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BUCKINGHAM, WINSLOW & DISTRICT

CITIZENS ADVICE BUREAU

(a company limited by guarantee)

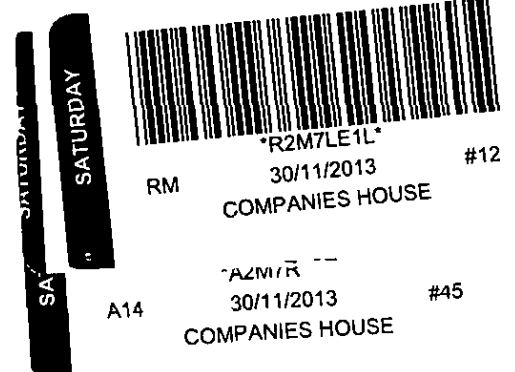
Reg. Company No. 03925095

Reg. Charity No. 1081189

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2013

**COMPANIES
HOUSE**



**BUCKINGHAM, WINSLOW & DISTRICT
CITIZENS ADVICE BUREAU
(a company limited by guarantee)**

C O N T E N T S

	Page
Legal & Administrative Information	2
Report of the Trustees	3-6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10-16

**BUCKINGHAM, WINSLOW & DISTRICT
CITIZENS ADVICE BUREAU
(a company limited by guarantee)**

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Col E Pepper	Chair – (appointed July 2012)
	Mr G Hawking	Vice Chair
	Mrs D S Davis	Honorary Solicitor
	Mr A Richardson	Treasurer
	Ms G Green	
	Mr S Townsend	Appointed – July 2012
	Mr J Parker	Appointed – July 2012
	Mrs J M Mordue	
	Cllr M Smith	
Secretary	Mrs J Harding	
Registered Office	Wheeldon House Market Hill Buckingham MK18 1JX	
Charity No	1081189	
Company No	03925095	
Bankers	CafCash Ltd P O Box 289 West Malling Kent	
	HSBC plc Market Hill Buckingham	

**BUCKINGHAM, WINSLOW & DISTRICT
CITIZENS ADVICE BUREAU
(a company limited by guarantee)**

**REPORT OF THE TRUSTEES FOR THE YEAR
ENDED 31 MARCH 2013**

The Trustees present their report along with the financial statements of the charity for the year ended 31 March 2013

STRUCTURE, GOVERNANCE AND MANAGEMENT

Buckingham, Winslow and District Citizens Advice Bureau was incorporated on 14 February 2000 as a company limited by guarantee and registered as a charity on 20 June 2000

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. Under those Articles, the Board of Trustees are elected at the AGM to serve a period of 3 years, subject to ratification at each AGM.

The full list of Trustees who served during the year is shown on page 2

All Trustees are members of the charitable company and stand as guarantors of the charitable company in the sum of £1 each

RISK MANAGEMENT

The Trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Significant external risks to funding have led to the development of a strategic plan which will allow for diversification of funding and activities. Internal risks are minimised by having authorisation for all transactions and projects and having procedures in place for computer failure. Internal reviews ensure that a consistently high standard of advice is given and the social policies are fully compliant with current legislation. These procedures are periodically reviewed to ensure they still meet the needs of the charity.

OBJECTIVES AND ACTIVITIES

The company is a charity and exists to provide advice to members of the public on all areas. To achieve this object the charity operates a number of projects.

The charitable company remains an associated member of the National Association of Citizens Advice Bureaux.

**BUCKINGHAM, WINSLOW & DISTRICT
CITIZENS ADVICE BUREAU
(a company limited by guarantee)**

**REPORT OF THE TRUSTEES FOR THE YEAR
ENDED 31 MARCH 2013
(continued)**

ACHIEVEMENTS AND PERFORMANCE

The Citizens Advice Bureau is based at Wheeldon House, Buckingham and provides free help and advice to anyone. It provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination. All of these services have had due regard to guidance published by the CC on public benefit.

The service aims

To provide the advice people need for the problems they face

To improve the policies and practices that affect people's lives

Funding is provided by Aylesbury Vale District Council and by other grants and donations from other local authorities, Charitable Trusts, Companies and individuals. The funding is sufficient to support 9 members of staff. Every year our advisers help people resolve around 14,000 different enquires. The mainstay of the service is the 30 volunteers who provide the advice service to the public. In the year under review, nearly 10,036 volunteer hours were donated.

The Bureau opens in Buckingham to personal and telephone callers for 21 hours each week providing 5 week days of advice. The Bureau also provides an outreach service in the Winslow Town Council offices for 3 hours on Wednesday mornings. The Bureau has a full time home visiting service and provides a weekly help desk at Aylesbury County Court during possession hearings in partnership with Aylesbury Vale District Council budget advisers. A specialist money advice project was started in April 2009 with funding provided by Buckinghamshire County Council. We operate weekly Wednesday evening specialist advice sessions for clients who are referred by their adviser. Local solicitors, a barrister, a financial and tax adviser are available by appointment. Wheeldon House is also a base in the community for Family Mediation, Aylesbury Women's Aid, Brook a sexual health advisory service for young people under 25 and OASIS an alcohol and drug abuse counseling service. More recently the Vale of Aylesbury Housing Trust holds a monthly drop service for tenants. The bureau is an Alternative Office for the Pension Service and a Trusted Partner of Aylesbury Vale District Council.

FINANCIAL REVIEW

The incoming resources for the year amounted to £178,342 but £74,389 of this was restricted funds. The charity had a fund surplus of £10,038 for this financial year. The balance of unrestricted funds at 31 March 2013 stands at £40,018.

**BUCKINGHAM, WINSLOW & DISTRICT
CITIZENS ADVICE BUREAU
(a company limited by guarantee)**

**REPORT OF THE TRUSTEES FOR THE YEAR
ENDED 31 MARCH 2013
(continued)**

RESERVES POLICY

The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the free reserves) held by the charity should be between 3 to 6 months of the resources expended, which equates to between £20,000 and £50,000 in general funds. At this level the Trustees believe that they would be able to continue the current activities of the charity in the event of a significant drop in funding. During this time the Bureau would be able to hopefully find more funding or in the worst scenario cover all its liabilities like redundancy payments, rent commitments. The current level of free reserves is £40,018.

INVESTMENT POLICY

The Trustees have considered the most appropriate policy for investing funds and has placed its excess funds in a high interest fund with CAF. It has not considered tying the money in long term investments as the funding cannot be consistently relied upon and the cash reserves are needed to cover the wages and everyday expenditure whilst waiting for funding to come through.

FUTURE STRATEGY

The bureau has secured a grant from Aylesbury Vale District Council for its core service until end of March 2015. The council will then consider a further 1 year grant dependant on their funding from central government. AVDC have confirmed that it is fully supportive of the Bureau and the service it provides to the community but fears it may not be able to provide funding in future to the same level as it does at present.

Aylesbury Vale Community Chest continues until March 2014 the bureau has secured a grant from Lloyds TSB for 1/3 of the funding required. This, together with the continued support of BACAB will allow us to continue with our home visiting project until end of March 2015.

The Prevention of Homelessness grant from Aylesbury Vale District Council was renewed which enables us to continue to provide a help desk at Aylesbury County Court until October 2013, at which time the need for our service will be reassessed. This is necessary because Legal Services Commission has granted a housing contract to a firm of private solicitors which includes the provision of a Court Desk in the Court.

While the Bureau maintains its own legal identity it is an equal member of the Consortium together with High Wycombe CAB, Chiltern CAB and Aylesbury CAB. The consortium has secured a grant of £50,000 for the continuation of the Buckinghamshire wide Money Advice Project.

**BUCKINGHAM, WINSLOW & DISTRICT
CITIZENS ADVICE BUREAU
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**REPORT OF THE TRUSTEES FOR THE YEAR
ENDED 31 MARCH 2013
(continued)**

RESPONSIBILITIES OF THE TRUSTEES

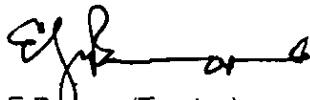
Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the profit or loss of the company for that year. In preparing these financial statements the Trustees are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts and,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. 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.

The Trustees have prepared this report in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board on 31 October 2013
and signed on its behalf by



Col E Pepper (Trustee)

**BUCKINGHAM, WINSLOW & DISTRICT
CITIZENS ADVICE BUREAU
(a company limited by guarantee)**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
BUCKINGHAM, WINSLOW & DISTRICT CITIZENS ADVICE BUREAU**

We report on the accounts for the year ended 31 March 2013, which are set out on pages 8 to 15

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied our self that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 145 of the 2011 Act,
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- state whether particular matters have come to my attention

Basis of independent examiner's report

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

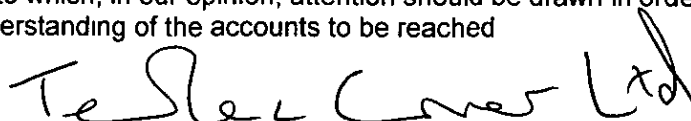
In connection with our examination, no matter has come to our attention

(1) which gives us reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

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



Tearle & Carver Limited
Chartered Accountants
Chandos House, School Lane, Buckingham, MK181HD

BUCKINGHAM, WINSLOW & DISTRICT
CITIZENS ADVICE BUREAU
(a company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2013

	Note	Unrestricted Funds	Restricted Funds	2013 Total	2012 Total
INCOMING RESOURCES					
Incoming Resources from Generated Funds					
Voluntary Income	3	28,756	74,389	103,145	101,016
Investment Income	4	79	-	79	108
Incoming Resources from Charitable Activities	5	75,118	-	75,118	75,118
		103,953	74,389	178,342	176,242
RESOURCES EXPENDED					
Charitable Activities	6	91,606	68,523	160,129	165,398
Governance Costs	6	8,175	-	8,175	6,729
TOTAL RESOURCES EXPENDED		99,781	68,523	168,304	172,127
NET MOVEMENT IN FUNDS					
Fund Balances Brought Forward		4,172	5,866	10,038	4,115
		35,846	109	35,955	31,840
FUND BALANCES CARRIED FORWARD		40,018	5,975	45,993	35,955

BUCKINGHAM, WINSLOW & DISTRICT
CITIZENS ADVICE BUREAU
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Co. Number 03925095

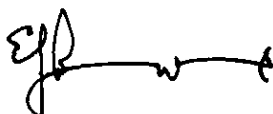
BALANCE SHEET
AS AT 31ST MARCH 2013

	Note	2013		2012	
		£	£	£	£
FIXED ASSETS					
Tangible assets	10		5,831		3,723
CURRENT ASSETS					
Pre-payments & Debtors	11	9,870		10,600	
Cash at Bank and In Hand		42,292		24,612	
		<u>52,162</u>		<u>35,212</u>	
CREDITORS					
Amount Falling Due within One Year	12	<u>12,000</u>		<u>2,980</u>	
NET CURRENT ASSETS			40,162		32,232
NET ASSETS			<u>45,993</u>		<u>35,955</u>
CAPITAL FUNDS					
Unrestricted Income Funds			40,018		35,846
Restricted Income Funds			5,975		109
			<u>45,993</u>		<u>35,955</u>

For the financial year ended 31 March 2013, the charitable company was entitled to exemption from audit under section 477(1) of the Companies Act 2006, and no notice has been deposited under section 476(1) requesting an audit. The Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the year and of its profit or loss for the financial year in accordance with the requirements of section 394 and which otherwise comply with the Companies Act 2006, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime under the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board on 31 October 2013 and signed on its behalf by



Col E Pepper (Trustee)

The notes on pages 10 to 16 form part of these accounts

**BUCKINGHAM, WINSLOW & DISTRICT
CITIZENS ADVICE BUREAU
(a company limited by guarantee)**

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013**

1) ACCOUNTING POLICIES

a) Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities issued in March 2005, applicable accounting standards and the Companies Act 2006

b) Cashflow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008)

c) Fund Accounting

- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity
- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal

d) Incoming Resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts
- Investment income is included when receivable
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance

**BUCKINGHAM, WINSLOW & DISTRICT
CITIZENS ADVICE BUREAU
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**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013
(continued)**

e) Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure is inclusive of VAT which cannot be recovered, and is reported as part of the expenditure to which it relates.

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure 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.
- 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.

f) Depreciation

Depreciation is calculated to write off the cost of all tangible fixed assets by equal installments over their estimated useful lives at the following rates -

Office Furniture & Equipment	25% Reducing balance basis
Computer Equipment	25% Straight line basis (previously 50%)

The company changed its depreciation policy in respect of computer equipment to 25% straight line which more accurately reflects the economic useful life of the assets as at 31 March 2013.

2) LEGAL STATUS OF THE CHARITY

The Charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

**BUCKINGHAM, WINSLOW & DISTRICT
CITIZENS ADVICE BUREAU
(a company limited by guarantee)**

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013
(continued)**

3) VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	2013 Total £	2012 Total £
Donations & Grants				
Aylesbury Vale Community Chest	-	17,500	17,500	17,500
AVDC Court Desk	-	13,537	13,537	13,134
BACAB	6,500	26,400	32,900	20,550
Big Energy	350	230	580	-
Buckingham & Gawcott Charitable Trust	-	-	-	2,000
Buckingham Lions Club	1,000	-	1,000	-
Buckingham Town Council	5,000	-	5,000	5,000
Bucks Community	-	2,812	2,812	938
Bucks CAB Consortium - M A	-	-	-	6,000
Bucks C C - Hedley Cadd	-	1,000	1,000	1,000
Bucks C C - M A	-	-	-	1,200
Lenborough Choir	-	-	-	750
Money Advice	-	11,910	11,910	14,250
Warmer Homes	9,870	-	9,870	10,000
Winslow Town Council	1,000	1,000	2,000	2,000
Fund Raising	742	-	742	1,413
General Donations	4,294	-	4,294	5,281
	28,756	74,389	103,145	101,016

4) INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	2013 £	2012 £
Bank Interest	79	-	79	108
	79	-	79	108

**BUCKINGHAM, WINSLOW & DISTRICT
CITIZENS ADVICE BUREAU
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**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013
(continued)**

5) INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	2013 £	2012 £
Aylesbury Vale District Council				
Service Level Agreement	61,318	-	61,318	61,918
Rent	13,800	-	13,800	13,200
	<hr/>			
	75,118	-	75,118	75,118
	<hr/>			

BUCKINGHAM, WINSLOW & DISTRICT
CITIZENS ADVICE BUREAU
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NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013
(continued)

6) TOTAL RESOURCES EXPENDED

	General	Governance	Home Visiting	Money Advice	Court Desk	Outcomes	2013 Total	2012 Total
Wages, NIC, Pensions	58,795		31,653	20,109	11,164	1,087	122,808	121,744
Advertising	44						44	20
AGM Costs		1,261					1,261	817
Rent & Rates	13,800						13,800	14,400
Insurance		3,545					3,545	2,482
CA Services & Presentations		3,168	193				3,361	3,611
Services	1,638						1,638	1,532
Travel	1,852		918	69	934		3,773	6,449
Training	2,070		515	25			2,610	1,671
Telephone	3,107		240				3,347	2,779
Photocopier	216		276				492	1,086
Stationery	2,967		1,337				4,304	3,340
Computer C Watts	2,102						2,102	3,304
Licence Subscriptions	385						385	385
Accountancy	443						443	495
Cleaning, Repairs & Maintenance	2,509						2,509	3,174
Sundries	670	201	3				874	1,119
Depreciation	1,008						1,008	3,719
Total Expenditure	91,606	8,175	35,135	20,203	12,098	1,087	168,304	172,127

**BUCKINGHAM, WINSLOW & DISTRICT
CITIZENS ADVICE BUREAU
(a company limited by guarantee)**

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013
(continued)**

7) NET INCOMING RESOURCES FOR THE YEAR

	2013	2012
	£	£
This is stated after charging		
Depreciation	1,008	3,719

8) TAXATION

As a Charity, Buckingham, Winslow & District Citizens Advice Bureau is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or S256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

9) TRUSTEES REMUNERATION

Members of the Board of Trustees receive no remuneration for their services.

10) TANGIBLE FIXED ASSETS

	Office Equipment	Furniture Fixtures & Fittings	Computer Equipment	Total
	£	£	£	£
COST				
At 1 April 2012	14,504	10,117	41,860	66,481
Additions	210	136	2,770	3,116
At 31 March 2013	14,714	10,253	44,630	69,597
DEPRECIATION				
At 1 April 2012	13,957	9,746	39,055	62,758
Charge for the Year	189	127	692	1,008
At 31 March 2013	14,146	9,873	39,747	63,776
NET BOOK VALUE				
As at 31 March 2013	568	380	4,883	5,831
As at 31 March 2012	547	371	2,805	3,723

**BUCKINGHAM, WINSLOW & DISTRICT
CITIZENS ADVICE BUREAU
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**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013
(continued)**

11) DEBTORS

	2013 £	2012 £
Grant Receivable	9,870	10,000
Rent Refund	-	600
	<hr/> 9,870	<hr/> 10,600

12) CREDITORS

	2013 £	2012 £
Amounts falling due within one year		
Deferred Income	12,000	2,812
	<hr/> 12,000	<hr/> 2,812