

**Citizens Advice Trafford  
Financial Statements  
For  
The Year Ended 31 March 2009**

**Company Registration Number 5027375  
Charity Number 1102003**



**BEEVER AND STRUTHERS**

Chartered Accountants  
St. George's House  
215 - 219 Chester Road  
Manchester  
M15 4JE

**Citizens Advice Trafford  
Company Limited by Guarantee**

**Financial Statements**

**Year Ended 31 March 2009**

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**Citizens Advice Trafford  
Company Limited by Guarantee**

**Report of the Trustees**

**Year Ended 31 March 2009**

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2009.

**Reference and Administrative Details**

**Registered Charity Name**                      Citizens Advice Trafford

**Charity Registration Number**              1102003

**Company Registration Number**              5027375

**Principal Office**                              13 Washway Road  
Sale  
Cheshire  
M33 7AD

**Registered Office**                              73 Chapel Road  
Sale  
Cheshire  
M33 7EG

**The Trustees**

The trustees who served the company during the period were as follows:

M G H Barker (Chair)  
J H Ball (Vice Chair)  
M J Braid (Honorary Treasurer)  
J D Betts  
J M Egarr  
M R Hyman  
Cllr D Higgins (Trafford MBC Representative)  
D Nunns (Advisory Member - VCAT)  
T Crewe  
N Griffin

T Crewe was appointed as a member of the committee on 11 September 2008.  
N Griffin was appointed as a member of the committee on 11 September 2008.

**Citizens Advice Trafford  
Company Limited by Guarantee**

**Report of the Trustees *(continued)***

**Year Ended 31 March 2009**

**Secretary**

M J Braid

**Bankers**

The Royal Bank of Scotland plc  
14/16 The Mall  
Sale  
Cheshire  
M33 1XZ

**Structure, Governance and Management**

The Trustees, who are also directors of the charity for the purposes of the Companies Act, present their annual report and financial statements for the year ended 31 March 2009. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2006 in preparing the annual report and financial statements of the charity.

**Incorporation and Charitable Status**

The company was incorporated on 27th January 2004 and registered as a charity by the Charity Commissioners for all purposes on 10th February 2004 (registration number 1102003).

**Constitution**

The charitable company is governed by its Memorandum and Articles of Association, as amended by special resolution dated 12th July 2004. The company has no share capital, being a company limited by guarantee. Under clause 6 of the company's Memorandum of Association, the liability of members is limited to £1 for each member in the event of the company being wound up. The number of members at 31st March 2009 was 8.

**Senior Staff**

Citizens Advice Trafford has a Board of Trustees who meet at least six times a year. Board members are recruited from a wide diversity of backgrounds. The role of the Trustee Board members is to oversee the overall control and conduct of the company and to establish the strategic direction and objectives of the organisation.

A scheme of delegation is in place and day to day responsibility for the running of the service rests with the District Manager who ensures that the company delivers the specified services and that key targets and performance indicators are met. Two advice co-ordinators, a training co-ordinator and the Legal services contract supervisor make up the senior management team.

**Citizens Advice Trafford  
Company Limited by Guarantee**

**Report of the Trustees *(continued)***

**Year Ended 31 March 2009**

Citizens Advice Trafford employ 20 paid staff and rely on the support of over 60 volunteers to deliver advice and information services.

**Appointment of Trustees**

Members of the Trustee Board are elected to serve for three years after which they must be re-elected at the next Annual General Meeting.

To ensure that the communities that Citizens Advice Trafford serve are represented on the Board, advertisements for Trustee members have been placed in local Newspapers and Newsletters. We have also conducted a skills analysis of present members in order to determine where to focus our future recruitment. Applications from people who would like to join the Board are considered on the basis of their experience, skills and local knowledge. All new Board members go through an induction process.

**Risk Management**

The Trustee Board has conducted a review of the major risks to which the company is exposed. A risk register has been established and is updated at least annually. Our financial systems have been revised and updated to ensure that internal risks are minimised. We have insurance to cover staff sickness, contents insurance and 'professional indemnity' insurance to cover against any claims resulting from incorrect advice to clients. The main risk to the company continues to be the withdrawal of funding from the Legal Services Commission and/or a reduction in our core grant from Trafford MBC. The Trustee Board have agreed that we will keep the equivalent of three months operating costs in reserve to guard against such losses to pay for redundancies.

# **Citizens Advice Trafford Company Limited by Guarantee**

## **Report of the Trustees *(continued)***

**Year Ended 31 March 2009**

### **Objectives and Activities**

#### **Aims of the Service and Mission Statement**

The purpose of Citizens Advice Trafford is to carry out its duties in accordance with the fundamental Citizens Advice Principles which are:

To ensure that individuals do not suffer through ignorance of their rights or responsibilities or of the services available to them or through an inability to express their needs effectively.

And Equally

To exercise a responsible influence on the development of social policies and services, both locally and nationally.

Citizens Advice Trafford's Mission Statement which reflects the vision of the organisation at a local level

Citizens Advice Trafford will deliver to the people of Trafford a high quality advice and information service which will be achieved by;

Offering a service accessible to everyone making full use of advances in technology

Ensuring that our service reflects the changing needs of the diverse communities it serves

Working with other organisations and groups within the community in addressing issues of hardship, discrimination and social exclusion

### **Financial Review**

The company aim to hold reserves equal to 3 months running cost of the organisation.

Our principle funders are Trafford Metropolitan Borough Council who provide a grant for our core service delivery. Other major funder include the Legal Services Commission and the Financial Inclusion Fund who contract with the company to provide specialist advice services in Money advice and Welfare benefits The combined funding has enabled Citizens Advice Trafford to support people with around 15,000 enquiries this year.

# **Citizens Advice Trafford Company Limited by Guarantee**

## **Report of the Trustees *(continued)***

**Year Ended 31 March 2009**

### **Plans for Future Periods**

Business planning - Objectives and priorities for the forthcoming year.

Develop partnerships with other voluntary sectors and public sector organisations in Trafford.

Participate in a number of Local Authority Forums.

Raise the profile of CAB in Trafford.

Develop various service delivery models which will meet the needs of today's society; paying special attention to the support of disadvantaged groups within Trafford.

Consult with the residents of Trafford in order to ensure that our future needs mirror the actual need of the local population.

Continue to increase the quality of advice we give through a range of internal and external audit arrangements.

Audit ourselves to ensure we are meeting and exceeding the standards of being a FAIR (fair, accessible, inclusive, relevant) employer and service provider.

### **Responsibilities of the Trustees**

The trustees (who are also the directors of Citizens Advice Trafford for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
-

**Citizens Advice Trafford  
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**Report of the Trustees *(continued)***

**Year Ended 31 March 2009**

- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees 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.

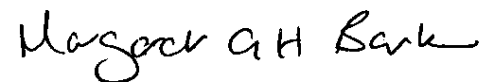
**Independent Examiner**

A resolution to re-appoint Beever and Struthers as independent examiner for the ensuing year will be proposed at the Annual General Meeting.

**Small Company Provisions**

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Signed on behalf of the trustees



M G H Barker  
Chair

.....



**Citizens Advice Trafford  
Company Limited by Guarantee**

**Independent Examiner's Report to the Members of  
Citizens Advice Trafford**

**Year Ended 31 March 2009**

I report on the accounts of the charity for the year ended 31 March 2009 set out on pages 9 to 17.

**Respective Responsibilities of Trustees and Independent Examiner**

The charity's trustees (who are also the directors of Citizens Advice Trafford for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act), as amended by section 28 of the Charities Act 2006) and that an independent examination is needed.

Having satisfied myself 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 43(3)(a) of the 1993 Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, as amended); and
- to state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

My 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 I do not express an audit opinion on whether the accounts present a 'true and fair view'.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:


- proper accounting records are kept (in accordance with section 221 of the Companies Act 1985); and
- accounts are prepared which agree with the accounting records, comply with the accounting requirements of section 226(A) of the Companies Act 1985 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; or

**Citizens Advice Trafford  
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**Independent Examiner's Report to the Members of  
Citizens Advice Trafford *(continued)***

**Year Ended 31 March 2009**

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Shelim Rahman

Institute of Chartered Accountants in England and Wales

Independent examiner

Beever and Struthers  
St. George's House  
215 - 219 Chester Road  
Manchester  
M15 4JE

7 September 2009

**Citizens Advice Trafford  
Company Limited by Guarantee**

**Statement of Financial Activities**

**Year Ended 31 March 2009**

|   | Note | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2009<br>£ | Total Funds<br>2008<br>£ |
|---|------|----------------------------|--------------------------|--------------------------|--------------------------|
| <b>Incoming resources</b>                     |      |                            |                          |                          |                          |
| Incoming resources from generating funds:     |      |                            |                          |                          |                          |
| Voluntary income                              | 2    | 214,350                    | 50                       | 214,400                  | 209,063                  |
| Activities for generating funds               | 3    | 1,614                      | 1,259                    | 2,873                    | 5,305                    |
| Incoming resources from charitable activities | 4    | —                          | 223,486                  | 223,486                  | 248,804                  |
| <b>Total incoming resources</b>               |      | <u>215,964</u>             | <u>224,795</u>           | <u>440,759</u>           | <u>463,172</u>           |
| <b>Resources expended</b>                     |      |                            |                          |                          |                          |
| Charitable activities                         | 5    | (211,514)                  | (245,916)                | (457,430)                | (478,375)                |
| Governance costs                              | 6    | (1,356)                    | (779)                    | (2,135)                  | (2,655)                  |
| <b>Total resources expended</b>               |      | <u>(212,870)</u>           | <u>(246,695)</u>         | <u>(459,565)</u>         | <u>(481,030)</u>         |
| <b>Net outgoing resources for the year</b>    | 7    | 3,094                      | (21,900)                 | (18,806)                 | (17,858)                 |
| <b>Reconciliation of funds</b>                |      |                            |                          |                          |                          |
| Total funds brought forward                   |      | <u>52,155</u>              | <u>14,306</u>            | <u>66,461</u>            | <u>84,319</u>            |
| <b>Total funds carried forward</b>            |      | <u>55,249</u>              | <u>(7,594)</u>           | <u>47,655</u>            | <u>66,461</u>            |

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 12 to 17 form part of these financial statements.

**Citizens Advice Trafford  
Company Limited by Guarantee**

**Income and Expenditure Account**

**Year Ended 31 March 2009**

|   |      | 2009            | 2008            |
|---|------|-----------------|-----------------|
|   | Note | £               | £               |
| <b>Income</b>                             |      | 440,759         | 463,172         |
| <b>Total expenditure</b>                  |      | (459,565)       | (481,030)       |
| <b>Operating deficiency</b>               | 7    | (18,806)        | (17,858)        |
| <br><b>Deficit for the financial year</b> |      | <u>(18,806)</u> | <u>(17,858)</u> |

The Income and Expenditure Account includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 12 to 17 form part of these financial statements.

# Citizens Advice Trafford Company Limited by Guarantee

## Balance Sheet

31 March 2009

|   | Note | 2009<br>£       | £             | 2008<br>£       | £             |
|---|------|-----------------|---------------|-----------------|---------------|
| <b>Current assets</b>                                 |      |                 |               |                 |               |
| Debtors   | 9    | 13,510          |               | 1,323           |               |
| Cash at bank  |      | <u>69,304</u>   |               | <u>96,035</u>   |               |
|   |      | 82,814          |               | 97,358          |               |
| <b>Creditors: Amounts Falling due Within One Year</b> | 10   | <u>(35,159)</u> |               | <u>(30,897)</u> |               |
| <b>Net current assets</b>                             |      |                 | 47,655        |                 | 66,461        |
| <b>Total assets less current liabilities</b>          |      |                 | <u>47,655</u> |                 | <u>66,461</u> |
| <b>Funds</b>  |      |                 |               |                 |               |
| Restricted income funds                               | 11   |                 | (7,594)       |                 | 14,306        |
| Unrestricted income funds                             | 12   |                 | <u>55,249</u> |                 | <u>52,155</u> |
| <b>Total funds</b>                                    |      |                 | <u>47,655</u> |                 | <u>66,461</u> |

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the financial statements for the year by virtue of section 249A(1), and that no member or members have requested an audit pursuant to section 249B(2) of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with section 221 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

These financial statements were approved by the members of the committee on the ..... and are signed on their behalf by:

*M. J. Braid*

M J Braid  
Honorary Treasurer

Company registration number - 5027375

The notes on pages 12 to 17 form part of these financial statements.

**Citizens Advice Trafford  
Company Limited by Guarantee**

**Notes to the Financial Statements**

**Year Ended 31 March 2009**

**1. Accounting Policies**

**Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 1985.

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

**(a) 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 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.

**(b) 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.

**(c) Resources expended**

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

# Citizens Advice Trafford Company Limited by Guarantee

## Notes to the Financial Statements

**Year Ended 31 March 2009**

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

Charitable expenditure comprises those costs incurred 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 for the charity and include accountant's 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 e.g. floors area, per capita or estimated usage.

### **Cash Flow Statement**

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

### **Fixed Assets**

All fixed assets are initially recorded at cost.

### **Pension Costs**

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the statement of financial activities.

## **2. Voluntary Income**

|                          | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>Total Funds<br/>2009<br/>£</b> | <b>Total Funds<br/>2008<br/>£</b> |
|--------------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <b>Donations</b>         |                                     |                                   |                                   |                                   |
| Donations                | 1,236                               | 50                                | 1,286                             | 977                               |
| <b>Grants receivable</b> |                                     |                                   |                                   |                                   |
| Grants                   | 213,114                             | —                                 | 213,114                           | 208,086                           |
|                          | <u>214,350</u>                      | <u>50</u>                         | <u>214,400</u>                    | <u>209,063</u>                    |

**Citizens Advice Trafford  
Company Limited by Guarantee**

**Notes to the Financial Statements**

**Year Ended 31 March 2009**

**3. Incoming Resources from Activities for Generating Funds**

|                                    | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>Total Funds<br/>2009<br/>£</b> | <b>Total Funds<br/>2008<br/>£</b> |
|------------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Activities for generating funds: - |                                     |                                   |                                   |                                   |
| Investment income                  | <u>1,614</u>                        | <u>1,259</u>                      | <u>2,873</u>                      | <u>5,305</u>                      |

**4. Incoming Resources from Charitable Activities**

|  | <b>Restricted<br/>Funds<br/>£</b> | <b>Total Funds<br/>2009<br/>£</b> | <b>Total Funds<br/>2008<br/>£</b> |
|--|-----------------------------------|-----------------------------------|-----------------------------------|
| Legal Services Contract - Legal Services | 87,816                            | 87,816                            | 87,384                            |
| Awards for all - Trafford Housing Trust  | 6,667                             | 6,667                             | 13,333                            |
| Lloyds TSB                               | -                                 | -                                 | 7,500                             |
| Financial Inclusion Fund                 | 96,225                            | 96,225                            | 103,817                           |
| NACAB                                    | -                                 | -                                 | 11,557                            |
| The Big Lottery                          | 19,365                            | 19,365                            | 25,213                            |
| Additional Hours of Advice Project       | 1,434                             | 1,434                             | -                                 |
| Cash for Action Grant                    | 620                               | 620                               | -                                 |
| DWP "Now Lets Talk Money" Project        | 608                               | 608                               | -                                 |
| The Evan Cornish Foundation              | 1,580                             | 1,580                             | -                                 |
| HM Revenue & Customs Grant               | 4,000                             | 4,000                             | -                                 |
| Irwell Valley Housing Association        | 3,878                             | 3,878                             | -                                 |
| OFT "Save Christmas" Campaign            | 500                               | 500                               | -                                 |
| Project "Towpath" with GMVCO             | 793                               | 793                               | -                                 |
|  | <u>223,486</u>                    | <u>223,486</u>                    | <u>248,804</u>                    |

**5. Costs of Charitable Activities by Activity Type**

|              | <b>Directly<br/>allocated<br/>costs<br/>£</b> | <b>Total Funds<br/>2009<br/>£</b> | <b>Total Funds<br/>2008<br/>£</b> |
|--------------|---|-----------------------------------|-----------------------------------|
| Direct costs | <u>457,430</u>                                | <u>457,430</u>                    | <u>478,375</u>                    |

**6. Governance Costs**

|                  | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>Total Funds<br/>2009<br/>£</b> | <b>Total Funds<br/>2008<br/>£</b> |
|------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Accountancy fees | <u>1,356</u>                        | <u>779</u>                        | <u>2,135</u>                      | <u>2,655</u>                      |



**Citizens Advice Trafford  
Company Limited by Guarantee**

**Notes to the Financial Statements**

**Year Ended 31 March 2009**

**7. Net Outgoing Resources for the Year**

This is stated after charging:

|                             | 2009          | 2008          |
|-----------------------------|---------------|---------------|
|                             | £             | £             |
| Staff pension contributions | <u>15,615</u> | <u>16,617</u> |

**8. Staff Costs and Emoluments**

Total staff costs were as follows:

|                       | 2009           | 2008           |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Wages and salaries    | 355,601        | 369,742        |
| Social security costs | 31,772         | 33,786         |
| Other pension costs   | 15,615         | 16,617         |
|                       | <u>402,988</u> | <u>420,145</u> |

**Particulars of employees:**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

| 2009      | 2008      |
|-----------|-----------|
| No        | No        |
| <u>20</u> | <u>23</u> |

No employee received emoluments of more than £60,000 during the year (2008 - Nil).

**9. Debtors**

|                                  | 2009          | 2008         |
|----------------------------------|---------------|--------------|
|                                  | £             | £            |
| Other debtors and accrued income | <u>13,510</u> | <u>1,323</u> |

**10. Creditors: Amounts falling due within one year**

|                          | 2009          | 2008          |
|--------------------------|---------------|---------------|
|                          | £             | £             |
| PAYE and social security | 13,015        | 12,667        |
| Other creditors          | 22,144        | 18,230        |
|                          | <u>35,159</u> | <u>30,897</u> |

**Citizens Advice Trafford  
Company Limited by Guarantee**

**Notes to the Financial Statements**

**Year Ended 31 March 2009**

**11. Restricted Income Funds**

|                                       | Balance at<br>1 Apr 2008 | Incoming<br>resources | Outgoing<br>resources | Balance at<br>31 Mar 2009 |
|---------------------------------------|--------------------------|-----------------------|-----------------------|---------------------------|
|                                       | £                        | £                     | £                     | £                         |
| Legal services                        | (7,487)                  | 89,125                | (109,228)             | (27,590)                  |
| Trafford Housing Fund                 | —                        | 6,667                 | (5,274)               | 1,393                     |
| Training projects                     | 11,590                   | 19,365                | (22,737)              | 8,218                     |
| Friends of Altrincham                 | 1,847                    | —                     | —                     | 1,847                     |
| Financial Inclusion Fund              | 8,356                    | 96,225                | (94,357)              | 10,224                    |
| Additional Hours of Advice<br>Project | —                        | 1,434                 | (1,427)               | 7                         |
| Cash for Action Grant                 | —                        | 620                   | (624)                 | (4)                       |
| DWP Project                           | —                        | 608                   | (1,190)               | (582)                     |
| The Evans Cornish<br>Foundation       | —                        | 1,580                 | (1,450)               | 130                       |
| HM Revenue & Customs                  | —                        | 4,000                 | (4,627)               | (627)                     |
| Irwell Valley Housing<br>Association  | —                        | 3,878                 | (3,924)               | (46)                      |
| OFT "Save Christmas"<br>Campaign      | —                        | 500                   | (446)                 | 54                        |
| Project "Towpath" with<br>GMVCO       | —                        | 793                   | (1,411)               | (618)                     |
|                                       | <u>14,306</u>            | <u>224,795</u>        | <u>(246,695)</u>      | <u>(7,594)</u>            |

**12. Unrestricted Income Funds**

|               | Balance at<br>1 Apr 2008 | Incoming<br>resources | Outgoing<br>resources | Balance at<br>31 Mar 2009 |
|---------------|--------------------------|-----------------------|-----------------------|---------------------------|
|               | £                        | £                     | £                     | £                         |
| General Funds | <u>52,155</u>            | <u>215,964</u>        | <u>(212,870)</u>      | <u>55,249</u>             |

**13. Analysis of Net Assets Between Funds**

|                                  | Net current<br>assets/<br>(liabilities)<br>£ | Total<br>£    |
|----------------------------------|--|---------------|
| <b>Restricted Income Funds:</b>  |  |               |
| Accumulative                     | (7,594)                                      | (7,594)       |
| <b>Unrestricted Income Funds</b> | <u>55,249</u>                                | <u>55,249</u> |
| <b>Total Funds</b>               | <u>47,655</u>                                | <u>47,655</u> |

**Citizens Advice Trafford  
Company Limited by Guarantee**

**Notes to the Financial Statements**

**Year Ended 31 March 2009**

**14. Company Limited by Guarantee**

The Citizens Advice Trafford is a company Limited by Guarantee and was incorporated on 27th January 2004.

**15. Taxation**

As a charity, Citizens Advice Trafford is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation on Chargeable Gains Act 1962 to the extent that these are applied to charitable objects. No tax charges have arisen in the Charity.

**16. Trustee Remuneration and Related Party Transactions**

No members of the Management Committee received any remuneration during the year.

No trustees or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2008 £Nil).

**Citizens Advice Trafford  
Company Limited by Guarantee**

**Management Information**

**Year Ended 31 March 2009**

**The following pages do not form part of the statutory financial statements  
which are the subject of the independent examiner's report on pages 7 to 8.**

**Citizens Advice Trafford  
Company Limited by Guarantee**

**Detailed Statement of Financial Activities**

**Year Ended 31 March 2009**

|  | 2009<br>£      | 2008<br>£      |
|--|----------------|----------------|
| <b>Incoming resources</b>                            |                |                |
| <b>Voluntary income</b>                              |                |                |
| Donations  | 1,286          | 977            |
| Grants   | 213,114        | 208,086        |
|  | <u>214,400</u> | <u>209,063</u> |
| <b>Activities for generating funds</b>               |                |                |
| Activities for generating funds: -                   |                |                |
| Investment income                                    | 2,873          | 5,305          |
|  | <u>2,873</u>   | <u>5,305</u>   |
| <b>Incoming resources from charitable activities</b> |                |                |
| Legal Services Contract - Legal Services             | 87,816         | 87,384         |
| Awards for all - Trafford Housing Trust              | 6,667          | 13,333         |
| Lloyds TSB   | -              | 7,500          |
| Financial Inclusion Fund                             | 96,225         | 103,817        |
| NACAB  | -              | 11,557         |
| The Big Lottery                                      | 19,365         | 25,213         |
| Additional Hours of Advice Project                   | 1,434          | -              |
| Cash for Action Grant                                | 620            | -              |
| DWP "Now Lets Talk Money" Project                    | 608            | -              |
| The Evan Cornish Foundation                          | 1,580          | -              |
| HM Revenue & Customs Grant                           | 4,000          | -              |
| Irwell Valley Housing Association                    | 3,878          | -              |
| OFT "Save Christmas" Campaign                        | 500            | -              |
| Project "Towpath" with GMVCO                         | 793            | -              |
|  | <u>223,486</u> | <u>248,804</u> |
| <b>Total incoming resources</b>                      | <u>440,759</u> | <u>463,172</u> |
| <b>Resources expended</b>                            |                |                |

**Citizens Advice Trafford  
Company Limited by Guarantee**

**Detailed Statement of Financial Activities**

**Year Ended 31 March 2009**

|  | 2009<br>£       | 2008<br>£       |
|--|-----------------|-----------------|
| <b>Charitable activities</b>               |                 |                 |
| Staff costs - Wages & Salaries             | 355,601         | 369,742         |
| Staff costs - Employer's NIC               | 31,772          | 33,786          |
| Staff costs - Pension costs                | 15,615          | 16,617          |
| Motor and travel costs – Other             | 7,154           | 6,608           |
| Computer expenses                          | 5,433           | 6,421           |
| Training and resources                     | 5,985           | 6,492           |
| Premises                                   | 9,383           | 12,485          |
| General office and finance staff           | 25,111          | 24,616          |
| Communications                             | 1,376           | 1,568           |
| Bank charges                               | –               | 40              |
|  | <u>457,430</u>  | <u>478,375</u>  |
| <b>Governance costs</b>                    |                 |                 |
| Accountancy fees                           | <u>2,135</u>    | <u>2,655</u>    |
| <b>Total resources expended</b>            | <u>459,565</u>  | <u>481,030</u>  |
| <b>Net outgoing resources for the year</b> | <u>(18,806)</u> | <u>(17,858)</u> |