

Registered Charity Number
1062068

Registered Company Number
3339164

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE

Report and Accounts

31 March 2007



BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE

FINANCIAL ACCOUNTS
YEAR ENDED 31 MARCH 2007

Registered charity number	1062068										
Company number	3339164 (Incorporated in England and Wales)										
Directors	R R D C Schwarz K Audin A Close S Cohen P Coope P Mulvihill FCA A C Smith Reverend A Stokes H Freemand G P Little D M Higgin - appointed on 9 August 2007 L M S Brown - appointed on 6 December 2006										
Chairman	P J Coope										
Secretary	D Bevitt										
Treasurer	P Mulvihill FCA										
District and registered office	1/3 Blackburn Street Radcliffe Manchester M26 1NN										
Auditors	Merchant McDonald & Company Chartered Certified Accountants & Registered Auditors Station Chambers 36 Bolton Street Bury BL9 0LL										
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 2007

Legal Status

The Bureau was established on 25th March 1997 as a company limited by guarantee registered in England and Wales (Company Number 3339164) and is a registered charity (Charity Number 1062068). The charity's governing document is the memorandum and articles of association of the company.

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 services we provide. To work with others to ensure people who live and work in the Bury Metropolitan area have access to free independent advice services.

Organisation

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

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

We also provide a home visiting service and outreach sessions in East Bury including Topping Fold Library, Springs Estate, Asian Development Association of Bury (ADAB), Asian Women's Centre. More recently we have added sessions at Ramsbottom Library, Seedfield centre, Bury Blind and Partially Sighted Society and the Red Centre.

We provide advice in all areas of Law to the Legal Services Commission general Quality Mark and have the specialist mark in Debt and Benefits. We also provide additional specialist Money advice under the government funded financial inclusion fund.

We have a dedicated training resource at Bury Business centre where we train local people as volunteer advisers to gain an externally recognised accredited qualification in advice work.

Financial Controls

Monthly reports are prepared by the treasurer and presented to the board on a quarterly basis. These include a review of the performance against an annually set budget. Investigation into budget variances is carried out and any necessary action to mitigate these in future is taken.

Reserves Policy

It is the charity's policy to hold and maintain reserves at a level that will enable it to continue to fulfil its objectives. The trustees have adopted a reserves policy to be in line with the charity's requirement to provide for future redundancies that could arise in the event of major changes to funding. The trustees feel that unrestricted funds of three months running costs would be sufficient for this purpose, in line with Charity Commission guidance.

Risk Assessment

The trustees will continue to review the risk assessment during the course of 2007/8 covering governance, financial, external and compliance risks.

Review of Activities

Overall Bury District CAB Service dealt with over 15 000 new issues raised by 6,000 individuals. We raised over £700,000 in new claims and successful benefit appeals for clients. We dealt with well over £2 million worth of debt. We have high speed internet connections in all our interview rooms and record all our advice and details about clients securely on computer. We can also assist members of the public access e-government and on line services.

Bury MBC Core Funded

Bury MBC fund drop-in advice at the Radcliffe and Prestwich offices and appointments arising from those. It also provides funding for training. We employ a chief officer fulltime, a part-time operations manager, a part-time service development manager covering the money advice team and a part-time training manager. We employ full time equivalent sessional supervisors, part-time district admin support as well as recruiting training and supporting 50 volunteers.

A review of Local Authority funding was undertaken and a new commissioning process introduced over Christmas and New Year 2006/7. The outcome for the bureau was largely neutral in that the funding remained the same as previous years with an adjustment for inflation. We had asked for an increase to mainstream some of our work funded via one off grants.

The core grant allowed us to attract additional funding into the borough of around £230,000.

Legal Services Commission

We have a contract with the Legal Service Commission (LSC) to provide specialist advice to clients in Welfare Benefits and Debt providing they are financially eligible under the legal help scheme. Our current contract requires us to provide 2 200 hours of casework. We have been able to meet the LSC requirements both in terms of quality and hours of casework completed.

The LSC are to introduce a new contract from October 07 which will pay a fixed fee for each completed case (matter start). The LSC intend to offer enough matter starts to maintain organisations income at the current level it remains to be seen how this will impact both financially and how we work.

Health Centre Advice Service (HCAS)

Bury Primary Care Trust provides funding for two half time advice workers providing advice services in health care settings. This was initially funded via a Health Action Zone and due to its success was continued by the PCF. The funding for this work had remained at the same level for four years meaning the admin support required to provide evidence of the success of this work had not been funded. Toward the end of 2006/07 we renegotiated a new service level agreement for this work and the future of this work appears secure.

The service currently provides three weekly sessions at the NHS Walk-in centre in Bury and one each at Prestwich Walk-in Centre and Redbank Health Centre in Radcliffe. These sessions are appointment only and appointments can be made by medical staff on behalf of patients as well as individuals making contact themselves.

Community and Disability Outreach

Bury District CAB Service acknowledges that there are some members of our society who have greater need for a CAB service or particular difficulties in accessing our Radcliffe and Prestwich offices.

Funded via one off grants from the Bury MBC's invest to save and the Healthy Living Initiative this service provides a home visiting service for those clients unable to access the bureau due to health problems or caring responsibilities via appointments. Outreach services, a legacy of the East Bury SRB5 are held including Topping Fold Library, Springs estate, Asian Development Association of Bury (ADAB) Asian Women's Centre. More recently we have added sessions at Ramsbottom Library, Seedfield centre, Bury Blind and Partially Sighted Society and the Red Centre. We are always looking to increase the capacity of these services as we are regularly asked to provide more services. This funding also a dedicated telephone service for use by all of the community but of particular use for those who cannot physically access the service.

The funding for this work in 2007/8 will come from restricted reserves but longer term funding is uncertain.

Volunteer Support Worker

We have been able to attract funding from Charitable Trusts Lloyds TSB and Nationwide to fund a support worker for the training department. The support is available to all trainees but we set a target to ensure that the make up of our staff and volunteers reflects the make up of the community here in Bury in terms of ethnicity. We have been able to achieve that although it is an on going challenge rather than a one off piece of work.

This again is one off funding requiring replacement in 08/09

Financial Inclusion Fund

In response to alarming and well publicised increases in personal debt the government announced the creation of the Financial Inclusion Fund under the auspices of the DfI (to be replaced by the BERR). This provides for face to face debt advice as well as initiatives to provide budgeting and financial education.

Bury District CAB Service was successful in recruiting two full time advisers one an experienced adviser and one trainee. They came into post in October 06 and started to take clients more or less straight away. They have targets to meet of 200 cases each per year.

We are well on the way to achieving this and they are a welcome addition to our team. It appears that 2007/8 may be the year that debt and money advice take over from welfare benefits as the largest enquiry area.

Future Plans

The organisation produces a regular business and development plan. This covers 2005-08 to be refreshed in 2007. There is an annual development plan presented to the board and subsequently reported against actual performance.

The new strategic objectives cover

- 1 Quality To seek to maintain current quality marks and seek continual improvement
- 2 Access To meet our aims we need to ensure our service is available to the maximum number of people. This involves reviewing how we deliver our service use of triage, telephones and IT
- 3 Influencing Using our clients experience to inform policy makers of the issues we are presented with. Also to work in partnership with other bodies both statutory and voluntary to shape the future of legal services in Bury and ensure better services for the population
- 4 Governance The bureau continues to strive for the best governance. Ensuring compliance with all relevant legislation, setting the strategic direction of the bureau and providing scrutiny over the day to day work of the organisation

The board will review the development plan and seek to improve the planning process through the development of key performance indicators. Long term planning remains difficult because of the uncertainty of funding into the future.

Results

The attached financial statements show the current state of the finances, which the directors consider to be sound. Bury MBC remain the single largest funder of the bureau providing around half of the necessary income. Full details of grants received are shown in the notes to the accounts.

At 31 March 2007 the Bureau had accumulated funds of £150,925.

Directors' Responsibilities

Company law requires the directors 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 providing 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 the financial position of the charity and 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.

Auditors

A resolution to appoint Merchant McDonald & Company as auditors for the ensuing year will be proposed at the annual general meeting.

Signed on behalf of the directors on 9 January 2008

A handwritten signature in black ink, appearing to be 'D Bevitt', with a cross at the end of the line.

D Bevitt
Company secretary

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE

Independent Auditors' Report

Independent auditors' report to the directors of BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE

We have audited the financial statements for the year ended 31 March 2007 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes, as set out on pages 3 to 5. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities, effective January 2005, and in accordance with the requirements of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005, under the historical cost convention and in accordance with the accounting policies set out in the notes to the financial statements.

Respective responsibilities of trustees as directors and of the auditors

As described in the Statement of Trustees' Responsibilities on page 1, the charity's trustees are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards, (United Kingdom Generally Accepted Accounting Practice).

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

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985.

We also report to you if, in our opinion, the Report of the Trustees is 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 trustees' remuneration and transactions with the company is not disclosed.

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

Basis of Audit Opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board and in accordance with the Practice Note 'The Audit of Charities in the United Kingdom', revised in April 2002. 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 trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE
Independent Auditors' Report

Opinion

In our opinion -

The financial statements comply with the requirements of regulation 3 of the Charities (Accounts and Reports) Regulations 2005 and give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities of the state of the charity's affairs as at 31 March 2007 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended

The financial statements have been properly prepared in accordance with the Companies Act 1985 and in accordance with the requirements of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, and the information given in the Trustees' Report is consistent with the accounts



Merchant McDonald & Company
Registered Auditors
Chartered Certified Accountants
Station Chambers
36 Bolton Street
Bury
Lancs
BL9 0LL

The date upon which our opinion is expressed is -
9 January 2008

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE
Statement of Financial Activities
for the year ended 31 March 2007

	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
Notes	2007 £	2007 £	2007 £	2006 £
Incoming resources				
<i>Incoming resources from generated funds</i>				
Voluntary Income	204,643	216,853	421,496	475,417
Investment Income	6,686	-	6,686	4,844
Total incoming resources	211,329	216,853	428,182	480,261
 Costs of charitable activities	 152,892	 179,950	 332,842	 330,976
Governance costs	43,822	45,405	89,227	89,833
Total resources expended	196,714	225,355	422,069	420,809
 Net incoming resources before transfers between funds	 14,615	 (8,502)	 6,113	 59,452
Gross transfers between funds	-	-	-	-
Net incoming resources before Other recognised gains and losses	 14,615	 (8,502)	 6,113	 59,452
 Other recognised gains and losses	 -	 -	 -	 -
Net movement in funds	14,615	(8,502)	6,113	59,452
 Total funds brought forward	 74,137	 70,675	 144,812	 85,360
Total Funds carried forward	88,752	62,173	150,925	144,812

The net movement in funds referred to above is the net incoming resources as defined in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commission for England & Wales and is reconciled to the total funds as shown in the Balance Sheet on page 3 as required by the said statement

All activities derive from continuing operations

The notes on pages 5 form an integral part of these accounts

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE
Balance Sheet
as at 31 March 2007

	Notes	2007 £	2006 £
Fixed assets		-	-
Current assets			
Debtors	10	-	12,500
Cash at bank and in hand		154,723	167,950
Total current assets		<u>154,723</u>	<u>180,450</u>
Creditors -			
amounts due within one year	11	(3,798)	(35,638)
Net current assets		<u>150,925</u>	<u>144,812</u>
Total assets less current liabilities		<u>150,925</u>	<u>144,812</u>
Creditors -			
amounts due after more than one year		-	-
Provisions for liabilities and charges		-	-
Net assets including pension asset / liability		<u>150,925</u>	<u>144,812</u>
The funds of the charity :			
Unrestricted income funds			
Unrestricted revenue accumulated funds	88,752	74,137	
Designated revenue funds	-	-	
Unrestricted capital funds			
Designated fixed asset funds	-	-	
Total unrestricted funds		<u>88,752</u>	<u>74,137</u>
Restricted income funds			
Restricted revenue accumulated funds	62,173	70,675	
Restricted capital funds			
Total restricted funds		<u>62,173</u>	<u>70,675</u>
Total charity funds		<u>150,925</u>	<u>144,812</u>

The accounts have been prepared in accordance with the special provisions relating to small companies in Part VII of the Companies Act 1985 and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005)

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P J Coope

Approved by the trustees on 9 January 2008

The notes on pages 5 form an integral part of these accounts

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE

Notes to the Accounts

for the year ended 31 March 2007

1 Accounting policies

Basis of preparation of the accounts

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE) effective January 2005 and all other applicable accounting standards as modified by the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005. The accounts have been drawn up in accordance with the provisions of the Charities Act and the Companies Act.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

Accounting convention

The financial statements are prepared on a going concern basis under the historical cost convention.

Incoming Resources

Incoming resources are accounted for on a receivable basis.

Investment Income

Bank interest received is included on an actual receipts basis.

Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred.

Charitable activities

Comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

Include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

Allocation of costs within types of resources expended

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis.

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company and is therefore included in the relevant costs in the Statement of Financial Activities.

Finance and operating leases

Rentals payable in respect of operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the Statement of Financial Activities as incurred.

Funds structure policy

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

2 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

3 Surplus for the financial year

2007	2006
£	£

This is stated after crediting -

Revenue Turnover from ordinary activities	421 496	475 417
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BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE
Notes to the Accounts
for the year ended 31 March 2007

and after charging -

Pension costs	8,994	8,429
Auditors Remuneration	1,245	1,803

4 Statement that no expenses were paid to trustees or connected persons

No expenses were paid to trustees or persons connected with them

5 Detailed analysis of certain transactions required by the 2005 revision to the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales (effective April 2005)

Various items which are required by the 2005 revision to the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales (effective April 2005) to be disclosed in the notes to the accounts are set out in the Detailed Schedule to the Statement of Financial Activities which should be read together with these notes

6 Investment Income	2007	2006
	£	£
Other bank deposit interest received	6,686	4,844

7 Analysis of support costs

A full analysis of support costs is shown in the schedule to the Statement of Financial Activities

8 Analysis of charitable expenditure

A full analysis of charitable expenditure is shown in the schedule to the Statement of Financial Activities

9 Staff Costs and Emoluments	2007	2006
	£	£
Gross Salaries	292,484	265,169
Employer's National Insurance	24,555	21,936
Pension Contributions	8,994	8,429
	326,033	295,534

Numbers of full time employees or full time equivalents	2007	2006
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Engaged on charitable activities	21	21
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There were no fees or other remuneration paid to the trustees

There were no employees with emoluments in excess of £60,000 per annum

10 Debtors	2007	2006
	£	£
Bury MBC grant	-	12,500

Amounts due after more than one year included in the total above are analysed as -

11 Creditors amounts falling due within one year	2007	2006
	£	£
Accrued expenses	1,000	32,100
VAT	2,798	3,538
	3,798	35,638

12 Analysis of the Net Movement in Funds	2007	2006
	£	£
Net movement in funds from Statement of Financial Activities	6,113	59,452

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE

Notes to the Accounts

for the year ended 31 March 2007

13 Particulars of individual Funds and analysis of assets and liabilities representing funds

At 31 March 2007

	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Heritage Assets				-
Tangible Fixed Assets				-
Investments at valuation				
Fixed asset investments		-		
Current Assets	92 550		62 173	154,723
Current Liabilities	(3,798)	-		(3,798)
	<u>88 752</u>	<u>-</u>	<u>62,173</u>	<u>150,925</u>
	£	£	£	£

At 1 April 2006

	Unrestricted funds	Designated funds	Restricted funds	Total Funds
Heritage Assets				
Tangible Fixed Assets	-			
Investments at valuation				
Fixed asset investments				
Current Assets	109 775		70 675	180 450
Current Liabilities	(35 638)	-		(35 638)
	<u>74,137</u>	<u>-</u>	<u>70,675</u>	<u>144,812</u>

The individual funds included above are -

Funds at 2006	Movements in Funds as below	Transfers Between funds	Funds at 2007
£	£	£	£
<u>144 812</u>	<u>6,113</u>	<u>-</u>	<u>150,925</u>

Analysis of movements in funds as shown in the table above

Incoming Resources	Outgoing Resources	Gains & Losses	Movement in funds
£	£	£	£
<u>428,182</u>	<u>422,069</u>	<u>-</u>	<u>6,113</u>

14 Share Capital

The charity is incorporated under the Companies Act 1985 and is limited by guarantee each member having undertaken to contribute such amounts not exceeding one pound as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE
Schedule to the Statement of Financial Activities
for the year ended 31 March 2007

Status of this schedule to the Statement of Financial Activities

This schedule is an intrinsic part of the accounts required to comply with the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales effective April 2005. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 1985 in relation to incorporated charities.

Incoming Resources			2007	2006
			£	£
	Unrestricted Funds	Restricted Funds	Total Funds	Prior Period Total Funds
	2007	2007	2007	2006
			£	£
Incoming Resources from generated funds				
Voluntary Income				
Grants, legacies and donations				
Government and public bodies				
Incoming resources of a revenue nature				
Bury MBC - core and district manager	203,965	-	203,965	145,272
- money advice unit	-	-	-	53,211
- local authority partnership	-	37,500	37,500	50,000
- east bury healthy living	-	-	-	29,058
- disadvantaged community outreach	-	-	-	30,000
- disability advice	-	-	-	11,000
Bury Primary Health Care Trust	-	33,200	33,200	33,200
Bury MBC project worker matching fund	-	-	-	10,000
Nationwide Foundation	-	-	-	10,000
Lloyds TSB volunteer support	-	5,000	5,000	10,000
Financial inclusion fund	-	59,393	59,393	-
Total	203,965	135,093	339,058	381,741
Non government and non public bodies				
Incoming resources of a revenue nature				
Legal Services Commission	-	81,760	81,760	93,062
Private donations	678	-	678	614
Total	678	81,760	82,438	93,676
Total Grants, Legacies & Donations Received	204,643	216,853	421,496	475,417
Total Voluntary Income	204,643	216,853	421,496	475,417
Investment Income				
Other bank deposit interest received	6,686	-	6,686	4,844
Total Investment Income	6,686	-	6,686	4,844
Total Incoming Resources	211,329	216,853	428,182	480,261

BURY DISTRICT CITIZENS ADVICE BUREAUX SERVICE
Schedule to the Statement of Financial Activities
for the year ended 31 March 2007

Charitable expenditure

Support costs of charitable activities

Gross wages and salaries	127,258	165,226	292,484	265,169
Employers' NI	12,550	12,005	24,555	21,936
Pension contributions	7,343	1,651	8,994	8,429
Travel and Subsistence	5,741	1,068	6,809	5,442
Ex-gratia payment	-	-	-	30,000
	152,892	179,950	332,842	330,976

Governance costs that are not direct management functions inherent in generating funds, service delivery and programme or project work (including management and administration costs)

Specific governance costs

Auditors' remuneration	1,245	-	1,245	1,803
Consultancy fees	5,425	-	5,425	7,560

Management and administration costs

Premises Costs

Rent, rates and insurances	9,342	11,417	20,759	19,140
Heating, lighting and cleaning	3,839	4,692	8,531	8,133
Premises repairs and renewals	830	1,014	1,844	467

General administrative expenses

Telephone, facsimile and internet	3,946	4,822	8,768	10,363
Stationery, printing and postages	5,727	7,000	12,727	11,422
Information services and training	4,189	5,119	9,308	6,046
Equipment expenses	7,229	8,836	16,065	20,842
Refreshments	579	707	1,286	1,377
Advertising	1,082	1,322	2,404	1,985
Sundry expenses	389	476	865	695

Less Governance costs reallocated to specific activities

Costs of generating voluntary income	-	-	-	-
Fundraising Trading Cost of goods sold etc	-	-	-	-
Investment management costs	-	-	-	-
Support costs for charitable activities	-	-	-	-
Support costs for grants	-	-	-	-

Total governance costs after reallocation	43,822	45,405	89,227	89,833
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