

CITIZENS ADVICE SERVICE IN THREE RIVERS
(A company limited by guarantee)

**Report and Financial Statements
for the year ended 31 March 2007**

Registered Charity number 1104392

Company number 5082066 (England and Wales)

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CITIZENS ADVICE SERVICE IN THREE RIVERS
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Report and Financial Statements
for the year ended 31 March 2007

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Report of the Directors and Trustees for the year ended 31 March 2007

The Directors and Trustees present their report and audited financial statements for the year ended 31 March 2007

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's governing documents, the Companies Act 1985, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005

Reference and administrative information

Charity name	Citizens Advice Service in Three Rivers (CASTR)
Charity registration number	1104392
Company registration number	5082066
Principal operational address & registered office	Northway House High Street Rickmansworth Herts WD3 1EH

Trustee Board

Andrew Appleby	Chair
Andrew Pickford	Director
Paul Shaw	Treasurer
Jill Swanson	Director
Hugh Thomas	Company Secretary
Jane E Tozer	Director
Eluned Watkin	Director

Senior management team

Marion Seneschall	District Manager
Carolyn Schofield	Service Manager

Auditors

Hillier Hopkins LLP
St Martins House
Watford
Herts WD17 1JF

Bankers

Lloyds TSB plc
82 High Street
Rickmansworth
Herts WD3 1AG

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Report of the Directors and Trustees for the year ended 31 March 2007 **(continued)**

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 23 March 2004 and registered as a charity on 16 June 2004. The company was set up under a Memorandum of Association which established the objects and power of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1 each. At 31 March 2007 the company had 26 members.

Recruitment and appointment of Directors

The directors of the company are also charity trustees for the purposes of charity law and under the company's articles are known as members of the Trustee Board. Under the requirement of the Memorandum and Articles of Association the members of the Trustee Board are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

Business skills are well represented on the Trustee Board and members' skills are reviewed each year.

Trustee induction and training

All potential trustees undergo a thorough induction and training process. Initially, an interview is held with the Chair of the Board and District Manager. References are subsequently taken out if the candidate has been approved. The potential trustee is given a copy of a new trustee pack and management information system CD, produced by Citizens Advice (the operating name of the National Association of Citizens Advice Bureaux). There then follows an attachment to the Service Manager in the bureau, and attendance on a trustees' induction course, run by Citizens Advice. The potential trustee is subsequently proposed as a director at the next board meeting and stands for election at the next Annual General Meeting.

The District Manager keeps all trustees advised of further training as it arises.

Organisational structure

The Charity has a Trustee Board consisting of 7 directors with voting rights who meet quarterly or when needed. They are responsible for the strategic direction and policy of the charity. The Board is made up of individuals who offer a wide range of business skills. The directors are responsible for the conduct of the organisation and for ensuring the charity satisfies its legal and contractual obligations. Day to day operation of the organisation is delegated to senior management. A register of members' interests is maintained at the registered office and is available to the public on demand. The meetings are also attended by the District and Service Managers and three volunteer representatives who do not have voting rights.

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Report of the Directors and Trustees for the year ended 31 March 2007

(continued)

A scheme of delegation is in place and the day to day responsibility for the provision of the service rests with the Chair of the Board and District Manager. The Chair of the Board is responsible for ensuring that the charity delivers the services specified and that the key performance indicators are met. The District and Service Managers are responsible for the day to day operational management of the Charity's three offices, supervision of the staff team and the ongoing development of the team and volunteers.

Related parties

The Bureau is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards and provides Bureaux with its Information System, Advisernet and the case-recording system CASE. Citizens Advice also provides IT support, specialist support and audits the Bureau for organisational performance and for quality of advice. Operating policies are independently determined by the Trustee Board in order to fulfil the Bureau's charitable objects and comply with the national membership requirements.

Three Rivers District Council provides the essential core funding for the Bureau and this includes premises costs. The Bureau is part of the Hertfordshire CABx Group, which also makes joint bids for funding.

Risk management

The Trustee Board has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is reviewed at least annually. Where appropriate, systems and procedures have been established to control and mitigate the risks that the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Policies and procedures are in place to ensure compliance with the health and safety requirements in respect of staff, volunteers, clients and visitors to the Bureau. All procedures are periodically reviewed to ensure that they continue to meet the needs of the Charity.

Included in these risks is that of the loss of funding. The effects of this have been minimised by the procedures in place, which have resulted in funding being secured from a variety of sources. The Charity continues to seek to diversify its funding sources.

Objectives and Activities

Objectives

The Charity's objectives are to promote any charitable purpose for the benefit of primarily, but not exclusively, the community in Three Rivers and surrounding areas by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

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Report of the Directors and Trustees for the year ended 31 March 2007 **(continued)**

Aims, Strategies and Activities for the year

The Charity provides free, confidential, impartial and independent advice and information for the benefit primarily, but not exclusively, of the community in Three Rivers and surrounding areas. It also exercises a responsible influence on the development of social policies locally and nationally and attempts to ensure individuals do not suffer through lack of knowledge or an inability to express their needs effectively.

The main area of charitable activity is the provision of generalist advice and information, incorporating specialist help with debt advice, home visiting and tribunal representation for state benefit appeals. The main issues of generalist advice covered involve state benefits, debt, housing, relationships, employment and consumer problems.

Generalist advice and information is offered at each of the 3 outlets and outreach projects. The service is open to everyone regardless of race, gender, disability, sexual orientation, religion, age or nationality. Individual advice has been provided at drop-in times, over the telephone and also by special appointment over the past year, both after hours and on a Saturday, to cater for those who cannot contact us during usual working hours.

Contribution of Volunteers

The mainstay of our service remains our volunteers, who provide advice and information to clients. In the year under review, over 28,500 volunteer hours (27,000 last year) were donated by a total of 98 volunteers (78 last year), which when costed out at rates recommended by Citizens Advice, equates to a total value of £570,000 in donated man hours (£540,000 last year).

Achievements and Performance

In the past year the Charity received a total of 28,798 client contacts, (an increase of 8% on the previous year), and overall dealt with in excess of 23,500 new issues (5% up on the number of new issues recorded over the same period in the previous financial year). Repeat issues are no longer recorded by the Citizens Advice software system.

The range of generalist advice we offer spans

- full advice offered on virtually any issue from our comprehensive information system, with further specialist advice available from our extensive bank of reference books and consultancy helplines,
- negotiation with third parties outside the CAB to secure the best and fairest outcome for our clients,
- a sympathetic listening ear to encourage a client to relax and tell us the full extent of the problem,
- signposting to an area beyond our remit

Report of the Directors and Trustees for the year ended 31 March 2007
(continued)

Specialist advice

Money Advice

- In each of our 3 sites we offer a debt advice service to those clients who live or work in the area served by Three Rivers District Council. This aspect of our work is restricted geographically due to limitations in funding
- Our service consists of helping clients, usually those with multiple debts, to face a better future. Our money advisers will negotiate with creditors to encourage them to freeze interest on repayments until the client is in a position to start paying them off, or write the debt off altogether if there is no chance of repayment. Alternatively they will calculate realistic repayments on a pro rata basis to all creditors.
- Our money advisers also share a rota at the local county court on property repossession days. They negotiate with the other side to get repossessions suspended where possible or at least postponed. This helps to reduce the number of clients on the local council's homeless list.
- This service is funded by the local authority and also partly by the Lottery Community Fund (large grants), to increase the hours of the money adviser at South Oxhey.

Home Visiting

Across our 3 offices we provide a home visiting service to any clients who are physically unable to come into our offices. The home visitor takes a laptop on visits and can therefore access our complete information database from a client's home, as well as use a benefits entitlement calculator program on the laptop. This service is funded by the Lottery Community Fund (medium grants).

Tribunal Representation

In addition, we offer specialist case workers who will assess the reasons why applications for state benefits may have been turned down. They will subsequently appeal the decision and represent the client at tribunals. Their success rate this past year has been on average 80%.

This service is provided by a volunteer and funding from the Lottery Community Fund (medium grants).

Social policy

The second aim of our service means in practice that, whenever we encounter an issue of local injustice, we campaign to raise awareness of the problem and seek to effect change for the better. At a national level, we pass instances of injustice to our head office social policy department for them to pursue further, and where possible influence legislation on the issue. A recent example of this has been the overhaul of the tax credit system.

Financial review

With the aid of sound financial management and the support of both its staff and volunteers, the Charity has handled the amalgamation to a district structure and subsequent years of operation very well. During the past year, incoming resources were £372k and a total surplus of £25k was made.

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Report of the Directors and Trustees for the year ended 31 March 2007 **(continued)**

Principal funding sources

The principal funding source is Three Rivers District Council, in the form of a grant and rent free accommodation at Oxhey and Rickmansworth. As a result of increasing constraints on local authority expenditure the Charity has had to obtain funding from other bodies. These were:

- The Lottery – large and medium size grant funds, which have provided us with extra money advice hours, a caseworker and a home visiting service, over 3 years, amounting to a total of £64,198,
- The European Social Fund has given us a grant of £7,699 which has enabled us to offer generalist advice twice a week in HMP The Mount;
- HBOS – a donation of £2,500 towards starting up a project to teach 16-18 year olds in schools in the local district council area how to budget and manage their money,
- Watford Rural Parish Council, who gave us a cash donation;
- Abbey Charitable Trust which has funded 3 new computers,
- The Parochial Church Council of Abbots Langley and the St Albans Diocesan Board of Finance – a rent subsidy for the premises at Abbots Langley,
- Abbots Langley Parish Council, who gave us a cash donation, and
- The Legal Services Commission via Shelter for funding our CAB Court desk workers to give advice on housing repossession days
- We have this year won a contract from South Bucks District Council to set up and provide an outreach CAB service for South Bucks' clients, operating from the South Bucks Council Offices. It must be stressed this operation is run as a completely separate service from our Three Rivers function, and we charge a management fee of 20% on all aspects of the outreach, which is costed out on a full cost recovery basis. All staff there are paid from the grant of £26,500 that South Bucks District Council allocates to us. There are no volunteers, and no instance whatever of our Three Rivers service subsidising that at South Bucks. The service at South Bucks started in October '06 on Mondays only, open to the public from 10 00am-3 00pm

The Trustee Board would like to thank all funders for their support

Investment policy

Aside from retaining a prudent amount in reserves each year most of the Charity's funds are to be spent in the short term so there are few funds for long term investment. Having considered the options available the Trustee Board has decided to invest the relatively small amount that it has available on deposit with Lloyds Bank

Reserves policy

The Trustee Board has examined the Charity's requirement for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the Charity should constitute 6 months of the annual operating expenditure. Budgeted expenditure for 2007/08 is £285k and therefore a target of £140k should be held in general funds. These reserves are needed to meet the working capital requirements of the Charity and the Trustee Board are confident that at this level they would be able to continue in the short term the current activities of the Charity in the event of a significant drop in funding.

Report of the Directors and Trustees for the year ended 31 March 2007
(continued)

The unrestricted reserves stand at £161k; a designated £20k has been set aside for building repairs, £10k for computer replacement and £36k has been set aside for use as a redundancy reserve in the event the Charity had to close and make its paid staff redundant. In addition £5k is tied up in fixed assets and therefore the free reserves currently stand at £90k which falls short of the target level of operating funds to be held in reserve by £50k. The long term strategy is to continue to build this reserve in the future but this will take time. In the short term the Trustee Board has also considered the extent to which the existing activities and expenditure could be curtailed, should such adverse circumstances arise.

Plans for future periods

The Charity plans to continue the activities outlined above in the forthcoming years, subject to satisfactory funding arrangements.

This year we have expanded our core service by gaining funding of £24,445 spread over 3 years to provide a part-time caseworker at our Oxhey site, to deal with complex and time consuming casework beyond the remit of a generalist adviser.

Plans are also coming to fruition to work in partnership with local organisations this year. We have secured modest funding to provide an outreach service offering generalist advice in a local prison.

We have also received funding to provide financial literacy training in schools in the Three Rivers District Council area from autumn '07 in an attempt to treat the causes of debt rather than the symptoms. Our 3 sites currently deal with 3,634 new debt issues annually.

We are also looking into the possibility of providing outreach advice sessions in local doctors' surgeries, to assist those who can make the trip to a surgery to see a doctor but are unlikely to be able to venture further.

We are hoping to help those most vulnerable in our area and have applied for funding to assist local Mental Health Units with issues facing their clients.

Statement of Directors' responsibilities

The Directors are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the Directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its net income and expenditure for the year.

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Report of the Directors and Trustees for the year ended 31 March 2007
(continued)

In preparing these financial statements, the Directors 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 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 Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the charitable company comply with the Companies Act 1985. It is 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.

Members of the Trustee Board

Members of the Trustee Board, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 3.

In accordance with company law as the company's directors we certify that

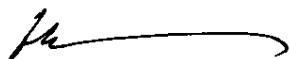
- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware, and
- as directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditors

Hillier Hopkins were appointed as the charitable company's auditors at the last Annual General Meeting and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

H A Thomas
Company Secretary



12 September 2007

Independent Auditor's Report
To The Members Of Citizens Advice Service In Three Rivers

We have audited the accounts of Citizens Advice Service in Three Rivers for the year ended 31 March 2007 set out on pages 13 to 22. These accounts have been prepared under the accounting policies set out on pages 15 and 16

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed

Respective responsibilities of Trustee Board and auditors

As described on page 9, the members of the Trustee Board, who are also the directors of Citizens Advice Service in Three Rivers for the purpose of company law, are responsible for preparing the Trustee Board's Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Trustee Board's Report is consistent with the accounts, if the Charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if the information specified by law regarding trustees' remuneration and transactions with the Charity is not disclosed

We read other information contained in the Trustee Board's Report, and consider whether it is consistent with the audited accounts. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the accounts. Our responsibilities do not extend to any other information

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the Trustee Board in the preparation of the accounts, and of whether the accounting policies are appropriate to the Charity's circumstances, consistently applied and adequately disclosed.

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Independent Auditor's Report
To The Members Of Citizens Advice Service In Three Rivers
(continued)

Basis of opinion (continued)

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 reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

Opinion

In our opinion:

- the accounts give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice of the state of the Charity's affairs as at 31 March 2007 and of its incoming resources and applications of resources in the period then ended,
- the accounts have been properly prepared in accordance with the Companies Act 1985, and
- the information given in the Trustee Board's Report is consistent with the accounts



Hilher Hopkins LLP
Chartered Accountants
Registered Auditor
St Martin's House
31-35 Clarendon Road
Watford
Hertfordshire
WD17 1JF

5 October 2007

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Statement of Financial Activities (incorporating an income and expenditure account)
for the year ended 31 March 2007

	Notes	Unrestricted Funds £	Restricted Funds £	Total £	2006 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income		10,390	-	10,390	8,117
Investment income		10,401	-	10,401	6,846
Incoming resources from charitable activities		258,202	92,740	350,942	302,556
Total incoming resources	2	278,993	92,740	371,733	317,519
Resources expended					
Charitable activities		245,909	91,495	337,404	290,146
Governance costs		9,715	-	9,715	4,735
Total resources expended	3	255,624	91,495	347,119	294,881
Net incoming resources before transfers		23,369	1,245	24,614	22,638
Reserves transferred from three member bureaux		-	-	-	120,678
Net movement in funds/net income for the year		23,369	1,245	24,614	143,316
Total funds brought forward		138,048	5,268	143,316	-
Total funds carried forward		161,417	6,513	167,930	143,316

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

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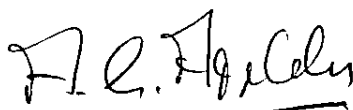
Balance Sheet
as at 31 March 2007

	Notes	£	2007 £	£	2006 £
Fixed assets					
Tangible assets	8		5,291		7,055
Current assets					
Debtors		2,462		-	
Cash on deposit and in hand		196,387		170,934	
		<u>198,849</u>		<u>170,934</u>	
Current liabilities					
Creditors, amounts falling due within one year	9	<u>36,210</u>		<u>34,673</u>	
Net current assets			162,639		136,261
Total assets less current liabilities			<u><u>167,930</u></u>		<u><u>143,316</u></u>
Funds					
Unrestricted funds					
General fund			95,917		80,048
Designated funds	11		65,500		58,000
Restricted funds	10		6,513		5,268
Total funds			<u><u>167,930</u></u>		<u><u>143,316</u></u>

These accounts are prepared in accordance with the special provision of Part VII of the Companies Act 1985 relating to small entities and the Financial Reporting Standard for Smaller Entities (effective January 2005) They were approved by the Trustee Board on 12 September 2007.

Chairman

A Appleby



Treasurer

J P Shaw



Notes forming part of the Financial Statements for the year ended 31 March 2007

1 Accounting Policies

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

a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 1985, the Financial Reporting Standard for Smaller Entities (effective January 2005) and the Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005.

The Charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

b) 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 Trustee Board for a particular purpose.
- Restricted funds are subject to restrictions on their expenditure imposed by the donor.

c) Incoming resources

All incoming resources are included in the statement of financial activities as to 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, when 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.
- income from charitable activities is recognised as the related services are provided or, in the case of grant income, where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.
- 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.

Notes forming part of the Financial Statements for the year ended 31 March 2007
(continued)

d) Resources expended

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods and services are supplied. Resources expended are allocated to a particular activity where the costs relate directly to that activity and include attributable VAT when this cannot be recovered. Resources expended have been allocated on the basis indicated below.

Charitable activities: These include all expenditure directly related to the objects of the Charity and comprise staff costs, training and travel analysed between the Charity's activities.

Governance costs: These costs include the costs of governance arrangements which relate to the general running of the Charity as opposed to the direct management functions inherent in generating funds and in community activities. This includes such items as internal and external audit, legal advice for trustees and costs associated with constitutional and statutory requirements, including trustee meetings.

Support costs: These costs include all the management, administration and central functions that have been allocated to activity cost categories in accordance with the time spent on each activity by the advisers.

e) Fixed Assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The cost of minor additions or those costing below £2,500 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life as follows:

Computer equipment and furniture over 4 years
Fixtures and furnishings over 5 years

f) Pension costs

The Charity operates two pension schemes, one providing benefits based on final pensionable pay (defined benefit) and the other providing benefits based on contributions paid (defined contribution). As the defined benefit pension scheme is a multi-employer scheme, in line with FRS17 "Retirement Benefits", the contributions paid by the Charity are accounted as if they were a defined contribution scheme.

Contributions for both schemes are charged in the accounts as they become payable in accordance with the rules of the two schemes.

g) Leases

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

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Notes forming part of the Financial Statements for the year ended 31 March 2007
(continued)

2. Incoming Resources

	Unrestricted £	Restricted £	Total £	2006 £
Voluntary income				
General donations	10,390	-	10,390	8,117
Investment income				
Bank interest	10,401	-	10,401	6,846
Grants				
Three Rivers District Council	255,844	39,000	294,844	282,844
Abbey National	-	2,300	2,300	-
Abbots Langley PCC	-	4,450	4,450	-
Abbots Langley Parish Council	1,500	-	1,500	-
Awards for All	-	-	-	4,993
Bowley Charity	-	225	225	-
Citizens Advice	-	-	-	1,985
Co-Operative Dividend Fund	-	-	-	1,428
Dacorum Village Link	500	-	500	500
HBOS Community Fund	-	2,500	2,500	-
HM Prison Service	-	4,500	4,500	-
Hertsmere Anti-Bullying	-	-	-	200
Leeds Building Society	-	469	469	-
Lottery Community Fund, Mid Sized Grant	-	11,972	11,972	3,444
Lottery Community Fund, Large Sized Grant	-	9,625	9,625	4,772
Mental Health Outreach	-	639	639	640
Shelter Court Work	358	-	358	-
South Bucks District Council	-	14,600	14,600	-
Watford Health Trust	-	1,460	1,460	750
Watford Rural Parish Council	-	1,000	1,000	1,000
	258,202	92,740	350,942	302,556
Total	278,993	92,740	371,733	317,519

Three Rivers District Council provided a grant of £255,844 (2005: £243,844) and accommodation for the Oxhey and Rickmansworth Bureaux valued at £39,000 (2005: £39,000)

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Notes forming part of the Financial Statements for the year ended 31 March 2007
(continued)

3. Total resources expended

	Generalist Advice £	Money Advice £	Home Visiting £	Governance £	Total £	2006 £
Costs directly associated to activities						
Staff Costs	171,140	46,795	3,208	2,500	223,643	183,183
Training	998	60	20	-	1,078	570
Travel	7,292	438	146	-	7,876	8,152
NACAB charges	5,576	335	112	-	6,023	-
	185,006	47,628	3,486	2,500	238,620	191,905
Support costs allocated to activities						
Premises, rent	44,861	2,692	897	-	48,450	44,030
Premises, occupancy costs	6,953	417	139	-	7,509	11,037
Computer expenses	14,441	866	289	-	15,596	13,246
Equipment costs	4,365	262	87	-	4,714	4,308
Depreciation	1,633	98	33	-	1,764	1,764
Insurance	2,274	137	46	-	2,457	3,862
Printing and stationery	6,707	402	134	-	7,243	10,084
Communications	7,573	454	151	-	8,178	9,136
Audit fee	-	-	-	3,185	3,185	2,000
Legal and professional fees	-	-	-	4,030	4,030	235
Sundry	4,974	299	100	-	5,373	3,274
	93,781	5,627	1,876	7,215	108,499	102,976
Total	278,787	53,255	5,362	9,715	347,119	294,881

Net incoming resources for the year

Net incoming resources is stated after

	2007 £	2006 £
Depreciation	1,764	1,764
Auditors' remuneration	3,185	2,000

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Notes forming part of the Financial Statements for the year ended 31 March 2007
(continued)

4. Staff costs and numbers

Staff costs were as follows

Salaries and wages	191,358
Social security costs	13,808
Pension costs	18,477
Total	<u>£223,643</u>

No employee received emoluments of more than £60,000

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

Bureau staff 14

5. Pension Costs

The Charity operates two pension schemes, one providing benefits based on final pensionable pay and the other providing benefits based on contributions paid. The assets of the schemes are held separately from those of the Charity in independently administered funds

Long serving employees are members of the Hertfordshire County Council Final Salary Pension Scheme. The contributions paid by the Charity are accounted as if they were a defined contribution scheme, as the Charity is unable to identify its share of the underlying assets and liabilities in the scheme. The contributions are determined by a qualified actuary on the basis of triennial valuations using projected unit method. The most recent valuation was 31 March 2004. The assumptions which have the most significant affect on the results of the valuation are those relating to the rate on investments and the rate of increase in salaries and pensions. It was assumed that the investment returns would be 6.3% per annum, that salary increase would average 4.4% per annum and that present and future pensions would increase at the rate of 2.9% per annum. The pension charge for the year was £16,566 (2006. £11,817)

When the merger of the three bureaux took place the Hertfordshire County Council scheme was closed to new members and a stakeholder pension scheme was established for all future eligible employees. The pension charge for the year in respect of this scheme was £1,911 (2005. £1,542).

Notes forming part of the Financial Statements for the year ended 31 March 2007
(continued)

6. Trustee Remuneration and Related Party Transactions

No members of the Trustee Board received any remuneration nor were they reimbursed for expenses during the year

No trustee or other person related to the Charity had any personal interest in any contract or transaction entered into by the Charity during the year.

7. Taxation

As a charity CASTR is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 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 other than VAT.

8. Tangible fixed assets

Fixed assets

	Furniture and fixtures
	£
At 1 April 2006	8,819
Additions	-
Disposals	-
Fixed assets at cost 31 March 2007	8,819
Accumulated depreciation	
At 1 April 2006	1,764
Provision for the year	1,764
Accumulated depreciation at 31 March 2007	3,528
Net book value at 31 March 2007	5,291
Net book value at 31 March 2006	7,055

Notes forming part of the Financial Statements for the year ended 31 March 2007
(continued)

9. Creditors: Amounts falling due within one year

	2007	2006
	£	£
Creditors	812	6,273
Accruals	9,300	8,400
Citizens Advice, advance grant	22,900	20,000
Prison Services, advance grant	3,198	-
	<u>36,210</u>	<u>34,673</u>

10. Restricted funds

The income funds of the Charity include restricted funds comprising the following expended balances of donations and grants held on trust for specific purposes

	Balance at 1 April 2006 £	Movement in Resources Incoming £	Outgoing £	Transfer Between Funds £	Balance at 31 March 2007 £
Equipment	2,713	3,769	4,334	-	2,148
Advice	2,555	43,197	41,937	-	3,815
Charity Donations	-	2,324	1,774	-	550
	<u>5,268</u>	<u>49,290</u>	<u>48,045</u>	<u>-</u>	<u>6,513</u>

The Equipment fund represents grants received for the purchase of new computers and office equipment

The Advice fund represents grants received to support our money advice and home help work

The Charity Donations fund represents grants received to provide assistance to deserving clients.

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Notes forming part of the Financial Statements for the year ended 31 March 2007
(continued)

11. Designated funds

The income funds of the Charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes

	Balance at 1 April 2006 £	Movement in Resources		Transfer from Three Bureaux £	Transfer Between Funds £	Balance at 31 March 2007 £
		Incoming £	Outgoing £			
Redundancy	28,000	-	-	-	7,500	35,500
Building Repairs	20,000	-	-	-	-	20,000
Computer	10,000	-	-	-	-	10,000
	<u>58,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,500</u>	<u>65,500</u>

The Redundancy fund has been established to cover the costs the company would incur should funding from Three Rivers District Council cease

The Building Repairs fund has been established to cover the potential future repair costs of the Abbots Langley premises

The Computer fund has been established to cover the costs of replacing old machines in order to benefit from the upgraded case-recording system

12. Analysis of net assets between funds

	General fund £	Designated funds £	Restricted Funds £	Total £
Fund balance at 31 March 2007 are represented by				
Fixed assets	5,291	-	-	5,291
Current assets	100,738	65,500	32,611	198,849
Current liabilities	(10,112)	-	(26,098)	(36,210)
Net assets at 31 March 2007	95,917	65,500	6,513	167,930