Coope M Gibb - appointed on 1 March 2005 W Johnson MBE D Kenny P Mulvihill FCA A B Smith Reverend A Stokes
Chairman	R R D C Schwartz
Secretary	D Bevitt
Treasurer	P Mulvihill FCA
District and registered office	1/3 Blackburn Street Radcliffe Manchester M26 1NN
Auditors	Thompson Jones Chartered Accountants & Registered Auditors Bridge House Heap Bridge Bury Lancashire BL9 7HT
Bankers	National Westminster Bank PLC 36 The Rock Bury Lancashire BL9 0NU
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BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE**REPORT OF THE DIRECTORS**

The directors present their report for the year ended 31 March 2005.

Legal status

The Bureaux was established on 25 March 1997 as a company limited by guarantee.

Objectives

To promote the well being of all members of the community via the provision of a comprehensive, accessible, quality independent advice service to the population of the Bury Metro area. To encourage people to help themselves where practical and to use the experience of our clients to exercise a responsible influence over social policy.

To ensure all sections of the community have access to the service we provide. To work with others to ensure people who live and work in the Bury Metropolitan area have access to high quality free independent advice services.

Organisation

Bury District CAB Service provides advice services across the borough. We run open door and appointment sessions at the Radcliffe and Prestwich offices. There is a district telephone service open 5 days a week at Prestwich and the District Manager is based at Radcliffe.

In addition we run outreach sessions at the NHS Walk-in centres in Bury town centre and Prestwich, Redbank surgery in Radcliffe and Elms surgery in Whitefield.

We also provide a home visiting service and outreach sessions in east Bury based at the Carers Centre, Topping Fold Library, Springs, Asian Development association of Bury and the Asian Womens Centre. We have a dedicated training resource based at Bury Business Centre in Kay Street.

Financial controls

Detailed monthly reports are prepared by the treasurer and presented to the board. These include a review of the performance and comparison to budgets. Investigation into budgets variances is carried out and any necessary action to mitigate these in future is taken. It is the charity's policy to hold and maintain reserves at a level that will enable it to continue to fulfil its objectives.

Review of developments, activities and achievements

A Quality Advice audit was carried out on the charity in March 2004. The results showed a score of 63% which is a pass and compares favourably with other bureau.

A Membership audit was carried out in February 2005 and a pass result was obtained. This was subject to some corrective action all of which is being dealt with in the current year.

All Legal Services clients for the welfare benefits and debts specialists complete a satisfaction questionnaire. 77% of these stated that they were very satisfied with the service received and none stated that they were dissatisfied with the service.

Results

The attached financial statements show the current state of the finances, which the directors consider to be sound. The Bureaux's income is mainly derived from local authority funding and full details of grants received are shown in the notes to the accounts.

At 31 March 2005 the Bureaux had accumulated funds of £85360 (2004: £95798).

The financial statements are prepared in accordance with the Charities Act 1993 and the special provisions of Part VII of the Companies Act 1985 relating to small companies and they comply with the Charity's governing documents and the Statement of Recommended Practice for Charities 2000.

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE**REPORT OF THE DIRECTORS****Directors' responsibilities**

Company law 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 charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the directors are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The directors must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. The directors are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Directors

The directors in office during the year were as follows:

R R D C Schwarz

K Audin

D Blakemore

A Close

S Cohen - appointed on 23 June 2004

P Coope

M Gibb - appointed on 1 March 2005

W Johnson MBE

D Kenny

P Mulvihill FCA

A B Smith

Reverend A Stokes

Dr F A Choudry - resigned on 1 October 2004

Each director has undertaken to contribute such amount as may be required (not exceeding £10) to the Charity's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

Employees

The average number of employees in the year was 21 (2004: 22).

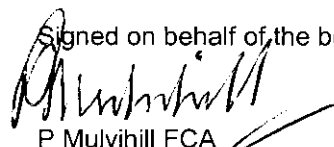
The total amount of salaries, national insurance and pension contributions paid in the year was £322579 (2004: £317497). No employee had emoluments in excess of £50,000. Travelling expenses of £8805 (2004: £7449) were reimbursed to the employees and these were the only benefits to be paid in the year.

No remuneration was paid to the directors.

Auditors

A resolution to re-appoint Thompson Jones as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

Signed on behalf of the board of directors


P Mulvihill FCA

Dated 15th November 2005

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE**INDEPENDENT AUDITORS' REPORT TO THE DIRECTORS**

We have audited the financial statements on pages 3 to 5 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out in the notes attached to these financial statements.

This report is made solely to the company's directors, as a body. Our audit work has been undertaken so that we might state to the company's directors those matters we are required to state to them in an auditors' 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 directors as a body, for our audit work, for this report or for the opinions we have formed.

Respective responsibilities of the directors and the auditors

As described on page 1, the company's directors are responsible for the preparation of the financial statements in accordance with applicable laws and United Kingdom Accounting Standards.

It is our responsibility to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the directors' report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the directors' report 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 United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes 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 directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company'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.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 March 2005 and of the incoming resources and application of resources, including its income and expenditure, for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.

Thompson Jones

Thompson Jones
Chartered Accountants and Registered Auditors
Bridge House
Heap Bridge
Bury
BL9 7HT

Dated 15 November 2005

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE

BALANCE SHEET AS AT 31 MARCH 2005

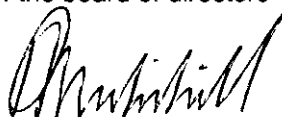
	Note	2005 £	£	2004 £	£
Current assets					
Debtors	2	-		14,385	
Bank and building society accounts	3	157,507		119,189	
Cash in hand and floats	4	<u>599</u>		<u>899</u>	
		158,106		134,473	
Creditors: amounts falling due within one year	5		72,746		38,675
Net assets		<u>85,360</u>		<u>95,798</u>	
Represented by:					
Funds held					
Unrestricted funds			85,360		95,798
Accumulated fund as at 31 March 2005		<u>85,360</u>		<u>95,798</u>	

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies, the Financial Reporting Standard for Smaller Entities (effective June 2002) and in accordance with the Charities Act 1993.

The financial statements on pages 3 to 5 have been approved by the directors.

Signed on behalf of the board of directors

P Mulvihill FCA



Dated

15 November 2005

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE

STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2005

	Note	2005 £	£	2004 £	£
Incoming sources					
Grants	6	307,199		323,090	
Service agreements	7	85,900		93,062	
Donations	8	527		1,778	
Interest received	9	<u>4,112</u>		<u>1,785</u>	
		397,738		419,715	
Resources expended					
Charitable expenditure	10	408,176		410,253	
Net incoming resources/(resources expended)		<u>(10,438)</u>		<u>9,462</u>	
Fund balances brought forward		95,798		86,336	
Fund balances carried forward		<u><u>85,360</u></u>		<u><u>95,798</u></u>	

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE

NOTES TO THE FINANCIAL ACCOUNTS
YEAR ENDED 31 MARCH 2005

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention and having regard to the Statement of Recommended Practice "Accounting for Charities 2000" and in accordance with the Financial Reporting Standards for Smaller Entities (effective June 2002).

Grants

The substantial proportion of income received is by way of grants from Bury MBC. All grant income is accounted for on an accruals basis. Any grants received in advance are deferred and the amount included in creditors.

Fund raising income

Where fund raising activities occur, all relevant expenditure connected with each event is netted off against the related income. The net proceeds being shown in the financial statements. The directors consider this to be the most appropriate method of accounting for such transactions.

Furniture, fixtures and fittings

All capital expenditure of this nature is written off against income in the year of purchase and not over the useful economic life of the relevant asset.

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.

	2005 £	2004 £
2 Debtors		
Grants due from Bury MBC for 2004/05	-	14,300
Value Added Tax	-	85
	<u>-</u>	<u>14,385</u>
3 Bank and building society accounts		
National Westminster Bank PLC:		
Business current account	-	-
Business reserve account	67,353	72,753
Corporate diamond reserve account	<u>90,154</u>	<u>42,605</u>
	157,507	115,358
HBOS PLC	-	2,490
Alliance & Leicester PLC	-	618
Nationwide Building Society	<u>-</u>	<u>723</u>
	<u>157,507</u>	<u>119,189</u>
4 Cash in hand and floats		
Petty cash	273	299
Floats	<u>326</u>	<u>600</u>
	<u>599</u>	<u>899</u>

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE

NOTES TO THE FINANCIAL ACCOUNTS
YEAR ENDED 31 MARCH 2005

	2005	2004
	£	£
5 Creditors: amounts falling due within one year		
Grants received in advance (Note 16)	67,500	37,500
PAYE and National Insurance	-	-
Value Added Tax	3,249	-
Accrued expenses	1,997	1,175
	<u>72,746</u>	<u>38,675</u>
6 Grants		
Bury MBC: Core and District Manager	141,471	142,922
Money Advice Unit	51,686	48,985
Local Authority Partnership	50,000	45,833
East Bury Healthy Living	28,442	30,050
Take Up Campaign	-	9,000
	<u>271,599</u>	<u>276,790</u>
Bury Primary Health Care Trust	33,200	33,200
The Tudor Trust	-	11,000
Nationwide Foundation	-	-
Financial Training	2,000	-
John Grant Davies Trust	400	-
Friends of CAB	-	2,100
Job Centre Plus	-	-
	<u>307,199</u>	<u>323,090</u>
7 Service agreements		
Legal Services Commission	<u>85,900</u>	<u>93,062</u>
8 Donations		
Private donations	<u>527</u>	<u>1,778</u>
9 Interest received		
National Westminster Bank PLC:		
Business current account	-	-
Business reserve account	1,710	1,119
Corporate diamond reserve account	<u>2,350</u>	<u>659</u>
	4,060	1,778
HBOS PLC	52	5
Alliance & Leicester PLC	-	2
Nationwide Building Society	-	-
	<u>4,112</u>	<u>1,785</u>

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE

NOTES TO THE FINANCIAL ACCOUNTS
YEAR ENDED 31 MARCH 2005

	2005	2004
	£	£
10 Direct charitable expenditure		
Gross salaries	290,676	285,482
National Insurance	24,743	23,836
Pension contributions	<u>7,160</u>	<u>8,179</u>
	322,579	317,497
Staff travelling expenses	8,805	7,449
Telephone	10,675	11,753
Printing, stationery and postages	7,969	7,998
Information services and training	6,948	6,263
Rent, rates and insurances	19,456	21,725
Heating, lighting and cleaning	5,389	6,167
Repairs and renewals	862	1,225
Refreshments	1,145	1,238
Advertising	529	1,189
Audit and accountancy fees	2,274	1,117
Professional fees	915	2,531
Sundry expenses (see note 11)	699	1,711
Furniture, fixtures and fittings (see note 12)	<u>19,931</u>	<u>22,390</u>
	<u>408,176</u>	<u>410,253</u>
11 Sundry expenses		
Christmas meal	158	125
Retirement party and gift	-	405
Bank audit letter	32	32
Annual Return fee	30	15
Room hire	-	28
Miscellaneous	<u>479</u>	<u>1,106</u>
	<u>699</u>	<u>1,711</u>
12 Furniture, fixtures and fittings		
Photocopier lease	13,072	7,163
Computer equipment	3,567	7,683
Office equipment	280	6,524
Stair lift	73	221
Alarms	237	111
Radiators	892	-
Fire equipment	1,801	688
Small items	<u>9</u>	<u>-</u>
	<u>19,931</u>	<u>22,390</u>
13 Funds held		
All funds held and not deferred are unrestricted.		
14 Taxation		
The company is exempt from taxation as the Inland Revenue accepted it as a charity on 25 March 1997 under reference XR31731.		
15 Commitments under operating leases		
At the company's financial year end it had aggregate annual commitments under non-cancellable operating leases as set out below:		
Operating leases which expire in 2 to 5 years	<u>9,296</u>	<u>7,762</u>

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE

NOTES TO THE FINANCIAL ACCOUNTS
YEAR ENDED 31 MARCH 2005

		2005		
		Restrict- ed funds	Unrestrict- ed funds	Total
		£	£	£
16	Grants received in advance			
	Balance brought forward	-	37,500	37,500
	Incoming resources deferred	10,000	57,500	67,500
	Amounts released from prior periods	-	(37,500)	(37,500)
	Balance carried forward	10,000	57,500	67,500
		2004		
	Balance brought forward	-	33,333	33,333
	Incoming resources deferred	-	37,500	37,500
	Amounts released from prior periods	-	(33,333)	(33,333)
	Balance carried forward	-	37,500	37,500

Bury District CAB Service

Risk Assessment

Governance Risks

Potential Risk	Impact	Mitigation
Trustees lack of relevant skills or commitment	Charity becomes weak Trustees are not involved in decision making Poor relationships with staff	Skills Audit Trustee training Programme Trustee recruitment
Organisational structure	Poor decision making Lack of clarity on roles and responsibilities Decisions made inappropriately	Organisational structure chart Definition of Roles and Responsibilities Review structure
Loss of key staff	Loss of experience knowledge and skills Impact on operation	Documentation of systems, contacts and plans Training programmes Recruitment
Reporting to trustees	Inadequate information leading to poor decision making Inability to control	Timely and accurate reporting (financial, operational) Regular contact with staff Strategic planning objective setting

Operational Risk

Potential Risk	Impact	Mitigation
Contract risk	Liabilities for non performance Not in line with the charity's objects	Performance monitoring Project appraisal

	Onerous terms and conditions	Professional advice
Employment risk	Disputes Health and safety Legal claims Equal opportunities Staff training Morale	Contracts of employment, grievance and disciplinary procedures, references, appraisals Training policy Health and safety policy Equal opportunities policy
Information technology	Systems inadequate and out of date Loss of data system failure Lack of technical support	System appraisal Support contracts Regular data back up Upgrading of system
Policies and procedures	Lack of awareness of policies and procedures Action taken improperly	Proper documentation Regular reviews of systems

Financial Risks

Potential Risk	Impact	Mitigation
Budgetary control and reporting	Possible insolvency Poor decision making Poor cash flow	Timely reporting and monitoring Action taken on budget variances Realistic costing for funding bids Adequate financial skill for staff and trustees
Compliance with restrictions imposed by funders	Illegal use of restricted funds Repayment of grant to a funder Future relationships with funder	Proper identification of restricted income Budgetary control, monitoring and reporting
Fraud or Error	Financial loss Risk to reputation	Financial control procedures Segregation of duties

	Legal action	Authorisation limits Insurance

External Risks

Potential risk	Impact	Mitigation
Relationship with funders	Deterioration in relationship may impact on funding and support	Regular contacts and meetings Project reporting Meeting terms and conditions
Public perception	Impact on donated income Impact on use of services Access to grants or contracts	Communication with supporters and clients Annual report and accounts
Government policy	Availability of funding Tax implications Role of voluntary sector	Monitoring of legal changes Membership of relevant umbrella organisations

Compliance Risk

Potential Risk	Impact	Mitigation
Non compliance with legislation and regulations (eg charity law, Companies Act, bureau constitution, Disability Discrimination Act, employment law)	Fines, penalties, censure from regulatory bodies. Legal Action	Identify key legal requirements Allocate responsibility for compliance procedures Monitoring and reporting
Taxation	Penalties, interest Loss of income Failure to utilise exemptions and reliefs	PAYE compliance procedures VAT review procedures Knowledge of employment status and contract

		terms
Professional advice	Contract risks Failure to address compliance risks Failure to maximise financial position	Budget and financial reporting Access to professional advice Compliance reviews Identification of areas where advice is needed