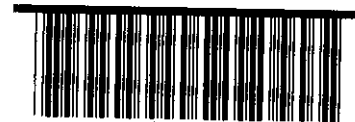


Charity Registration No. 1102353

Company Registration No. 4984410 (England and Wales)

**CHARNWOOD CITIZENS ADVICE BUREAU**  
**TRUSTEES REPORT AND ACCOUNTS**  
**FOR THE PERIOD ENDED 31 MARCH 2005**



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# CHARNWOOD CITIZENS ADVICE BUREAU

## LEGAL AND ADMINISTRATIVE INFORMATION

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Trustees	J Tyrrell
	M Jackson
	P Roberts
	M Carnall
	N Morrison
	G Jacobs
	J Rodgers
	D Austin
	A Kidger
	A Pearson
Secretary	M Houlton
Charity number	1102353
Company number	4984410
Principal address	John Storer House Wards End Loughborough Leicestershire LE11 3HA
Registered office	John Storer House Wards End Loughborough Leicestershire LE11 3HA
Accountants	Marsh and Moss The Gables Bishop Meadow Road Loughborough Leicestershire LE11 5RQ
Bankers	Lloyds TSB Bank Plc High Street Loughborough Leicestershire LE11 2QG

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# CHARNWOOD CITIZENS ADVICE BUREAU

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# **CHARNWOOD CITIZENS ADVICE BUREAU**

## **TRUSTEES REPORT FOR THE PERIOD ENDED 31 MARCH 2005**

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The company was incorporated to acquire the activities of the "Charnwood Citizens Advice Bureau" (unincorporated charity) and did so on 1 April 2004 when all funds were transferred to the company.

The trustees present their report and accounts for the period ended 31 March 2005.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in October 2000.

### **Objects of the charity**

The charity is a company limited by guarantee. The charity's objects are to promote any charitable purpose for the benefit of the community in Charnwood and the surrounding areas by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Charnwood CAB helps people resolve their money, legal and other problems by providing information, advice and assistance and by influencing policymakers.

The charity is governed by the Trustee Board and managed by the manager.

### **Review of activities**

During 2004/05 the Bureau provided information, advice and assistance to 9520 clients, who brought 16627 issues to the Bureau.

The core service is funded primarily by Charnwood Borough Council. Volunteer advisers are at the forefront of this part of our activity and they provide advice on a wide range of subjects. They are supported by volunteers in other capacities. The service is provided mainly from the Bureau in Loughborough. However, Shepshed Town Council provides funding for an extension in Shepshed. In addition, an outreach service operates in Syston.

The Bureau is a member of Leicestershire Money Advice Service, which provides debt advice. The part of the service which is funded by the Legal Services Commission enables Melton CAB and Charnwood CAB as partners to provide a county wide service to clients who are eligible for legal aid. The remaining funding comes from Leicestershire County Council and this part of the service is available to clients who are not eligible for legal aid.

A new venture during the year was to take on a SureStart contract. This will enable a CAB adviser to operate as part of the SureStart team aiming to provide information and advice to families with young children living in the most deprived areas of Loughborough.

# CHARNWOOD CITIZENS ADVICE BUREAU

## TRUSTEES REPORT (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2005

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### Trustees

The members of the trustees, who are also the directors for the purpose of company law, who served during the period were:

J Tyrrell

M Jackson

P Roberts

M Carnall

N Morrison

G Jacobs

J Rodgers

L Watret

(Resigned 25 June 2004)

W Sloane

(Appointed 23 September 2004 and resigned 10 May 2005)

I Bradford

(Resigned 25 October 2004)

D Austin

(Appointed 26 November 2004)

A Kidger

(Appointed 25 January 2005)

A Pearson

None of the members of the trustees has any beneficial interest in the company. All of the members of the trustees are members of the company.

Trustees are appointed by the process described in the articles of association. Their selection may be either that they are headhunted by the board or they demonstrate an interest in the work of the charity and are approved by the board as being suitable for appointment as trustees.

### Reserves policy

The charity's reserve policy is to seek to build up sufficient uncommitted funds to meet unexpected changes in its financial position. A target of 2 to 3 months turnover has been set and progress towards this is made in most years. Achieving the policy is constrained by the reluctance of some funders to allow reserves to accumulate.

### Risk factors

The charity carries out an annual risk assessment and this informs the preparation of its development plan.

### Asset cover for funds

Note 13 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

On behalf of the board of trustees

  
~~M Jackson~~

N. Morrison

Dated: 13 September 2005

# CHARNWOOD CITIZENS ADVICE BUREAU

## INDEPENDENT ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF CHARNWOOD CITIZENS ADVICE BUREAU

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We report on the accounts for the period ended 31 March 2005 set out on pages 4 to 9.

### **Respective responsibilities of trustees and reporting accountants**

As described on page 5 the members of the charitable company's trustees, who are also the directors of Charnwood Citizens Advice Bureau for the purpose of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

### **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 enquiries 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 charitable 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 charitable company satisfied the conditions for exemption from an audit of the accounts for the period specified in section 249A(4) of the Act and did not, at any time within that period, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).



**Marsh and Moss**  
Reporting Accountants  
The Gables  
Bishop Meadow Road  
Loughborough  
Leicestershire  
LE11 5RQ

Dated: 13 September 2005

# CHARNWOOD CITIZENS ADVICE BUREAU

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31 MARCH 2005

	Notes	Unrestricted funds £	Restricted funds £	Total 2005 £
<b><u>Incoming resources</u></b>				
Donations and legacies	2	738	-	738
Activities in furtherance of the charity's activities	3	78,347	95,967	174,314
Investment income	4	207	233	440
<b>Total incoming resources</b>		<b>79,292</b>	<b>96,200</b>	<b>175,492</b>
<b><u>Resources expended</u></b>				
<b>Charitable expenditure</b>				
Direct charitable expenditure		2,769	50,663	53,432
Management and administration		77,158	42,252	119,410
<b>Total resources expended</b>	6	<b>79,927</b>	<b>92,915</b>	<b>172,842</b>
<b>Net (outgoing)/incoming resources before transfers</b>		<b>(635)</b>	<b>3,285</b>	<b>2,650</b>
Transfers between funds		2,451	(2,451)	-
<b>Net income for the year/ Net movement in funds</b>		<b>1,816</b>	<b>834</b>	<b>2,650</b>
Funds transferred from unincorporated charity		8,621	15,150	23,771
<b>Fund balances at 31 March 2005</b>		<b>10,437</b>	<b>15,984</b>	<b>26,421</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985.

# CHARNWOOD CITIZENS ADVICE BUREAU

## BALANCE SHEET AS AT 31 MARCH 2005

	Notes	2005 £	£
<b>Current assets</b>			
Debtors	9	2,430	
Cash at bank and in hand		25,541	
		<u>27,971</u>	
<b>Creditors: amounts falling due within one year</b>	10	<u>(1,550)</u>	
<b>Total assets less current liabilities</b>			<u><u>26,421</u></u>
<b>Income funds</b>			
Restricted funds:	12		
Other restricted funds		<u>15,984</u>	15,984
 Unrestricted funds			<u><u>10,437</u></u>
			<u><u>26,421</u></u>

The company is entitled to the exemption from the audit requirement contained in section 249A(2) of the Companies Act 1985, for the period ended 31 March 2005. No member of the company has deposited a notice, pursuant to section 249B(2), requiring an audit of these accounts.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with section 221 of the Act; and
- (b) preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2005 and of its profit for the period then ended in accordance with section 226, and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 13 September 2005

  
J Rodgers



# CHARNWOOD CITIZENS ADVICE BUREAU

## NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2005

### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts are prepared under the historical cost convention.

The accounts have been prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in October 2000.

#### 1.2 Incoming resources

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### 1.3 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs can not be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

#### 1.4 Pensions

The regular cost of providing retirement pensions and related benefits is charged to the statement of financial activities over the employees' service lives on the basis of a constant percentage of earnings. Any difference between the charge to the statement of financial activities and the contributions paid to the scheme is shown as an asset or liability in the balance sheet.

#### 1.5 Accumulated funds

General funds are unrestricted, which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for further purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

### 2 Donations and legacies

	<b>2005</b>
	<b>£</b>
Donations and gifts	<b>738</b>

### 3 Activities in furtherance of the charity's activities

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	<b>funds</b>	<b>funds</b>	<b>2005</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Grants receivable for charitable activities	<b>78,347</b>	<b>95,967</b>	<b>174,314</b>

# CHARNWOOD CITIZENS ADVICE BUREAU

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2005

### 4 Investment income

	Total 2005 £
Interest receivable	440

### 5 Management and administration of the charity

	Unrestricted Funds £	Restricted Funds £	Total 2005 £
Wages	58,066	23,220	81,286
Rent	13,142	5,652	18,794
Repairs & maintenance	53	4,366	4,419
Postage & stationery	1,416	2,858	4,274
Telephone	2,244	2,441	4,685
Information packs & resources	1,037	1,424	2,461
Accountants fee	600	511	1,111
Insurance	530	822	1,352
Subscriptions	82	220	302
Sundry expenses	430	296	726
Sure Start Expenses	(442)	442	-
	<u>77,158</u>	<u>42,252</u>	<u>119,410</u>

### 6 Total resources expended

	Staff costs £	Other costs £	Total 2005 £
Charitable expenditure:			
Direct charitable expenditure	47,777	5,655	53,432
Management and administration	81,286	38,124	119,410
	<u>129,063</u>	<u>43,779</u>	<u>172,842</u>

### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the period.

# CHARNWOOD CITIZENS ADVICE BUREAU

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2005

### 8 Employees

#### Number of employees

The average monthly number of employees during the period was:

	2005 Number
Charitable activities	2
Management and administration	5
	<u>7</u>

#### Employment costs

	2005 £
Wages and salaries	112,867
Social security costs	10,261
Other pension costs	5,935
	<u>129,063</u>

There were no employees whose annual emoluments were £50,000 or more.

### 9 Debtors

	2005 £
Other debtors	332
Prepayments and accrued income	2,098
	<u>2,430</u>

### 10 Creditors: amounts falling due within one year

	2005 £
Trade creditors	<u>1,550</u>

### 11 Pension costs

There is a possible exposure in respect of a final salary pension scheme but the amount is considered relatively insignificant and has been ignored. The scheme is closed to new employees and any exposure relates to one member of staff.

# CHARNWOOD CITIZENS ADVICE BUREAU

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2005

### 12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Balance at 31 March 2005
	Incoming resources	Resources expended	Transfers	
	£	£	£	£
Leicestershire Money Advice Services	82,009	(70,152)	-	11,857
Shepshed	7,072	(7,029)	-	43
Surestart	6,700	(4,523)	-	2,177
IT Equipment	3,828	(1,921)	-	1,907
Debtline	11,740	(9,289)	(2,451)	-
	<u>111,349</u>	<u>(92,914)</u>	<u>(2,451)</u>	<u>15,984</u>

Leicestershire Money Advice Service (LMAS) is for the provision of a countywide money advice service in collaboration with Melton Citizens' Advice Bureau.

Shepshed Town Council funds an extension of the service in Shepshed.

Surestart - this is a new contract taken on in the year, this will enable a CAB Advice worker to operate as part of the Surestart team aiming to helping families with young children living in the most deprived areas of Loughborough

IT Equipment is funded by 3M Healthcare Limited and is for the training and purchase of computer hardware and software.

Debtline is funded by Leicestershire County Council and is for the provision of a money advice service.

### 13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2005 are represented by:			
Current assets	11,287	16,684	27,971
Creditors: amounts falling due within one year	(850)	(700)	(1,550)
	<u>10,437</u>	<u>15,984</u>	<u>26,421</u>