

Abbreviated Financial Statements
for the period 15th November 1999 to 31st March 2001

for

Daventry and District
Citizens Advice Bureau

A Company Limited by Guarantee

Charity no: 1078687
Company no: 3877564



Daventry and District
Citizens Advice Bureau

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for the Period 15th November 1999 to 31st March 2001

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Daventry and District
Citizens Advice Bureau

Legal and Administrative Information
for the Period 15th November 1999 to 31st March 2001

STATUS:

The organisation is a charitable company limited by guarantee, incorporated on 15th November 1999 and registered as a charity on 21/12/99.

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.

MANAGEMENT COMMITTEE:

Mrs C. Maxwell, Chair
Mr J. Richards, Vice Chair
Mrs G. Rigby, Treasurer

DIRECTORS

Mrs C. Maxwell
Mr J. Richards
Mrs G. Rigby
Mr D. Rodd
Cllr. C. Over
Mr C. Phelan
Mr I. Clarke
Mrs S. Perry
Mrs V. Wright
Mrs W. Saunders

SECRETARY:

Mr D. Rodd

REGISTERED OFFICE:

The Abbey, Market Square, Daventry, Northamptonshire, NN1 4BH

ACCOUNTANTS:

Cottons Chartered Accountants, Manor House, 60/66 High Street, Daventry,
Northamptonshire, NN11 4HU

Daventry and District
Citizens Advice Bureau

Legal and Administrative Information
for the Period 15th November 1999 to 31st March 2001

BANKERS:

Natwest Bank, 44 High Street, Daventry, Northamptonshire, NN11 4HU

SOLICITORS:

Rollasons Solicitors, 9 New Street, Daventry, Northamptonshire, NN11 4BT

Daventry and District
Citizens Advice Bureau

Report of the Accountants to the Trustees
on the Unaudited Financial Statements of
Daventry and District
Citizens Advice Bureau

We report on the financial statements for the year ended 31st March 2001 set out on pages six to eleven which have been prepared on the basis of the accounting policies set out on page nine.

RESPECTIVE RESPONSIBILITIES OF MANAGEMENT COMMITTEE AND REPORTING ACCOUNTANTS

As described on page 4, the members of the management committee, who are directors for the purpose of company law and trustees for the purpose of charity law, are responsible for the preparation of financial statements and they consider that the Company is exempt from Audit. It is our responsibility to form an independent opinion on those statements and to report our opinion to you.

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 enquiry's of the officers of the Company as we considered necessary for the purposes of this Report. These procedures provide only the assurance 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;
- (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 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, as modified by Section 249A(5), 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).

Cottons

Cottons
Manor House
60/66 High Street
Daventry
Northamptonshire
NN11 4HU

Dated: 28 JUNE 2001

Daventry and District
Citizens Advice Bureau

Abbreviated Balance Sheet
31st March 2001

	<u>Notes</u>	<u>£</u>
TANGIBLE FIXED ASSETS	2	1,251
CURRENT ASSETS		
Cash at Bank and in Hand		16,500
		<u>16,500</u>
CREDITORS: Amounts falling due within one year		2,710
		<u>13,790</u>
NET CURRENT ASSETS		
TOTAL ASSETS LESS CURRENT LIABILITIES		£15,041
FUNDS		
Unrestricted Funds		£15,041

The Company is entitled to exemption from Audit under Section 249A(2) of the Companies Act 1985 for the year ended 31st March 2001.

No Notice has been deposited under Section 249B(2) of the Companies Act 1985 in relation to its Financial Statements for the financial year.

Statement of Directors' Responsibilities: Company Law requires the Directors to prepare Financial Statements for each financial year which give a true and fair view of the Charitable Company's financial activities during the year and of its financial position at the end of the year. In preparing those Financial Statements, the Directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charitable Company will continue in operation.

The Notes form part of these Financial Statements

Daventry and District
Citizens Advice Bureau

Abbreviated Balance Sheet
31st March 2001

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charitable Company and to enable them to ensure that the Financial Statements comply with the Companies Act 1985. 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.

These Financial Statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies, and with the Financial Reporting Standard for Smaller Entities (effective March 2000).

Approved by the management committee on 28th June 2001 and signed on its behalf by:

C. Maxwell

.....
- Director

The Notes form part of these Financial Statements

Daventry and District
Citizens Advice Bureau

Notes to the Abbreviated Financial Statements
for the Period 15th November 1999 to 31st March 2001

1. **ACCOUNTING POLICIES**

- (a) The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued October 2000.
- (b) Voluntary income is received by way of donations and is included in full in the Statement of Financial Activities when receivable.
- (c) Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- (d) Incoming resources from investments are included when receivable.
- (e) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- (f) Depreciation is provided at the following annual rates in order to write-off each asset over its estimated useful life.

Computers and Equipment - 33% on cost

2. **TANGIBLE FIXED ASSETS**

	<u>Computers & Equipment</u>
Cost	
Transfer in from Daventry and District Citizens Advice Bureau	12,368
Additions	1,166
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Balance at 31 st March 2001	13,534
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Accumulated depreciation	
Transfer in from Daventry and District Citizens Advice Bureau	8,325
Charge for Year	3,958
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Balance at 31 st March 2001	12,283
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Net Book Value	
At 31 st March 2001	£1,251
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All assets held are used for direct charitable purposes.