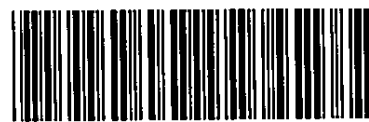


REGISTERED COMPANY NUMBER: 6051096 (England and Wales)
REGISTERED CHARITY NUMBER: 1123466

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR
THE YEAR ENDED 31 MARCH 2010
FOR
SUDBURY & DISTRICT
CITIZENS ADVICE BUREAU**

WEDNESDAY



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A41

18/08/2010

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COMPANIES HOUSE

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

**SUDBURY & DISTRICT
CITIZENS ADVICE BUREAU**

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FOR THE YEAR ENDED 31 MARCH 2010**

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**SUDBURY & DISTRICT
CITIZENS ADVICE BUREAU**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2010**

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 2010. 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	
R Aldridge	- resigned 11/8/2009
Mrs J Antill	
D Carse	
Ms M Cooling	- resigned 28/9/2009
R Jarvis	
Ms H Korfanty	
J Osborne	- Chairman
Mrs E Wiles	

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

COMMENCEMENT OF ACTIVITIES

On 2 December 2008, the activities, assets and liabilities of Sudbury & District Citizens Advice Bureau, an unincorporated charity, were transferred into this company. The activities of this company remained identical to the previous unincorporated charity

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006

**SUDBURY & DISTRICT
CITIZENS ADVICE BUREAU**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2010**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. To this end, the trustees have carried out, and documented, a formal risk assessment, which will be updated on a regular basis.

ON BEHALF OF THE BOARD:



.....
J Osborne - Trustee

Date 14 July 2010

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

I report on the accounts for the year ended 31 March 2010 set out on pages five to eleven

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 43(2) of the Charities Act 1993 (the 1993 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 43 of the 1993 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 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 Section 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.



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

Date: . 15 July 2010 .

**SUDBURY & DISTRICT
CITIZENS ADVICE BUREAU**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2010**

	Note	Unrestricted funds £	Restricted funds £	31/3/10 Total funds £	31/3/09 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	113,793	-	113,793	22,187
Activities for generating funds	3	4,215	-	4,215	650
Investment income	4	19	-	19	117
Receipt of net assets from unincorporated charity		<u>-</u>	<u>-</u>	<u>-</u>	<u>79,343</u>
Total incoming resources		118,027	-	118,027	102,297
RESOURCES EXPENDED					
Governance costs		494	-	494	460
Other resources expended		<u>102,021</u>	<u>4,857</u>	<u>106,878</u>	<u>29,096</u>
Total resources expended		102,515	4,857	107,372	29,556
NET INCOMING/(OUTGOING) RESOURCES before transfers					
		15,512	(4,857)	10,655	72,741
Gross transfers between funds	11	<u>2,533</u>	<u>(2,533)</u>	<u>-</u>	<u>-</u>
Net incoming/(outgoing) resources		18,045	(7,390)	10,655	72,741
RECONCILIATION OF FUNDS					
Total funds brought forward		64,776	7,965	72,741	-
TOTAL FUNDS CARRIED FORWARD		<u>82,821</u>	<u>575</u>	<u>83,396</u>	<u>72,741</u>

The notes form part of these financial statements

**SUDBURY & DISTRICT
CITIZENS ADVICE BUREAU**

**BALANCE SHEET
AT 31 MARCH 2010**

	Note	Unrestricted funds £	Restricted funds £	31/3/10 Total funds £	31/3/09 Total funds £
FIXED ASSETS					
Tangible assets	8	2,377	-	2,377	3,803
CURRENT ASSETS					
Debtors	9	375	-	375	282
Cash at bank and in hand		<u>83,003</u>	<u>575</u>	<u>83,578</u>	<u>69,439</u>
		83,378	575	83,953	69,721
CREDITORS					
Amounts falling due within one year	10	(2,934)	-	(2,934)	(783)
NET CURRENT ASSETS		<u>80,444</u>	<u>575</u>	<u>81,019</u>	<u>68,938</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>82,821</u>	<u>575</u>	<u>83,396</u>	<u>72,741</u>
NET ASSETS		<u>82,821</u>	<u>575</u>	<u>83,396</u>	<u>72,741</u>
FUNDS	11				
Unrestricted funds				82,821	64,776
Restricted funds				<u>575</u>	<u>7,965</u>
TOTAL FUNDS				<u>83,396</u>	<u>72,741</u>

The notes form part of these financial statements

**SUDBURY & DISTRICT
CITIZENS ADVICE BUREAU**

**BALANCE SHEET - CONTINUED
AT 31 MARCH 2010**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2010

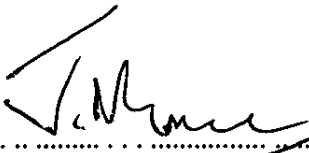
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2010 in accordance with Section 476 of the Companies Act 2006.

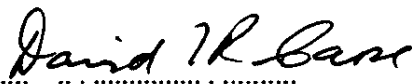
The trustees acknowledge their responsibilities for

- (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 25th June 2010 and were signed on its behalf by:


.....
J Osborne -Trustee


.....
D Carse -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 2010**

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

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 etc	- 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 2010**

2. VOLUNTARY INCOME

	31/3/10	31/3/09
	£	£
Donations	940	250
Legacies	4,465	-
Grants	<u>108,388</u>	<u>21,937</u>
	<u>113,793</u>	<u>22,187</u>

Grants received, included in the above, are as follows

	31/3/10	31/3/09
	£	£
Babergh District Council	58,839	16,796
Suffolk County Council	43,090	3,565
Babergh District Council rent	4,850	1,576
Great Cornard Parish Council	750	-
Other grants	<u>859</u>	<u>-</u>
	<u>108,388</u>	<u>21,937</u>

3. ACTIVITIES FOR GENERATING FUNDS

	31/3/10	31/3/09
	£	£
Fundraising events	2,987	-
Room hire	1,168	650
Other income	<u>60</u>	<u>-</u>
	<u>4,215</u>	<u>650</u>

4. INVESTMENT INCOME

	31/3/10	31/3/09
	£	£
Interest received	<u>19</u>	<u>117</u>

5. NET INCOMING/(OUTGOING) RESOURCES

Net incoming resources are stated after charging depreciation on owned assets of £1,426.

**SUDBURY & DISTRICT
CITIZENS ADVICE BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2010**

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2010 nor for the year ended 31 March 2009.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 March 2010 nor for the year ended 31 March 2009.

7. STAFF COSTS

	31/3/10	31/3/09
	£	£
Wages and salaries	<u>72,067</u>	<u>23,179</u>

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

8. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
COST	
At 1 April 2009 and 31 March 2010	<u>4,279</u>
DEPRECIATION	
At 1 April 2009	476
Charge for year	<u>1,426</u>
At 31 March 2010	<u>1,902</u>
NET BOOK VALUE	
At 31 March 2010	<u>2,377</u>
At 31 March 2009	<u>3,803</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/10	31/3/09
	£	£
Other debtors	<u>375</u>	<u>282</u>

**SUDBURY & DISTRICT
CITIZENS ADVICE BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2010**

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/10	31/3/09
	£	£
Other creditors	<u>2,934</u>	<u>783</u>

11. MOVEMENT IN FUNDS

	At 1.4.09	Net movement in funds	Transfers between funds	At 31.3.10
	£	£	£	£
Unrestricted funds				
General fund	64,776	15,512	2,533	82,821
Restricted funds				
Babergh District Council Hadleigh Kiosk	5,000	(4,832)	(168)	-
NHAS Outcome Project	800	-	(800)	-
Citizens Advice Homeless Project	600	(25)	-	575
Building Fund	965	-	(965)	-
95 Club	<u>600</u>	<u>-</u>	<u>(600)</u>	<u>-</u>
	7,965	(4,857)	(2,533)	575
	<u>72,741</u>	<u>10,655</u>	<u>-</u>	<u>83,396</u>
TOTAL FUNDS				

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	118,027	(102,515)	15,512
Restricted funds			
Babergh District Council Hadleigh Kiosk	-	(4,832)	(4,832)
Citizens Advice Homeless Project	<u>-</u>	<u>(25)</u>	<u>(25)</u>
	-	(4,857)	(4,857)
	<u>118,027</u>	<u>(107,372)</u>	<u>10,655</u>
TOTAL FUNDS			

**SUDBURY & DISTRICT
CITIZENS ADVICE BUREAU**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2010**

	31/3/10 £	31/3/09 £
INCOMING RESOURCES		
Voluntary income		
Donations	940	250
Legacies	4,465	-
Grants	<u>108,388</u>	<u>21,937</u>
	113,793	22,187
Activities for generating funds		
Fundraising events	2,987	-
Room hire	1,168	650
Other income	<u>60</u>	<u>-</u>
	4,215	650
Investment income		
Interest received	19	117
Receipt of net assets from unincorporated charity		
Receipt of net assets from unincorporated charity	<u>-</u>	<u>79,343</u>
Total incoming resources	118,027	102,297
RESOURCES EXPENDED		
Support costs		
Management		
Cost of premises	14,896	2,577
Printing, postage, stationery and telephone costs	3,090	1,329
Advertising and recruitment	1,550	-
Miscellaneous expenses	1,799	1,142
Independent examiners fees	494	460
Citizens advice	4,528	70
Equipment hire	561	80
Depreciation	<u>1,426</u>	<u>476</u>
	28,344	6,134
Information technology		
Computer costs	6,961	243

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 2010**

	31/3/10	31/3/09
	£	£
Human resources		
Wages, salaries, travel and training costs	<u>72,067</u>	<u>23,179</u>
Total resources expended	107,372	29,556
	<u> </u>	<u> </u>
Net income	<u>10,655</u>	<u>72,741</u>

This page does not form part of the statutory financial statements