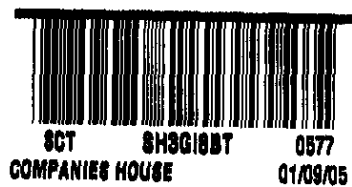


Registered

ABERDEEN CITIZENS ADVICE BUREAU  
(A COMPANY LIMITED BY GUARANTEE)

Company No 123593

FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2005



ABERDEEN CITIZENS ADVICE BUREAU  
(A COMPANY LIMITED BY GUARANTEE)

FINANCIAL STATEMENTS

for year ended 31 March 2005

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ABERDEEN CITIZENS ADVICE BUREAU  
(A COMPANY LIMITED BY GUARANTEE)

COMPANY INFORMATION

Year to 31 March 2005

NUMBER	123593
DIRECTORS	F A Ian Parkinson James Henderson Patricia Stewart Sheila Henderson Philip D'Arcy Sandra E Davidson Gordon Leslie Muriel F McIntyre (resigned 31/1/05) Andrew C J Wainwright Emma Taggart (appointed 18/2/05)
SECRETARY	James M Hendry
REGISTERED OFFICE	41 Union Street Aberdeen AB11 5BN
AUDITORS	Andrew Philip Chartered Accountants 49 Carden Place Aberdeen AB10 1UN

ABERDEEN CITIZENS ADVICE BUREAU  
(A COMPANY LIMITED BY GUARANTEE)

DIRECTORS' REPORT

for the year ended 31 MARCH 2005

The directors present their report and the audited financial statements for the year 31 March 2005.

**Principal activity**

The principal activity of the company is the education of the public in matters relating to mental, physical and social welfare and the relief of poverty for the benefit of the community in the Aberdeen area.

**Results and dividends**

The results for the year are shown in the profit and loss account on page 5. The directors do not propose payment of an ordinary dividend.

**Directors**

As the company is limited by guarantee, there are no shares in which any director has an interest.

Directors are appointed and removed under the procedure laid down by the Memorandum and Articles of Association, which is the Bureau's Governing Document.

**Auditors**

The Company has elected to dispense with the annual appointment of auditors. In the absence of a specific resolution to the contrary, Andrew Philip will continue in office.

On behalf of the board:



Sheila Henderson  
Director  
41 Union Street  
Aberdeen  
AB11 5BN

Date: *14th Aug 2005*

ABERDEEN CITIZENS ADVICE BUREAU  
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF DIRECTORS' RESPONSIBILITIES

for the year ended 31 MARCH 2005

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- 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 company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention of fraud and other irregularities.

ABERDEEN CITIZENS ADVICE BUREAU  
(A COMPANY LIMITED BY GUARANTEE)

INDEPENDENT AUDITORS' REPORT  
TO THE MEMBERS OF ABERDEEN CITIZENS ADVICE BUREAU

We have audited the financial statements of Aberdeen Citizens Advice Bureau on pages 5 to 10 for the year ended 31 March 2005. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

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 directors and auditors**

As described on page 3, the company's directors are responsible for the preparation of financial statements. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the directors' report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company are not disclosed. We read the directors' report and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of opinion**

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

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

**Fundamental Uncertainty**

In forming our opinion, we have considered the adequacy of the future funding available to the Bureau. The financial statements have been prepared on a going concern basis, the validity of which depends on funding being made available to finance the services that the Bureau provides to the public. The financial statements do not include any adjustments that would be necessary should the local council withdraw their support. Details of the circumstances relating to this fundamental uncertainty are described in note 1. Our opinion is not qualified in this respect.

**Opinion**

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 March 2005 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*Andrew Philip*

Andrew Philip  
Chartered Accountants & Registered Auditors  
49 Carden Place  
Aberdeen AB10 1UN

Date: 26-8-05

ABERDEEN CITIZENS ADVICE BUREAU  
(A COMPANY LIMITED BY GUARANTEE)

PROFIT AND LOSS ACCOUNT

for the year ended 31 MARCH 2005

	Note	2005 £	2004 £
Grants received	2	252,526	223,416
Staff costs		(162,436)	(153,655)
<b>Gross profit</b>		<b>90,090</b>	<b>69,761</b>
<b>Net operating expenses</b>			
Administrative expenses		(107,343)	(91,317)
Other operating income		23,711	20,602
<b>Profit/loss on ordinary activities before taxation</b>		<b>6,458</b>	<b>(954)</b>
Taxation		0	0
<b>Profit/loss on ordinary activities after taxation retained for the year</b>	10	<b>6,458</b>	<b>(954)</b>

Movements in reserves are shown in note 10.

The profit and loss account has been prepared on the basis that all operations are continuing operations.

There are no recognised gains and losses other than those passing through the profit and loss account.

ABERDEEN CITIZENS ADVICE BUREAU  
(A COMPANY LIMITED BY GUARANTEE)

BALANCE SHEET

at 31 March 2005

	Note	£	2005 £	£	2004 £
<b>Fixed Assets</b>	6		73,513		9,840
<b>Capital Grants</b>	9		(58,847)		0
			<u>14,666</u>		<u>9,840</u>
<b>Current assets</b>					
Debtors	7	40,172		6,864	
Cash at bank and in hand		13,411		65,234	
			<u>53,583</u>	<u>72,098</u>	
<b>Creditors: amounts falling due within one year</b>	8	(54,175)		(74,323)	
<b>Net current assets</b>			<u>(592)</u>	<u>(2,225)</u>	
<b>Total assets less current liabilities</b>			<u>14,073</u>	<u>7,615</u>	
			=====	=====	
<b>Capital and reserves</b>					
Profit and loss account	10		14,073		7,615
<b>Total funds</b>			<u>14,073</u>	<u>7,615</u>	
			=====	=====	

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The financial statements on pages 5 to 10 were approved by the board of directors on 26-3-05 and signed on its behalf by:

*Sheila Henderson*

Sheila Henderson  
Chairman

*Patricia Stewart*

Patricia Stewart  
Director



ABERDEEN CITIZENS ADVICE BUREAU  
(A COMPANY LIMITED BY GUARANTEE)

NOTES ON FINANCIAL STATEMENTS

Year Ended 31 March 2005

**1 Accounting policies**

**Basis of accounting**

The financial statements have been prepared under the historic cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), and the Statement of Recommended Practice - Accounting by Charities (SORP). The SORP requires the presentation of a statement of financial activities (SOFA). The company has not presented a SOFA because the information required by the SORP in a SOFA is given elsewhere in the financial statements. All of the company's income is subject to donor imposed restrictions and all expenditure is considered to be of a direct charitable nature. A summary of the more important accounting policies, which have been applied consistently, is set out below.

The company has taken advantage of the exemption from preparing a cash flow statement as conferred by Financial Reporting Standard No 1 (Revised 1996) on the grounds that it qualifies as a small company under the Companies Act 1985.

**Basis of preparing financial statements - going concern assumption**

The financial statements have been prepared on a going concern basis which assumes that the company will continue in operational existence for the foreseeable future.

The validity of this assumption depends on Aberdeen Citizens Advice Bureau achieving a sufficient level of funding to cover budgeted expenditure for 2005/06 and 2006/07. This is difficult to predict as Aberdeen City Council determine funding year by year and announce grants payable at the start of each accounting year.

If the company was unable to continue in operational existence for the foreseeable future, adjustments would have to be made to reduce the balance sheet values of assets to their recoverable amounts and to provide for any further liabilities that might arise, and to reclassify fixed assets and long term liabilities as current assets and liabilities.

Whilst the directors are presently uncertain as to the outcome of the matters mentioned above, they believe that it is appropriate for the financial statements to be prepared on a going concern basis.

**Tangible fixed assets**

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:

Office equipment	15 - 33%
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**Operating leases**

Costs in respect of operating leases are charged on a straight line basis over the lease term.

**Taxation**

As a charity, the company is not liable to tax on its income. The company is not registered for VAT.

**Pension costs**

The pension costs charged in the financial statements represent the contributions payable by the company during the year.

**Capital grants**

Grants relating to specific capital expenditure costs are credited to the profit and loss account over the related assets' useful lives. Other grants are credited to the profit and loss account when receivable.

**Restricted funds**

Restricted funds represent funds earmarked by the donors for a specific purposes.

ABERDEEN CITIZENS ADVICE BUREAU  
(A COMPANY LIMITED BY GUARANTEE)

NOTES ON FINANCIAL STATEMENTS

Year Ended 31 March 2005

2	Grants	2005 £	2004 £
	Aberdeen City Council	250,278	217,166
	Lloyds TSB Foundation for Scotland	1,417	6,250
	In-Court Advice Project & Calsayseat Project	831	0
		<u>252,526</u>	<u>223,416</u>

3 Operating profit

Operating profit is stated after charging:

Auditors' remuneration	1,400	1,200
Operating leases:		
Hire of plant and machinery	2,170	2,768
Rent	29,851	16,925
	<u>33,421</u>	<u>19,893</u>

Depreciation of tangible fixed assets (note 6)

Owned assets	24,047	6,824
	<u>24,047</u>	<u>6,824</u>

4 Directors

Directors' emoluments	41,127	36,784
	<u>41,127</u>	<u>36,784</u>

Retirement benefits are accruing to two directors under a defined benefit scheme.

Pension scheme

The pension charge for the year was £12,230 (2004 £11,832).

The Bureau participates in the Aberdeen City Council Superannuation Scheme which is a defined benefit scheme. Employer's contributions amounted to 14.7% during 2004/05. Details of the scheme are disclosed in the accounts of Aberdeen City Council.

Included within other creditors and accruals is a superannuation provision of £1,292 (2004 £1,632) during 2004/05.

ABERDEEN CITIZENS ADVICE BUREAU  
(A COMPANY LIMITED BY GUARANTEE)

NOTES ON FINANCIAL STATEMENTS

Year Ended 31 March 2005

<b>5</b>	<b>Other income</b>	2005	2004
		£	£
	In-Court Advice management fee	4,000	1,667
	In-Court Advice reimbursed costs		11,029
	Room hire	0	1,039
	Donations and other receipts	4,179	5,329
	Bank interest	2,221	1,539
	Funding re new premises	13,311	
		<u>23,711</u>	<u>20,603</u>
		=====	=====
<b>6</b>	<b>Tangible fixed assets</b>		<b>Office Equipment</b>
			£
	<b>Cost</b>		
	At 1 April 2004		39,921
	Additions		87,720
			<u>127,641</u>
			=====
	At 31 March 2005		
	<b>Depreciation</b>		
	At 1 April 2004		30,081
	Charge for the year		24,047
			<u>54,128</u>
			=====
	At 31 March 2005		
	<b>Net book amount</b>		
	At 31 March 2005		73,513
			<u>73,513</u>
			=====
	At 1 April 2004		9,840
			<u>9,840</u>
			=====
<b>7</b>	<b>Debtors</b>	2005	2004
		£	£
	Amounts falling due within one year		
	Prepayments	6,261	5,031
	Other debtors	33,911	1,833
		<u>40,172</u>	<u>6,864</u>
		=====	=====

ABERDEEN CITIZENS ADVICE BUREAU  
(A COMPANY LIMITED BY GUARANTEE)

NOTES ON FINANCIAL STATEMENTS

Year Ended 31 March 2005

	2005 £	2004 £
<b>8 Creditors: amounts falling due within one year</b>		
Other taxation and social security	4,124	3,812
Other creditors	31,292	45,632
Accruals and deferred income	18,760	24,879
	<u>54,175</u>	<u>74,323</u>
	=====	=====
<b>9 Capital grants</b>		
Grants received during the year	72,158	0
Amortisation in the year	(13,311)	0
	<u>58,847</u>	<u>0</u>
	=====	=====
<b>10 Restricted funds</b>		2005 £
As at 1 April 2004		7,615
Retained loss for the year		6,458
		<u>14,073</u>
		=====
<b>11 Guarantees and other financial commitments</b>		
Financial commitments under non-cancellable operating leases will result in the following payments falling due in the year to 31 March 2006:		
	2005 £	2004 £
Land & Buildings		
Expiring within one year	37,440	19,000
Plant & Other		
Expiring within two to five years	2,474	2,474
	<u>39,914</u>	<u>21,474</u>
	=====	=====
<b>12 Related parties</b>		
The company was under the control of the directors throughout the year. There were no transactions during the year between the company and the directors, other than those disclosed under directors' emoluments in note 4 to the accounts.		

ABERDEEN CITIZENS ADVICE BUREAU

THE ATTACHED DETAILED  
PROFIT AND LOSS ACCOUNT  
DOES NOT FORM PART OF THE COMPANY'S  
FULL FINANCIAL STATEMENTS.  
IT IS PREPARED FOR INFORMATION  
PURPOSES ONLY.

**ABERDEEN CITIZENS ADVICE BUREAU**  
(A COMPANY LIMITED BY GUARANTEE)

**TRADING AND PROFIT AND LOSS ACCOUNT**

for the year ended 31 March 2005

	2005	2004
	£	£
<b>Grants</b>		
Aberdeen City Council	250,278	217,166
Lloyds TSB Foundation for Scotland	1,417	6,250
In-Court Advice Project & Calseyseat Project	831	0
	<hr/> 252,525	<hr/> 223,416
<b>Staff costs</b>		
Salaries and wages	95,750	94,839
Social security costs	13,329	10,200
Pension scheme contributions	12,230	11,832
Directors' emoluments	41,127	36,784
	<hr/> 162,436	<hr/> 153,655
<b>Gross profit</b>	<hr/> 90,089	<hr/> 69,761
<b>Other income</b>		
In-Court Advice management fee	4,000	1,667
In-Court Advice costs reimbursed	0	11,029
Room hire	0	1,039
Donations and other receipts	4,179	5,329
Bank interest	2,221	1,539
Capital grants amortisation	13,311	0
	<hr/> 23,711	<hr/> 20,603
	<hr/> 113,801	<hr/> 90,364
<b>Other operating expenses</b>		
Reference (books & information)	2,833	2,021
In-Court Advice costs	0	11,029
Printing and stationery	5,287	4,031
Postages	2,239	2,397
Training expenses	1,863	3,449
Volunteers expenses & travelling	4,097	6,352
Hire of plant and machinery	2,170	2,768
Electricity	520	1,867
Telephones	3,217	6,670
Services and repairs	751	5,124
Revenue expenditure on new premises	25,083	6,000
Movement in property related provisions	(14,000)	0
Property services charges	7,433	3,603
Property management fees	0	564
Other insurances	719	1,536
Rent	29,851	16,925
Water rates	2,018	1,194
Office cleaner	4,317	2,309
Miscellaneous	2,551	4,373
Payroll bureau	498	342
Audit and accountancy fees	1,848	1,939
Depreciation	24,047	6,824
	<hr/> 107,343	<hr/> 91,317
<b>Net profit/loss for the year</b>	<hr/> 6,458	<hr/> (953)