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**REGISTERED COMPANY NUMBER: 6051096 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1123466**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR  
THE YEAR ENDED 31 MARCH 2013  
FOR**

**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

Seago and Stopps  
Chartered Certified Accountants  
61 Station Road  
Sudbury  
Suffolk  
CO10 2SP

SATURDAY



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17/08/2013  
COMPANIES HOUSE



**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

	<b>Page</b>
<b>Report of the Trustees</b>	<b>1 to 4</b>
<b>Statement of Trustees Responsibilities</b>	<b>5</b>
<b>Independent Examiner's Report</b>	<b>6 to 7</b>
<b>Statement of Financial Activities</b>	<b>8</b>
<b>Balance Sheet</b>	<b>9 to 10</b>
<b>Notes to the Financial Statements</b>	<b>11 to 16</b>
<b>Detailed Statement of Financial Activities</b>	<b>17 to 18</b>

**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

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

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
6051096 (England and Wales)

**Registered Charity number**  
1123466

**Registered office**  
Belle Vue  
Newton Road  
Sudbury  
Suffolk  
CO10 2RG

**Trustees**

Mrs J Antill

D Carse

- resigned 30/6/2013

R Jarvis

J Osborne

Chairman

Mrs E Wiles

M J Pickard

J E U Ashton

- appointed 24/4/2012

Mrs A J Lamb

- appointed 17/7/2012

H G N Godfray

- appointed 24/4/2013

**Independent examiner**

Andrew Stopps FCCA ATT

Seago and Stopps

Chartered Certified Accountants

61 Station Road

Sudbury

Suffolk

CO10 2SP

**Bankers**

Lloyds TSB plc

30 Market Hill

Sudbury

Suffolk

CO10 2EL

**Manager**

Mrs A Furlonger

**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

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

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is administered and managed subject to and in conformity with the provisions of its Memorandum and Articles of Association. It is a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

New trustees are appointed by the board under the provisions of the Articles of Association.

Nominations for vacancies are sought informally having regard to the need to have a broad mix of skills and experience. At least two members of the board, accompanied by the Manager, interview candidates and then make recommendations to the board.

**Organisational structure**

The trustee board is responsible for the management of the charity, with appropriate delegation to, and accountability by, the Manager for the day to day running of the charity.

**Risk management**

The board has a formal risk management policy. The principal risks to which the charity is exposed have been identified and appropriate controls are in place to provide reasonable assurance against fraud and error. To this end the board has put in place a documented formal risk assessment which is reviewed and updated on a regular basis.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims for the public benefit**

The principal objectives of the charity, as set out in the Memorandum of Association, are "to promote any charitable purpose for the benefit of the community in Sudbury and surrounding areas by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress".

The board confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The charity carries out these objectives through the involvement of the Bureau's staff in a very wide range of activities, reflecting the many kinds of issues that trouble members of the community on a daily basis. Amongst the most prominent are matters in relation to benefits, debt, employment, housing and relationships.

**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

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

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The Bureau continued to be open from Monday to Friday, with drop-in sessions on Monday, Tuesday and Thursday and casework appointments on Wednesday and Friday. Appointments with a solicitor are also available once a month.

The demand for our advice services continued to be as strong as ever. The number of clients increased by 30% from 1,085 to 1,448, and the number of new enquiries rose by 9% to 5,604.

Enquiries about benefits (31% of the total) have now overtaken those about debt (24%), whilst employment (12%) and housing (7%) continue to be major concerns. The continued rise in relationship issues (10%) shows how the current economic and social problems are affecting the stability of families.

To cope with these demands we have continued to rely on a large number of volunteers to work alongside our seven paid members of staff. During the year, 48 volunteers contributed a total of 9,571 volunteer hours to enable us to continue to offer a full service to our clients.

The Gateway assessment system has now been fully implemented and has enabled us to operate as effectively as possible, reducing waiting times and ensuring that as many clients as possible are seen on the day they first contact us. This system is likely to be tested to the full with the increase in benefit enquiries that we are anticipating with the introduction of new government benefit policies.

It is gratifying to see that our Annual Client Satisfaction Survey again showed nearly all the users who responded said that they would use the Bureau again and recommend the service to others.

We continue to enjoy excellent support from our principal funders, Babergh District Council and Suffolk County Council, and also from Sudbury Town Council and Great Cornard Parish Council. But not all the grants have increased in line with inflation, and we will need to look at additional ways of raising money if we are to continue to operate at our present level.

**FINANCIAL REVIEW**

**Reserves policy**

The board has adopted a reserves policy for the Bureau. This provides for financial reserves to be set aside to ensure that the Bureau can continue to operate and meet the needs of clients in the event of unexpected contingencies including a cessation or interruption of part of its funding. In addition, the Bureau needs to be in a position to meet its contractual commitments to staff in respect of their employment. Towards this end the board has considered that it would be prudent to maintain a reserve of at least 4 months' operating expenditure (calculated on the basis of the current budget). In addition, the board has decided that unrestricted funds should be internally designated to provide for a contractual commitment reserve, a premises and equipment reserve, and a reserve to meet the Bureau's contingent liability for employer debt on withdrawal in respect of its staff pension.

In addition to the above, the Bureau will maintain restricted reserves where funds are restricted by the donor or funder and cannot be used for the general purposes of the Bureau.

**Principal funding sources**

The charity is principally funded by grants from various bodies detailed in the reports and accounts.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

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

**ON BEHALF OF THE BOARD**

A handwritten signature in black ink, appearing to read 'J Osborne', is written over a horizontal line.

J Osborne - Trustee

Date

23 July 2013

**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

**STATEMENT OF TRUSTEES RESPONSIBILITIES  
FOR THE YEAR ENDED 31 MARCH 2013**

The trustees (who are also the directors of Sudbury & District Citizens Advice Bureau 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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charity SORP,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

I report on the accounts for the year ended 31 March 2013 set out on pages eight to sixteen

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors 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 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required

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

**Basis of the independent examiner's report**

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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below

**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 requirements
- to keep accounting records in accordance with Sections 386 and 387 of the Companies Act 2006, and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

have not been met, or

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

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**



Andrew Stopps FCCA ATT  
Seago and Stopps  
Chartered Certified Accountants  
61 Station Road  
Sudbury  
Suffolk  
CO10 2SP

Date *15 August 2013*

**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2013**

	Note	Unrestricted funds £	Restricted funds £	31/3/13 Total funds £	31/3/12 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	121,549	17,840	139,389	136,897
Activities for generating funds	3	1,062	-	1,062	1,030
Investment income	4	<u>464</u>	<u>-</u>	<u>464</u>	<u>26</u>
<b>Total incoming resources</b>		<b>123,075</b>	<b>17,840</b>	<b>140,915</b>	<b>137,953</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Winter Warmth Projects 1 & 2		-	17,367	17,367	14,000
<b>Governance costs</b>		780	-	780	900
<b>Other resources expended</b>		<u>110,427</u>	<u>175</u>	<u>110,602</u>	<u>112,424</u>
<b>Total resources expended</b>		<b>111,207</b>	<b>17,542</b>	<b>128,749</b>	<b>127,324</b>
<b>NET INCOMING RESOURCES BEFORE TRANSFERS</b>					
		11,868	298	12,166	10,629
<b>Gross transfers between funds</b>	14	<u>1,620</u>	<u>(1,620)</u>	<u>-</u>	<u>-</u>
<b>Net incoming/(outgoing) resources</b>		<b>13,488</b>	<b>(1,322)</b>	<b>12,166</b>	<b>10,629</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>86,598</u>	<u>4,600</u>	<u>91,198</u>	<u>80,569</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><b>100,086</b></u>	<u><b>3,278</b></u>	<u><b>103,364</b></u>	<u><b>91,198</b></u>

The notes form part of these financial statements

**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

**BALANCE SHEET  
AT 31 MARCH 2013**

	Note	Unrestricted funds £	Restricted funds £	31/3/13 Total funds £	31/3/12 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	10	1,356	-	1,356	4,394
<b>CURRENT ASSETS</b>					
Debtors	11	26,623	-	26,623	397
Cash at bank and in hand		<u>74,910</u>	<u>3,278</u>	<u>78,188</u>	<u>87,647</u>
		101,533	3,278	104,811	88,044
<b>CREDITORS</b>					
Amounts falling due within one year	12	(2,803)	-	(2,803)	(1,240)
<b>NET CURRENT ASSETS</b>		<u>98,730</u>	<u>3,278</u>	<u>102,008</u>	<u>86,804</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>100,086</u>	<u>3,278</u>	<u>103,364</u>	<u>91,198</u>
<b>NET ASSETS</b>		<u>100,086</u>	<u>3,278</u>	<u>103,364</u>	<u>91,198</u>
<b>FUNDS</b>	14				
Unrestricted funds				100,086	86,598
Restricted funds				<u>3,278</u>	<u>4,600</u>
<b>TOTAL FUNDS</b>				<u>103,364</u>	<u>91,198</u>

The notes form part of these financial statements

**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

**BALANCE SHEET - CONTINUED  
AT 31 MARCH 2013**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2013

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2013 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on 23 July 2013 and were signed on its behalf by



J Osborne -Trustee



H G N Godfray -Trustee

The notes form part of these financial statements

**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Plant and machinery	- 33% on cost
Fixtures and fittings	- 33% on cost
Computer equipment	- 33% on cost

**Taxation**

The charity is exempt from corporation tax on its charitable activities

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2013**

**2. VOLUNTARY INCOME**

	31/3/13	31/3/12
	£	£
Donations	1,119	945
Grants	<u>138,270</u>	<u>135,952</u>
	<u>139,389</u>	<u>136,897</u>

Grants received, included in the above, are as follows

	31/3/13	31/3/12
	£	£
Suffolk County Council	49,395	48,427
Babergh District Council rent	4,850	4,850
Great Cornard Parish Council	750	600
Sudbury Town Council	5,000	2,000
Hadleigh Town Council	500	-
Suffolk Foundation - Winter Warmth Projects 1 & 2	17,250	20,000
Babergh District Council - Debt Relief Grant	7,292	7,220
Babergh District Council	51,900	51,900
Other parish councils	560	955
Suffolk West Citizens Advice Bureau	<u>773</u>	<u>-</u>
	<u>138,270</u>	<u>135,952</u>

**3. ACTIVITIES FOR GENERATING FUNDS**

	31/3/13	31/3/12
	£	£
Fundraising events	448	618
Other income	<u>614</u>	<u>412</u>
	<u>1,062</u>	<u>1,030</u>

**4. INVESTMENT INCOME**

	31/3/13	31/3/12
	£	£
Interest received	<u>464</u>	<u>26</u>

**5. GRANTS PAYABLE**

	31/3/13	31/3/12
	£	£
Winter Warmth Projects 1 & 2	<u>17,367</u>	<u>14,000</u>

**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2013**

**5. GRANTS PAYABLE - continued**

The Bureau is entitled to an administration fee of 10% of grants made. A transfer of £1,620 (after allowance for the Bureau's direct costs) has been made from restricted to unrestricted funds, to account for this entitlement.

**6. NET INCOMING/(OUTGOING) RESOURCES**

Net incoming resources are stated after charging depreciation on owned assets of £4,652.

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2013 nor for the year ended 31 March 2012.

**8. STAFF COSTS**

	31/3/13	31/3/12
	£	£
Wages and salaries	<u>73,129</u>	<u>76,158</u>

Included within wages and salaries are employees' travel and training costs.

**9. FEES FOR THE EXAMINATION OF THE ACCOUNTS**

	31/3/13	31/3/12
	£	£
Independent Examiners Fees	<u>780</u>	<u>900</u>
Other Fees	<u>NIL</u>	<u>NIL</u>



**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2013**

**10. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 April 2012	8,982	371	3,089	12,442
Additions	-	-	1,614	1,614
Disposals	-	-	(290)	(290)
At 31 March 2013	<u>8,982</u>	<u>371</u>	<u>4,413</u>	<u>13,766</u>
<b>DEPRECIATION</b>				
At 1 April 2012	5,680	371	1,997	8,048
Charge for year	3,302	-	1,350	4,652
Eliminated on disposal	-	-	(290)	(290)
At 31 March 2013	<u>8,982</u>	<u>371</u>	<u>3,057</u>	<u>12,410</u>
<b>NET BOOK VALUE</b>				
At 31 March 2013	<u>-</u>	<u>-</u>	<u>1,356</u>	<u>1,356</u>
At 31 March 2012	<u>3,302</u>	<u>-</u>	<u>1,092</u>	<u>4,394</u>

**11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31/3/13 £	31/3/12 £
Other debtors	<u>26,623</u>	<u>397</u>

**12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31/3/13 £	31/3/12 £
Other creditors	<u>2,803</u>	<u>1,240</u>

**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2013**

**13. PENSION COMMITMENTS**

The Bureau participates in The Pensions Trust's Growth Plan, which comprises Series 1 to 4. The Plan is funded and is not contracted out of the State scheme. Series 1 to 3 constitute a multi-employer pension plan, where the assets are co-mingled for investment purposes, and benefits are paid out of the Plan's total assets. It is not possible in the normal course of events to identify on a reasonable and consistent basis the share of the underlying assets and liabilities belonging to individual participating employers.

Following the triennial actuarial valuation as at 30 September 2011, a shortfall in the market value of the Plan's assets compared with its Technical Provisions (i.e. past service liabilities) was identified of £147.6 million. This shortfall has increased by 31% to £193.8 million as at 30 September 2012.

Participating employers in Series 1 and 2 of the Growth Plan are being required to make additional contributions to help to eliminate this deficit. However, the Bureau has never participated in these Series and is not, at this stage, being required to pay any additional contributions (though, while unlikely, it cannot totally be ruled out that such contributions may arise in the future in respect of the Bureau's past membership of Series 3 of the Growth Plan).

The Bureau does however have a contingent liability in respect of its past membership of Series 3 on a buy-out valuation basis, which is detailed further in note 15.

**14. MOVEMENT IN FUNDS**

	At 1 4 12 £	Net movement in funds £	Transfers between funds £	At 31 3 13 £
<b>Unrestricted funds</b>				
General fund	86,598	11,868	1,620	100,086
<b>Restricted funds</b>				
Winter Warmth Projects 1 & 2	4,600	(292)	(1,620)	2,688
Hadleigh Town Council	-	500	-	500
Great Cornard Land Charity	-	90	-	90
	4,600	298	(1,620)	3,278
<b>TOTAL FUNDS</b>	<u>91,198</u>	<u>12,166</u>	<u>-</u>	<u>103,364</u>

**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2013**

**14. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	123,075	(111,207)	11,868
<b>Restricted funds</b>			
Winter Warmth Projects 1 & 2	17,250	(17,542)	(292)
Hadleigh Town Council	500	-	500
Great Cornard Land Charity	90	-	90
	17,840	(17,542)	298
<b>TOTAL FUNDS</b>	<b>140,915</b>	<b>(128,749)</b>	<b>12,166</b>

**15. CONTINGENT LIABILITIES**

As at 30 September 2011, the Growth Plan had a deficit of £234.3 million on a buy-out valuation basis. This represents the difference between the market value of the Scheme's assets and an actuarial estimate of the amount an insurance company would charge to take on responsibility for paying all the benefits due from the Scheme. It is a more demanding valuation basis than the Technical Provisions basis.

As at 30 September 2012, the deficit on a buy-out basis has risen by 20% to £280.6 million and to an estimated £289.0 million as at 31 March 2013.

The Pensions Act 2011 retrospectively altered the definition of Series 3 of the Growth Plan so that it became categorised as a 'defined benefit' arrangement. As such, it is anticipated that employers such as the Bureau which participated in Series 3 will be liable to meet a share of the deficit on a buy-out basis if they leave the Growth Plan.

In order to prevent further build-up of a liability under Series 3, the Bureau decided to offer Growth Plan Series 4 (as a replacement for Series 3) to its relevant employees with effect from 1 July 2012. Series 4 is a defined contribution scheme and cannot give rise to a liability for 'employer debt on withdrawal'. This does not however remove the liability in respect of contributions made to Series 3 prior to 1 July 2012.

The Bureau's estimated contingent liability for the employer debt on withdrawal in respect of Series 3 was £6,105 as at 30 September 2011. This has risen by 32% to £8,056 as at 30 September 2012 and to an estimated £8,298 as at 31 March 2013.

The Bureau has not provided for this liability in these financial statements since it has no demonstrable commitment to withdraw from the Growth Plan. If immediate withdrawal from the Scheme were to be made, then sufficient cash reserves are held to settle the contingent liability, without impacting on day-to-day operations.

**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2013**

	31/3/13 £	31/3/12 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	1,119	945
Grants	<u>138,270</u>	<u>135,952</u>
	139,389	136,897
<b>Activities for generating funds</b>		
Fundraising events	448	618
Other income	<u>614</u>	<u>412</u>
	1,062	1,030
<b>Investment income</b>		
Interest received	<u>464</u>	<u>26</u>
<b>Total incoming resources</b>	140,915	137,953
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Grants to individuals	17,367	14,000
<b>Governance costs</b>		
Independent examiner's fees	780	900
<b>Support costs</b>		
<b>Management</b>		
Cost of premises	22,363	22,724
Printing, postage, stationery and telephone costs	3,512	3,132
Miscellaneous expenses	1,156	2,479
Citizens Advice	4,369	4,328
Equipment hire	1,116	809
Depreciation	<u>4,652</u>	<u>2,279</u>
	37,168	35,751
<b>Information technology</b>		
Computer costs	522	515
Profit on sale of tangible fixed assets	<u>(217)</u>	<u>-</u>
	305	515

This page does not form part of the statutory financial statements

**SUDBURY & DISTRICT  
CITIZENS ADVICE BUREAU**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2013**

	31/3/13 £	31/3/12 £
<b>Human resources</b>		
Wages, salaries, travel and training costs	<u>73,129</u>	<u>76,158</u>
<b>Total resources expended</b>	128,749	127,324
	<hr/>	<hr/>
<b>Net income</b>	<u>12,166</u>	<u>10,629</u>

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