

Charity No SC009674

ABERDEEN CITIZENS ADVICE BUREAU
(A COMPANY LIMITED BY GUARANTEE)

Company No 123593

DIRECTORS' REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2007

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ABERDEEN CITIZENS ADVICE BUREAU
(A COMPANY LIMITED BY GUARANTEE)

FINANCIAL STATEMENTS

for year ended 31 March 2007

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ABERDEEN CITIZENS ADVICE BUREAU
(A COMPANY LIMITED BY GUARANTEE)

COMPANY INFORMATION

Year to 31 March 2007

NUMBER	123593
DIRECTORS	Sheila Henderson James Henderson Philip D'Arcy Gordon Leslie Andrew C J Wainwright Sarah Duncan Harold Koster Steven Delaney James Merson (appointed 05/07/06) Marjorie Kelman (appointed 19/09/06) Olufemi Adedokun (appointed 13/12/06) F A Ian Parkinson (resigned 19/09/06) Patricia Stewart (resigned 19/09/06) Sandra E Davidson (resigned 19/09/06) Emma Taggart (resigned 19/09/06)
SECRETARY	James M Hendry (resigned 19/09/06) Sarah Duncan (appointed 01/11/06)
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 2007

The directors present their report and the audited financial statements for the year
31 March 2007

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 statement of financial activities on page 6. The directors do not propose payment of a 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

Date 17 September 2007

ABERDEEN CITIZENS ADVICE BUREAU
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF DIRECTORS' RESPONSIBILITIES

for the year ended 31 MARCH 2007

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.

In so far as the directors are aware

there is no relevant audit information of which the charity's auditors are unaware, and the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

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 2007. 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

The responsibilities of the directors for preparing the Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Directors' Responsibilities on page 3.

Our responsibility is to audit the financial statements 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 financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985, and whether the information given in the Directors' Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the charitable 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 is 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.

ABERDEEN CITIZENS ADVICE BUREAU
(A COMPANY LIMITED BY GUARANTEE)

INDEPENDENT AUDITORS' REPORT (cont'd)
TO THE MEMBERS OF ABERDEEN CITIZENS ADVICE BUREAU

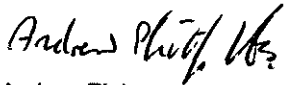
Fundamental Uncertainty

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, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charitable company's affairs as at 31 March 2007 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
the financial statements have been properly prepared in accordance with the Companies Act 1985, and
the information given in the Directors' Report is consistent with the financial statements



Andrew Philip
Chartered Accountants & Registered Auditors
49 Carden Place
Aberdeen

Date 17 September 2007

ABERDEEN CITIZENS ADVICE BUREAU
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 MARCH 2007

	Note	Unrestricted funds	Restricted funds	Total funds 2007	Total funds 2006
INCOMING RESOURCES	2				
Incoming resources from generating funds					
Voluntary income		5,182	0	5,182	10,587
Investment income		3,647	0	3,647	1,577
Incoming resources from charitable activities		249,053	213,851	462,904	344,962
		--			
TOTAL INCOMING RESOURCES		257,882	213,851	471,733	357,126
 RESOURCES EXPENDED					
Charitable activities	3	332,596	100,370	432,966	348,002
Governance costs	4	1,968	0	1,968	2,211
TOTAL RESOURCES EXPENDED		334,564	100,370	434,934	350,213
		--			
NET INCOMING RESOURCES BEFORE TRANSFERS		(76,682)	113,481	36,799	6,913
Transfer between funds		113,481	(113,481)	0	
	--	--		--	
NET INCOME FOR THE YEAR		36,799	0	36,799	6,913
Total funds brought forward		20,986	0	20,986	14,073
	--	--	--		
TOTAL FUNDS CARRIED FORWARD		57,785	0	57,785	20,986
		=====	=====	=====	=====

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared

All of the above amounts relate to continuing activities

ABERDEEN CITIZENS ADVICE BUREAU
(A COMPANY LIMITED BY GUARANTEE)

BALANCE SHEET

at 31 March 2007

	Note	£	2007 £	£	2006 £
Fixed Assets	7		40,786		54,292
Capital Grants	10		(30,195)		(43,840)
			10,591		10,452
Current assets					
Debtors	8	12,054		10,789	
Cash at bank and in hand		145,934		63,113	
		--		--	
		157,988		73,902	
Creditors, amounts falling due within one year	9	(110,794)		(63,368)	
Net current assets			47,194		10,534
Total assets less current liabilities			57,785		20,986
			=====		=====
Capital and reserves					
Reserves	11		57,785		20,986
			--		--
Total funds			57,785		20,986
			=====		=====

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies

The financial statements on pages 5 to 12 were approved by the board of directors on 17 September 2007 and signed on its behalf by

Sheila Henderson

Sheila Henderson
Chairperson

ABERDEEN CITIZENS ADVICE BUREAU
(A COMPANY LIMITED BY GUARANTEE)

NOTES ON FINANCIAL STATEMENTS

Year Ended 31 March 2007

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historic cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 1985

Cash flow statement

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

Fund accounting

Funds held by the charity are either

Unrestricted general funds which are categorised as

General funds are unrestricted funds which are available for use at the discretion of the directors in furtherance of the general objectives of the charity and which have not been designated for other purposes

Designated funds comprise unrestricted funds that have been set aside by the directors for particular purposes

Restricted funds are funds which can 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 a particular purpose

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. 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 that provide funding of a general nature, are recognised where there is an entitlement, certainty of receipt and the amount can be measured with sufficient reliability

Investment income is recognised on a receivable basis

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract or where entitlement to grant funding is subject to specific performance conditions. Grant income included in this category provides funding to support programme activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability

ABERDEEN CITIZENS ADVICE BUREAU
(A COMPANY LIMITED BY GUARANTEE)

NOTES ON FINANCIAL STATEMENTS (continued)

Year Ended 31 March 2007

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered, and is reported as part of expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs include those associated with meeting constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of resources. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

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 2007/08 and 2008/09. 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.

ABERDEEN CITIZENS ADVICE BUREAU
(A COMPANY LIMITED BY GUARANTEE)

NOTES ON FINANCIAL STATEMENTS (continued)

Year Ended 31 March 2007

2	Grants and donations	Unrestricted 2007 £	Restricted 2007 £	Total 2007 £	Total 2006 £
	Aberdeen City Council	245,750		245,750	221,500
	Aberdeen City Council Money Advice		64,500	64,500	62,864
	Aberdeen City Council ARI		9,094	9,094	9,767
	Aberdeen City Council Housing Advice		30,000	30,000	
	Scottish Executive In Court Advice		45,045	45,045	44,750
	NHS Grampian IASS		10,711	10,711	
	MacMillan Project		48,608	48,608	
	Calsayseat Project		5,893	5,893	6,081
	Donations	8,485		8,485	10,587
		—			
		254,235	213,851	468,086	355,549
		=====	=====	=====	=====
3	Resources expended	Unrestricted 2007 £	Restricted 2007 £	Total 2007 £	Total 2006 £
	<u>Charitable expenditure</u>				
	<u>Staff Costs</u>				
	Salaries	214,087	72,944	287,031	236,031
		=====	=====	=====	=====
	<u>Property Costs</u>				
	Rent, rates and insurance	54,674		54,674	53,408
	Cleaning	8,239		8,239	7,521
	Repairs and renewals	2,030	6,560	8,590	2,404
	Adapt new premises			0	2,966
	Dilapidations	15,000		15,000	11,500
		79,943	6,560	86,503	77,799
		=====	=====	=====	=====
	<u>Other Costs</u>				
	Telephone	6,762	1,891	8,653	5,917
	Leasing costs	2,762		2,762	2,869
	Training, books and information	3,755	3,003	6,758	1,993
	Stationery, printing and postage	11,360	7,093	18,453	8,023
	Miscellaneous	8,902	175	9,077	4,999
	Depreciation	2,394		2,394	4,054
	Volunteer expenses and travel	7,976	3,359	11,335	6,317
		43,911	15,521	59,432	34,172
		=====	=====	=====	=====
4	Governance costs		2007 £		2006 £
	These include				
	Audit fee		1,968		2,208
			=====		=====

ABERDEEN CITIZENS ADVICE BUREAU
(A COMPANY LIMITED BY GUARANTEE)

NOTES ON FINANCIAL STATEMENTS (continued)

Year Ended 31 March 2007

5 Directors

Directors' emoluments	19,850	37,635
	=====	=====

6 Pension scheme

The pension charge for the year was £12,257 (2006 £12,022)

The Bureau participates in the Aberdeen City Council Superannuation Scheme which is a defined benefit scheme. Details of the scheme are disclosed in the accounts of Aberdeen City Council.

Included within other creditors and accruals is a superannuation provision of £990 (2006 £1,002)

7 Tangible fixed assets

	Office Equipment £
Cost	
At 1 April 2006	128,838
Additions	5,843
At 31 March 2007	134,681
	=====
Depreciation	
At 1 April 2006	74,546
Charge for the year	19,349
At 31 March 2007	93,895
	=====
Net book amount	
At 31 March 2007	40,786
	=====
At 1 April 2006	54,292
	=====

8 Debtors

	2007 £	2006 £
Amounts falling due within one year		
Prepayments	471	7,130
Other debtors	11,583	3,659
	12,054	10,789
	=====	=====

ABERDEEN CITIZENS ADVICE BUREAU
(A COMPANY LIMITED BY GUARANTEE)

NOTES ON FINANCIAL STATEMENTS (continued)

Year Ended 31 March 2007

	2007 £	2006 £
9 Creditors amounts falling due within one year		
Other taxation and social security	9,713	6,420
Other creditors	65,731	51,978
Accruals and deferred income	35,350	4,970
	--	--
	110,794	63,368
	=====	=====
10 Capital grants		
As at 1 April 2005	43,840	58,847
Grants received during the year	2,042	0
Amortisation in the year	(15,688)	(15,007)
	30,195	43,840
	=====	=====
11 Restricted funds		
		2007 £
As at 1 April 2005		20,986
Retained profit for the year		36,799
As at 31 March 2006		57,785
		=====
12 Guarantees and other financial commitments		
Financial commitments under non cancellable operating leases will result in the following payments falling due in the year to 31 March 2008		
	2007 £	2006 £
<u>Land & Buildings</u>		
Expiring after five years	37,440	37,440
<u>Plant & Other</u>		
Expiring within two to five years	2,474	2,474
	--	--
	39,914	39,914
	=====	=====