# **Company No 4174619**

# Garston Citizens Advice Bureau

Main Charity 1088400

**Report and Accounts** 

for the year ended

31st March 2006

Garston Community House
2 Speke Road
Liverpool
L19 2PA

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## Report of the Trustees

The Trustees have pleasure in presenting their Report and the audited financial statements for the period ended 31st March 2006

#### PRINCIPAL ACTIVITIES

The trustees operate a Citizens Advice Bureau in the centre of Garston, Merseyside which conforms to the aims, principles and policies of Citizens Advice (formerly the National Association of Citizens Advice Bureaux.)

### **TRUSTEES**

The Trustees are also Directors of the Company within the meaning of the Companies Acts. The Trustees who served during the year ended 31st March 2006 were:

Karen A Gershman

Andrew P. Haggis Alan D. Smith

Robert K. Johnston Gwen White (Chairperson)

FR William N. Letheren Charlotte Myhrum

One third of the above Trustees, drawn by lots, retire at the forthcoming Annual General Meeting and being eligible, offer themselves for re-election.

The board of Trustees may co-opt any duly qualified person to act as Trustee until the next Annual General Meeting

### STATEMENT OF TRUSTEES RESPOSIBILITIES

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 company and of the profit or loss of the company for that period. In preparing those 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;
- ~ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping 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 financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

# GUARANTEE

The Company has no share capital, being a company limited by guarantee under clause 7 of its Memorandum of Association to £1 each member in the event of its being wound up. The number of members registered at 31st March 2006+B67 were eight.

### CHARITABLE STATUS

The Company was registered as a Charity by the Charity Commissioners for all purposes on 12th September 2001 with Charity no 1088400

# Report of the Trustees (Cont'd)

### **VOLUNTARY HELP**

These financial statements set out the results for the the period but do not show the massive and vital support given to the Bureau by numerous volunteers. The Charity's volunteers include advisers and administrative assistants

# RISK MANAGEMENT AND RESERVES POLICY

It is the responsibility of the Trustees to assess the main risks the Charity is exposed to, particularly those relating to the operations and finances of the trust. The trustees undertake this assessment and ensure that systems are in place to mitigate and manage the Charity's exposure to any major risks.

The current level of unrestricted funds is £73,529. The trustees are satisfied that this level is sufficient to meet any obligations arising through the operation of the Charity at the current time. The trustees have considered the requirement to maintain free reserves and are satisfied that the Charity has a need to establish free reserves to absorb the major fluctuations in funding received without curtailing services to its beneficiaries. This has currently been calculated to be approximately £39,260

### **AUDITORS**

Bailey Page & Roper have expressed their willingness to continue in office.

It is proposed that they be reappointed auditors to the company for the ensuing year

### SMALL COMPANY RULES

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 in accordance with the Financial Reporting Standard for Smaller Entities

COMPANY SECRETARY

The company secretary is Caryn M. Mathews

By Order of the Trustees

Gwen White - Chairperson

Gwen white

# Independent Auditor's Report to the Members of the Garston Citizens Advice Bureau

We have audited the financial statements of Garston Citizens Advice Bureau for the Year ended 31st March 2006 on pages 4 to 10. The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities, under the historical cost convention and the accounting policies as set out on page 5.

#### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As described in the Statement of Trustees Responibilities on page 3, the directors (who also act as trustees of the charitable activities of the company) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and the United Kingdom Accounting Standards. Our responsibility is to audit the financial statements in accordance with the relevant legal and regulatory requirements and United Kingdom Accounting 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 Charities Commission Statements of Recommended Practice and with the Companies Act 1985.

We also report to you if in our opinion, the Trustees' Report is not consistent with the financial statements, if the Trustees have not kept proper accounting records, if we have not received all the information and explanations we required for our audit, or if information specified by law regarding Trustees remuneration and transactions with the company is not disclosed.

We read the Trustees' 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 trustees in the preparation of the financial statements and of whether the accounting policies are appropriate to the Trust'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 us reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error or other irregularity. 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 iof the charity's state of affairs as at 31st March 2006 and of the incoming resources and application of resources, including its income and expenditure, for the period ended on that date and have been properly prepared in accordance with the Companies Act 1985

Bailey Page & Roper

Chartered Accountants and Registered Auditors

January 7, 2007

# STATEMENT OF FINANCIAL ACTIVITIES

# For the Year ended 31st March 2006

	Note	Unrestricted £	Restricted £	Total £	2005 £
INCOMING RESOURCES			-	<del>-</del>	
Incoming resources from generated funds					
Donations Legacies and Grants	3	29139	0	29139	101554
Incoming Resources from operating activities in	l				
furtherance of the Charity's objects	4	10261	334378	344639	278475
Investment Income - bank interest received		0		0	798
Other Incoming Resources					
Total Incoming Resources		39400	334378	373778	380827
RESOURCES EXPENDED		<del></del>			
Cost of Generating Funds		Nil	Nil	Nil	Nil
Charitable Expenditure					
Costs of the Charity's activities	5	50367	204395	254762	319388
Governance costs	6	-5528	100989	95462	78714
Outgoing Resources		44839	305384	350223	398102
Net Incoming (-Outgoing) Resources before	Transfei	rs -5439	28994	23555	-17275
Transfers between funds					
Net Incoming (-Outgoing) Resources before		-5439	28994	23555	-17275
other unrecognised gains or losses		<del></del>			
Unrealised Gains on Fixed Assets for Charity's					
own use		0		0	0
Sale of Property		0		0	35261
Net Movement in Funds		-5439	28994	23555	17986
The Funds of the Service at 1st April 2005	12	78968	25624.1	104592	95510
The Funds of the Service at 31st March 2006	12	73529	54618	128147	104592
				<del></del>	

# **BALANCE SHEET AS AT 31st MARCH 2006**

			2006	2005
	Note	£	£	£
FIXED ASSETS				
Tangible Assets	8		6458	8455
CURRENT ASSETS				
Cash at bank and in hand		130393	120202	00020
Debtors	9	0	130393	98828
		•	136851	107283
Creditors: Amounts falling due one year	within 10		8704	2691
NET CURRENT ASSETS			128147	104592
NET ASSETS			128147	104592
FUNDS				
Unrestricted funds			73529	78968
Restricted funds	12		54618	25624
			128147	104592
				, ,

The financial statements on pages 4 to 10 were approved by the Board of Trustees on

Trustee

Trustee

# NOTES TO THE FINANCIAL STATEMENTS

For the Year ended 31st March 2006

### 1. ACCOUNTING POLICIES

## (a) Accounting basis and standards

The financial statements have been prepared in accordance with applicable accounting standards and comply in all material matters with the Statement of Recommended Practice 2000 and have been prepared under the historical cost convention.

# (b) Depreciation

Depreciation on Fixed assets is provided at rates estimated to write of the cost or revalued amounts, less estimated residual value of each asset over its useful expected life as follows:

Office Furniture and equipment

- 25% p.a. on Cost

# (c) Tangible fixed assets

The initial office equipment was taken over from the unincorporated trust at a valuation at 1st April 2001 with additions since at cost.

## (d) Grants and Donations

Grants and donations are accounted for when the resources are receivable or when the charity's entitlement is legally enforceable

### (e) Gifts

The charity does not financially account for gifts of time by volunteers. Should there be any material tangible gifts then they will be accounted for at valuation.

## (f) Expenditure

Directly attributable expenditure is charged either to direct charitable expenditure or management and administration as appropriate.

### 2. INCOME

Income is shown on page 3 as "Incoming resources"; all income is reported gross and no income is received from outside the United Kingdom

# Notes to the Financial Statements

For the Year ended 31st March 2006			Movements on Restricted Funds in Year				All Funds	
	Unrestricted	Restricted	LCC Restricted	Income Maxim- isation	H & A Project Comm-	Acces To	2006	2005
	Funds	Funds	Funds	Project	unity	Advice Project	Total	Total
	£	£	£	£	Fund £	3	£	£
3. DONATIONS AND GRANTS								
LSAS	23535						23535	43933
BOP	2951						23333 2951	43933 
Other CAB's	2302						2302	515
Sundry donations	2302 351							
Sundry donadons	331						351	375
	29139	0	0	0	0		29139	44823
4. INCOMING RESOURCES FROM OPER	LATING							-
ACTIVITIES IN FURTHERANCE OF TH OBJECTS	E CHARITY'S							
Fees & Management Charges	8261						8261	3028
Liverpool City Council		150455	59500	90955			150455	150523
Health and Advice Project		100.00	03.00	303.50			100100	150520
From Community Fund		67090			67090		67090	64943
From Primary Care Trust	2000	20000			20000		22000	01773
From Lloyds TSB Trust	2000	10000			10000		10000	
Access to Advice Project - Legal Services Co	mmiccion	86833			10000	0.000	86833	116712
Access to Advice Project - Degai Services Co	ишизыоп	60633				86833	60033	110/12
	10261	334378	59500	90955	97090	86833	344639	335206
5. CHARITABLE EXPENDITURE								ļ ;
Staff Costs (Note 7)	20472	208671	11083	100869	41863	54856	229143	264856
Premises Rent	9011	3594	3144	0	450	0	12605	12630
Premises Utilities	62	0	0	0	0	0	62	1660
Travel and Volunteer Expenses	3139	3764	2243	1160	361	0	6903	9520
Publications & Library	0	0	0	0	0	0	O	2992
Supervision	0	3422				3422	3422	(
Printing, Photocopying, Post & Stationery	2628	3161	1515	0	1646	0	5789	506-
Equipment Not Capitalised & Materials	0	1219	335	400	483	0	1219	1987
Client Fees	15056	4722	1177	149	700	3396	19778	1,0,1
Miscellaneous Expenses	- 3050	954	11.1	1-12		954	954	2795
Less Contribution to Management (Internal)		-25112		-25112		7.74	-25112	1 2//2
See Conditional to Management (uncertain)	50367	204395	19498	77466	44803	62627	254762	319388
	======	<u> </u>	13430	, , 400	44007	14040	237102	517500

# Notes to the Financial Statements

For the Year ended 31st March 2006			Mos		tricted Funds in	Year	All Funds	
	Unrestricted	Restricted	LCC Restricted	Income Maxim- isation	Health and Advice	Acces To	2006	2005
	Funds	Funds	Funds	Project	Project	Advice Project	Total	Total
	£	£	£	£	£	٤	£	£
6. GOVERNANCE COSTS								}
Staff Costs (Note7)	0	58973	37625 0	0 0	11285	10063	58973	47433
Staff Training							0	22
Contribution to Management		19812	0 0	6750	0	13062	19812	23350
Contribution to Overheads		17803	0 0	3500	0	14303	17803	0
Insurance	119	408	408				527	719
Office Supplies, refreshment etc	1913	0					1913	2311
Telecommunications	5838	2515	1969		545		8353	8837
Audit and Accountancy Fees	2162						2162	1598
Other Fees	921						921	932
Affiliations	3378						3378	3962
Repairs and Servicing	-116	0	0	0	0	0	-I 16	2434
Bank Charges	53	170	0	69	52	49	223	276
Depreciation	5917	1309			850	459	7226	5920
Less Contribution to Management (Intern	a -25711						-25711	-19079
,	-5528	100989	40002	10319	12732	37935	95462	78714
7.TRUSTEES AND EMPLOYEES								ļ
Staff Costs								
Wages and Salaries	16191	237391	44281	91893	47830	53387	253582	284667
	1779	237391					233362	27623
Social Security Costs Administration Salaries	2503	4719	4427	8976	4062	4502	7222	27023
Sickness Cover & Recruitment Costs	2303	3567			1257	4719	3567	0
Signiess Cover & Rectifinent Costs	U	3307	0	0	1257	2310	3307	
	20472	267644	48708	100869	53148	64919	288116	312289
Direct Charitable Expenditure (Note 5)	20472	208671	11083	100869	41863	54856	229143	264856
Management and Administration (Note 6		58973	37625		11285	10063	58973	47433
	20472	267644	48708	100869	53148	64919	288116	312289
There are no staff paid over £50,000	<del></del>		<del></del>					
The average number of employees (Part-t	ime and full-ti	me) during th	e year was a	s follows:-				
Service and administration managers	5							2
Advice and advocacy	9							12
	,							1
	14							14
Trustees	<del></del>							
Trustees								

No trustees received any remuneration

# Notes to the Financial Statements For the Year ended 31st March 2006

# 8. TANGIBLE FIXED ASSETS

6. TANGIDEE TIXED ASSETS				
	Office Furniture		<u>Total</u>	
	& Equipment			
Cost or Valuation				
As at 1st April 2005	23681		23681	
Additions in year	5229		5229	
As at 31st March 2006	<u>28909</u>		28909	
Depreciation				
As at 1st April 2005	15225		15225	
Charge for Period	7226		7226	
As at 31st March 2006	22451		22451	
Net book value				
As at 31st March 2005	8456		8456	
As at 31st March 2006	6458		6458	
	Unrestricted	Restricted	Total Funds	
	Funds	Funds	31st March 2006	2005
9. DEBTORS				
Funds due	0	0	0	34006
	0	0	0	34006
10. CREDITORS : Amounts falling due within one year	<del></del>		<del></del>	
Accruals	5265	3439	8704	2691
	5265	3439	8704	2691
11. ANALYSIS OF NET ASSETS BETWEEN FUNDS		<del></del>		
	Unrestricted	Restricted	Total Funds	
	Funds	Funds	31st March 2006	
Fixed Assets	3533	2926	6458	
Current Assets	75261	55131	130393	
Current Liabilities	5265	3439	8704	
TOTAL NET ASSETS	73529	54618	128147	

# Notes to the Financial Statements For the Year ended 31st March 2006

### 12. ANALYSIS OF RESTRICTED FUNDS

	At	Incoming	Expenditure	Fund	Balance
	1st April 2005	Resources		Transfers	31st March 2006
Income Maximisation Project	2598	90955	87785	0	5768
Community Fund Health and Advice Project	1818	97090	57535	()	41373
Access to Advice Project	21208	86833	100563	0	7479
The Advice Bureau - Liverpool City Council		59500	_59500	0	0
	25624	334378	305384	0	54618

### **Income Maximisation Project**

Provides advice and support for people with severe and/or enduring mental health problems. It is funded through Social Services mental health grants. Caseworkers employed are accessed through a referral system from specialist mental health workers in the area

### Health and Advice Project

The Community Fund (Lottery) grant together with grants from the Primary Care Trust and the Lloyds TSB Trust provides an outreach service to persons who for health reasons cannot access the main Bureaux.

#### Access to Advice Project

ATA Provides advice and support to people experiencing mild to moderate mental stress.

It is funded through a partnership of the Legal Services Partnership Innovation Budget, The National Association of Citizens Advice Bureaux and Liverpool Social Services. The service is delivered across the City of Liverpool via day centres and partner agencies outlets.

### 13. UNRESTRICTED FUNDS

Unrestricted funds hold incoming resources for the general purpose of the charity, to be spent within its objectives. The balance at the year end was £85,317 which represents the net assets of the fund (Note 11)

### 14. NATIONAL ORGANISATION

Garston Citizens Advice Bureau is a member of Citizens Advice (formerly the National Association of Citizens Advice Bureaux) operating in the United Kingdom. The National contact is:

Citizens Advice Myddleton House 115-123 Pentonville Road London N1 9LZ

# Garston Citizens Advice Bureau (CAB) Limited Report of the trustees

The trustees present their annual report and accounts for the year ending 31st March 2006

### Status

The full name of the charity at 31<sup>st</sup> March 2006 was Garston Citizens Advice Bureau. The charity is also known as Garston CAB.

The charity is a company limited by guarantee and is governed by its memorandum and Articles of Association. There are no restrictions in the governing document on the operation of the charity or on its investment powers, other than those imposed by general charity law.

The directors of the company are also trustees of the charity. The trustees of the company at 31<sup>st</sup> March 2006 are: Gwen White, R. Keith Johnston, Karen Gershman, Alan Smith, Andrew Haggis and Charlotte Myhrum,

The trustees are appointed at the annual general meeting. Each year on a rolling programme three trustees resign and can offer themselves for re-election if they so wish.

The company number is 4174619

The registered charity number is 1088400

The address and principle office for the charity is Garston CAB Garston Community House 2, Speke Road, Garston Liverpool L19 2PA.

The telephone number is 0151 427-5304

Other relevant organisations are:

- Ben Morris & Co Accountants
- Bailey Page and Roper Auditors
- Jackson and Cantor Solicitors
- Co-op Bank

# The Objectives of the Charity

The charity can only operate for the education and relief of poverty purposes as set out in the memorandum and articles. As required in its constitution the charity has the power to invest funds in any lawful manner whilst having regard to the suitability of investments and the need for diversification.

The Charity Objectives are:

To promote any charitable purpose for the benefit of the whole community with particular emphasis on Merseyside and the south end of Liverpool ("the Area of Benefit") by the advancement of education, the protection of health and the relief of poverty, sickness and distress And

The charity shall be a member of the National Citizens Advice Bureau now known as citizens Advice and must conform to its membership requirements and to its aims and principles.

The Bureau continues to work closely with other Citizens Advice Bureaux and related organisations in the Liverpool area which provide a similar service, the aim of which is to provide a Co-ordinated and cohesive advice service in the Liverpool area.

# Objectives achieved in the year ending 31st March 2006

The Board is satisfied with the performance of the charity during the year ending 31<sup>st</sup> March 2006. It considers that the charity is able to continue its activities during the forthcoming year and the charities assets are adequate to fulfil its obligations.

The Bureau benefits, as always from the generous contribution of time and commitment from volunteers who are highly trained to ensure a professional service is delivered. Garston CAB has 20 volunteers, providing both advice and administrative work at Garston Community House. Between April 2005 and March 2006 volunteers contributed a total of 9,000 hours to service delivery and service development.

In addition the Trustees/Directors of the Board are not employed by the Bureau. During the year there were no new trustees added to the Board and Greg Voiles ceased to be a member of the Board as he moved out of the area.

The Board wishes to express its thanks and appreciation to all staff and volunteers, who have contributed tirelessly, giving their commitment and time in developing and delivering advice services to the local community. The Board is also grateful to all funders, who generosity has enabled the bureau to deliver both core services and specialist projects.

#### Core Service

Funding for the core service is provided by Liverpool City Council (LCC) on an annual basis. April 2005 LCC introduced a three year funding stream for the voluntary sector in Liverpool. The funding level for Garston CAB was set at £59,500. The service operates a full range of advice via telephone, open door and appointments. In the last year the Bureau assisted £2,500 people at general help level with enquiries mainly in Debt, Welfare Benefits and Housing.

### **Specialist Services**

### Liverpool Specialist Advice Services (LSAS)

Seven members of staff, employed by LSAS, continue to provide specialist work in welfare benefits, money advice and housing. The advice is delivered under a Legal Help contract secured by Liverpool Specialist Advice Services (LSAS) who are responsible for the management of services funded by the Legal Services Commission (LSC) in Liverpool to eligible people. LSAS is a charitable company owned by eight CABs.

## **Income Maximisation Project**

The Income Maximisation Project was established through a three way partnership with North Liverpool CAB, Toxteth CAB and Garston CAB. The project is funded by Health and Social Services Joint Fund Mental Health Grant and its aim is to maximise the income of people less than sixty years of age experiencing severe and or enduring mental distress.

### Access to Advice Project

The Access to Advice Project was established through a three way partnership with North Liverpool CAB, Toxteth CAB and Garston CAB. The project was funded by the Legal Services – Partnership Innovation Budget for a set three year period 2003-2006 its aim was to maximise the income of people less than sixty years of age experiencing mild to moderate mental distress. The project ended on the 31<sup>st</sup> March 2006.

## Health and Advice Project

The Health and Advice Project was established in partnership with the Liverpool primary care trust (PCT) (formerly south primary care trust). The project is funded by a consortium of funders including Big Lottery, South Liverpool PCT, Lloyds TSB and its aim is to provide advice and information on benefits and debt to people in GP surgeries who experience poor health.

### **Benefits for Older People**

The Benefits for Older People Project was established through a two way partnership with North Liverpool CAB and Garston CAB. The project is funded by the Department of Work and Pensions (DWP) and its aim is to provide income maximisation advice to people over sixty years of age particularly those experiencing mental distress.

### Significant changes and developments and plans for the future

#### Funding

Grants and donations were received from a variety of sources; these are set out in detail on the Statement of Financial Activities attached.

Important transactions during the period include the continued support from Liverpool City Council, Liverpool City Council Social Services and Merseycare, Big Lottery and Liverpool Specialist Advice Services.

### Development

The three year business plan was for 2006-2009 was adopted by the Board in January 2006. A series of events are planned for the summer 2006 to present the plan to all stakeholders for acceptance and discussion. It focuses on the delivery of general help and specialist advice services in the south Liverpool community, including quality and accessibility, social policy work and effective management.

### The organisational structure

The Trustee Board is the governing body of Garston CAB and meets five times a year; it employs a manager to fulfil the operations and development of the company. The Board has sub-committees including, Finance, Staffing, Evaluation and Board Development. They each have their own terms of reference and meet quarterly. The manager is responsible to the board; the organisation has nine paid employees the management of all staff is held within the Office Manual all five volumes are kept in the manager's office and general office. The Legal Services Commission and Citizens Advice audit the systems of operation. Review of the development activities over the last 12 months

The development of the charity activities is documented in the minutes of the board meetings. The agenda has an item on at each meeting to monitor the activities of the organisation and compare these to the development and business plan. Important events in the last 12 months have been in the area of development of the trustee skills and knowledge through training and away days for trustees, staff and volunteers to develop the Bureau business plan. There have been no changes to the policies within the last 12 months.

Garston CAB has no formal relationship with other charities; it does work in a co-operative manner with other charities in the advice sector and or the Liverpool area.

### Auditors Comments - For items below see auditor's comments

- Explanation of significant features of the accounts
- Assets
- Balance sheet and relationship to future plans
- Any changes in accountancy policies
- Subsidiaries
- Fixed assets
- Important events between balance sheet date and annual report
- Reserves Policy
- Deficit funds

### Major risks to Garston CAB

The major risk to the organisation is the grant aid supplied by Liverpool City Council This is currently contracted on a three-year cycle and is due for revision in June 2007-8. Without the core funding the organisation would have difficulty continuing and the reserve policy allows for redundancy payments and a period of running costs in order to wind down the organisation.