

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU
REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED
31 MARCH 2012

Beatons Limited
Chartered Accountants
York House
2-4 York Road
Felixstowe
Suffolk
IP11 7QG

TUESDAY



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FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2012

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FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

BUREAU INFORMATION AS AT 31 MARCH 2012

CONSTITUTION

Felixstowe and District Citizens Advice Bureau is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. Charity number 291519. Company number 07570403.

DIRECTORS

The directors of the charitable company (the charity) are its trustees for the purpose of charity law throughout this report are collectively referred to as trustees. The trustees serving during the year and since year end were as follows:

ELECTED TRUSTEES

R Foyster (also company secretary)
M Dixon
D Smith
D Wardle
D Leney
S Robinson

REPRESENTATIVE TRUSTEES

D Savage (Suffolk Coastal District Council)
J Sennington (Suffolk Coastal District Council)
N Barber (Suffolk County Council)
S Mecrow (Advisers' Representative)

REGISTERED CHARITY NUMBER

291519

REGISTERED OFFICE

Waterfront House
Wherry Quay
Ipswich
Suffolk
IP4 1AS

CHARITY ADDRESS

2-6 Orwell Road
Felixstowe
Suffolk
IP11 7HD

ACCOUNTANTS

Beatons Limited
Chartered Accountants
York House
2-4 York Road
Felixstowe
Suffolk
IP11 7QG

PRINCIPAL BANKERS

Cater Allen Private Bank
9 Nelson Street
Bradford
BD1 5AN

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES' REPORT

The Trustees present their annual report with the financial statements of the bureau for the period ended 31 March 2012

The charity operates in accordance with the constitution document, the names of the trustees and bureau address are shown on page 1

OBJECTS OF THE CHARITY

The object of the charity is the promotion of any charitable purpose for the benefit of the community in Felixstowe, by the advancement of education, the protection of health and the relief of poverty, sickness and distress

REVIEW OF ACTIVITIES

The last year has seen some significant changes for the Bureau starting with the 2011 AGM when I took over from Doreen Savage as Chairman. Doreen was an experienced Chairman who provided outstanding leadership. She was a very hard act to follow. She continues to serve as a Trustee and makes a valuable contribution to our work including generously nominating the Bureau as one of her Mayor's Charities in 2011/12.

The first meeting I chaired was to finalise the incorporation of the Felixstowe CAB as a limited company, a move which was encouraged for all Bureaus by Citizens Advice. The incorporation was undertaken by our vice-chairman Richard Foyster of AshtonKCJ with the assistance of his colleague Petra Sharp and I would like to record grateful thanks for all their work in achieving this at no cost to the Bureau.

During the year another PETRA was also significant in the life of the Bureau. This is the new Citizens Advice client data base which Felixstowe has been piloting. It will eventually be rolled out nationally but Felixstowe has been helping to iron out the preliminary glitches. This has involved a lot of hard work and sometimes frustration for the Bureau's Advisers and they deserve all our thanks for their patience and perseverance. We are very lucky to have some IT wizards among our team of highly skilled volunteers. We were pleased to learn recently that Felixstowe is to receive a financial donation from Citizens Advice in recognition of its work with the pilot.

The retirement of the Bureau's wonderful manager Barbara Rose has been a major event of the year. It is almost impossible to put into words what the Bureau and its clients owe to Barbara. She has been universally admired and respected for the standard of her management and leadership. We hope that she will be able to continue her links with Felixstowe and we wish her all the best for the future. We have been very fortunate to have been able to appoint Graham Page as Barbara's successor and we welcome him most warmly to the Bureau where he will be ably supported by the Deputy Manager Jane London and the excellent hard working team. The great majority of the Felixstowe Advisers are volunteers and it is upon them that we rely to provide the vital services of the Bureau to the Felixstowe community and beyond.

These services are being provided at a time when there is a growing need because of the current national economic situation. Debt Advice is in such demand that the Bureau is looking at new ways to use its resources to try to meet this need. Changes in the benefit regime mean that not only is there an effect on individuals but national policy issues are highlighted which the Bureau pursues with the Government. Our MP Therese Coffey has been helpful to the Bureau in contacting the appropriate Government Departments.

Without the financial help of many organisations and individuals the work of the Bureau would not be possible. The Bureau is a Charity and we receive no financial assistance from central Government. Our grateful and sincere thanks go to Suffolk Coastal District Council, Suffolk County Council, Felixstowe Town Council, the Parish Councils, the Rope Trust, the Friends of the Bureau and many individual donors for their generous financial support. We also receive help in kind including the services of our Independent Examiner, Beatons for which we are most grateful.

I have found my first year as Chairman fascinating and enjoyable and it is a great honour to be involved with such an important organisation in the life of the community of Felixstowe and beyond.

RECRUITMENT PROCESS FOR NEW TRUSTEES

Prospective trustees will be selected for their ability to make an effective contribution to the bureau through their skills, knowledge and experience.

Trustees are recommended to the Board and their nomination is approved at a quarterly Board meeting. Formal elections take place at the AGM.

New trustees will be provided with the 'Welcome to the Citizens Advice service' pack produced by Citizens Advice for new trustees. This gives them a picture of the service as a whole, their role within it and signposts them to further information and support.

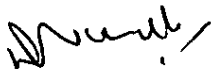
The induction process will be carried out by the Chairman of the Trustee Board and the Bureau Manager and aims to

- Inform the new trustee about the roles and responsibilities a trustee board member is expected to carry out
- Inform the new trustee about the current work of the bureau, the business and development plans, financial and staffing resources, quality and service requirements
- Identify the knowledge, skills and experience that the trustee brings to the trustee board
- Identify any further needs for information and possible sources of further support

RESERVES POLICY

It is the policy of the charity to maintain unrestricted funds at the minimum level possible after setting aside specific contingency funds as detailed in note 5.

On behalf of the trustees'



Approved by the trustees' D Wardle
Date 4th July 2012

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

TREASURER'S REPORT

The unprecedented three fold surge in clients requiring debt advice which occurred in 2009 has never abated. A second debt adviser was taken on then and this post continues to be absolutely crucial if we are to maintain a full and efficient advice service to very vulnerable clients. We are very fortunate on two counts because we have very caring staff in post and after temporary Council funding ceased the Mrs L. D. Rope 3rd Charitable Settlement stepped in to commit a sum of £13,000 per year for three years. This has enabled us to finance the additional post with some assistance from funds raised by the Friends of the Bureau. This additional funding has been without doubt absolutely critical to our ability to maintain a proper debt advice service.

We continue to work closely with our two principal funders Suffolk Coastal District Council and Suffolk County Council. Both Councils are under abnormally high pressure from central government to severely reduce costs and it is incumbent upon us to show the consistent value to them, through the high standard of service provided by the Bureau. Apart from an initial reduction of 10% by Suffolk Coastal District Council in 2011/12 both Councils have recognised the value of our work by maintaining an unchanged grant in 2012/13.

I would like to express my gratitude to all those who helped the Friends to raise £3,530 in various ways during this current nine month period. A particular thank you is due to Mike Doughty for raising an amazing sum of over £1,600 on a sponsored walk from Felixstowe to Lowestoft. Also to those volunteers who very generously donated their travelling expenses back to the Bureau. This gesture is much appreciated.

I have been compiling an annual financial report since 2003 and each year I have been able to thank Barbara our Manager for her excellent support to me. I think we started our work here at more or less the same time. Her support to me has been unceasing and this has been the reason that I have been able to carry out my functions so smoothly. I wish her every success and contentment as she commences what I am sure will be a long and happy retirement.

David Wardle
Hon Treasurer

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES' OF FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

I report on the accounts of the company for the period ended 31 March 2012 which are set out on pages 2 to 3

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this period under section 144(2) of the Charities Act 2011 (the 2011 Act) 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 145 of the 2011 Act,
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- state whether particular matters have come to my attention

BASIS OF 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 statement 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 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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


J J Oakley F C A

4th July 2012

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FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31 MARCH 2012

	General Fund	Designated Contingency Fund	Friends of Fel CAB	Rope Trust Funds	Total 9 months to 31 03 12
	Unrestricted £	Unrestricted £	Unrestricted £	Restricted £	£
INCOME AND EXPENDITURE					
Incoming Resources					
SCDC Grant	43,275	-	-	-	43,275
SCC Grant	24,262	-	-	-	24,262
Leiston/Saxmundham CAB	1,261	-	-	-	1,261
Felixstowe Town Council	750	-	-	-	750
Parish Council Grants	100	-	-	-	100
Suffolk Foundation Grant	5,000	-	-	-	5,000
HMP Hollesley Bay	1,200	-	-	-	1,200
Other Grants	400	-	-	-	400
Other Donations	1,340	-	-	-	1,340
Friends Fund Raising	-	-	3,965	-	3,965
The Rope Trust - Grants	-	-	-	9,750	9,750
Sundry Income	129	-	-	-	129
Bank Interest Received	451	450	225	-	1,126
Total Incoming Resources	78,168	450	4,190	9,750	92,558
Resources Expended					
Administration Expenses	84,450	-	660	9,750	94,860
Depreciation	1,285	-	-	-	1,285
Total Resources Expended	85,735	-	660	9,750	96,145
Net Incoming Resources for the year	(7,567)	450	3,530	-	(3,587)
Fund balances transferred from unincorporated charity at 30 June 2011	3,726	19,558	6,926	650	30,860
Transfer between funds	5,400	-	(5,400)	-	-
Fund Balances carried forward at 31 March 2012	1,559	20,008	5,056	650	27,273

The notes on pages 9 to 10 form part of these financial statements

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

ADMINISTRATION EXPENSES FOR THE PERIOD ENDED 31 MARCH 2012

	9 MONTHS TO 31 03 12 TOTALS £
EXPENDITURE	
Salaries	61,714
Travelling Expenses	5,346
Training Costs	1,427
Repair, Maintenance & Cleaning	2,655
Rates	907
Rents	7,688
Insurance	1,212
Heat & Light	799
Telephones	1,748
Printing & Stationery	2,367
Subscriptions	3,082
Postages	1,687
Advertising	594
Professional Fees	800
Photocopier Lease	1,494
Sundry Expenses	1,340
TOTAL EXPENSES	94,860

The notes on pages 9 to 10 form part of these financial statements

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

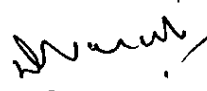
BALANCE SHEET AS AT 31 MARCH 2012

	Notes	31 03 12	
		£	£
FIXED ASSETS			
Tangible Assets	2		6,864
CURRENT ASSETS			
Prepayments		1,801	
Cash at Bank and in hand		<u>59,548</u>	
		61,349	
CURRENT LIABILITIES			
Accruals and deferred income		<u>(40,940)</u>	
NET CURRENT ASSETS			20,409
CURRENT LIABILITIES			<u>27,273</u>
REPRESENTED BY FUNDS			
Unrestricted Funds			
Friends of Felixstowe Citizens Advice Bureau			5,056
Designated Contingency Fund	5		20,008
General Fund			1,559
Restricted Funds			
Rope Trust			650
			<u>27,273</u>

For the financial period ended 31 March 2012 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and 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 profit or loss for the 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 accounts, so far as applicable to the company.

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


Trustee D. Wardle
Felixstowe Citizens Advice Bureau
Date 4th July 2012

Company Registration No 07570403

The notes on pages 9 to 10 form part of these financial statements

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2012

1 STATEMENT OF ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention and are in accordance with applicable accounting standards and the Charities' Statement of Recommended Practice (SORP) - published in March 2005 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Company status

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

Depreciation of tangible fixed assets

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

Leased Assets	Over the term of the lease
Fixtures, Fittings and Equipment	15% on reducing balance
Computer Equipment	25% straight line

Incoming Resources

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

Grants received

Income from grants and donations are included in the accounts in the appropriate year of receipt.

Leasing and hire purchase commitments

Assets held under finance leases and hire purchase contracts are capitalised in the balance sheet and are depreciated over their estimated useful lives. The interest element of the rental obligations is charged to the profit and loss account over the period of the lease.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

2 TANGIBLE FIXED ASSETS

	Leasehold Improvements £	Fixtures, fittings and equipment £	Total £
Net book value transferred from unincorporated charity at 30 June 2011	-	8,149	8,149
Depreciation	-	(1,285)	(1,285)
	<hr/>	<hr/>	<hr/>
At 31 March 2012	-	6,864	6,864
	<hr/>	<hr/>	<hr/>

3 REVENUE COMMITMENTS

At the period end the bureau was committed to making the following payments during the next year in respect of operating leases with expiry dates as follows:

	Land and buildings 9 MONTHS TO 31 03 12 £	Other 9 MONTHS TO 31 03 12 £
Within 2 - 5 years	10,250	-
More than five years	-	-
	<hr/>	<hr/>

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2012

4 NET INCOMING RESOURCES FOR THE PERIOD

9 MONTHS TO
31 03 12
£

Net incoming resources for the year are stated after charging
Independent Examiner's Fees

800

The Independent Examiner's fee for the period ended 31 March 2012 is the valuation of a donated service

5 DESIGNATED CONTINGENCY FUND

The purpose of this reserve is to set aside a provision for contingent liabilities that may arise as a result of contractual wage obligations

This reserve also covers for any sick pay that may have to be paid, replacement of any computer equipment, and redecoration of the buildings

6 GRANTS MADE

During the period no grants were made through the Rope Trust to individuals to alleviate hardship
The grants are first approved by the Rope Trust

7 EMPLOYEE COSTS

Employee costs for the period were as follows -

9 MONTHS TO
31 03 12
£
57,675
4,039
61,714

Wages and salaries
Employer's NIC

The average number of employees in the period was 7
5 employees were paid between £2,500 and £5,000 in the year

8 TRUSTEES EXPENSES

During the year no expenses or remuneration was paid to the trustees

9 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Fund	Designated Contingency Fund	Friends of Fel CAB	Rope Trust Funds	Total
	Unrestricted	Unrestricted	Unrestricted	Restricted	
	£	£	£	£	£
Fund balances at 31 March 2012 are represented by					
Fixed Assets	6,864	-	-	-	6,864
Current Assets	35,635	20,008	5,056	650	61,349
Current Liabilities	(40,940)	-	-	-	(40,940)
	<u>1,559</u>	<u>20,008</u>	<u>5,056</u>	<u>650</u>	<u>27,273</u>

10 RELATED PARTY TRANSACTIONS

On 30 June 2011 the assets and liabilities of the unincorporated charity were transferred into the company. Both entities were under the control of the same Trustees.