

REGISTERED COMPANY NUMBER: SC123593 (Scotland)
REGISTERED CHARITY NUMBER: SC009674

**Report of the Trustees and
Financial Statements for the Year Ended 31 March 2015
for
Aberdeen Citizens Advice Bureau**

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COMPANIES HOUSE

**SBP
Accountants and
Registered Auditors
49 Carden Place
Aberdeen
AB10 1UN**

Aberdeen Citizens Advice Bureau

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for the Year Ended 31 March 2015**

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Aberdeen Citizens Advice Bureau

**Report of the Trustees
for the Year Ended 31 March 2015**

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 2015. 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
SC123593 (Scotland)

Registered Charity number
SC009674

Registered office
41 Union Street
Aberdeen
AB11 5BN

Trustees

James Henderson, Chairperson
Dr Nigel Dower, Treasurer
Philip D'Arcy
Kristian Chapman (resigned 19/08/14)
Graham R Dickson
Jeanette Illingworth (resigned 6/10/14)
James Merson
Mark Murphy
Florinda Soldani
Patrick W Rochford (resigned 25/09/14)
Andrew C J Wainwright (resigned 6/10/14)
Alex Young
Robin Bowden (appointed 24/02/2015)
Eleanor Morrison (appointed 7/10/14)
Faiza Nacef (20/5/14 and resigned 30/06/15)

Auditors

SBP
Accountants and
Registered Auditors
49 Carden Place
Aberdeen
AB10 1UN

Aberdeen Citizens Advice Bureau

Report of the Trustees for the Year Ended 31 March 2015

STRUCTURE, GOVERNANCE AND MANAGEMENT

Trustee's Report

The Trustees present their report and the audited financial statements for the year ended 31 March 2015.

Governing Document

The organisation is a charitable company limited by guarantee. The company was established under a Memorandum of Association which sets out the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

Appointment of the Directors

The Directors of the company, also known as Trustees, are appointed and removed under the procedure laid down by the Memorandum and Articles of Association.

The Directors are familiar with the aims and principles of the service while in addition they are encouraged to attend the courses organised by the National Citizens Advice Service covering:

The obligations of Trustees and Directors

Employment Procedures

Financial Management

Financial Planning

Risk Management

The Board reviews at regular intervals all aspects of its exposure including:

Governance risks e.g. inappropriate organisational structure, difficulties recruiting Directors with relevant skills and conflict of risk.

Operational risks e.g. service quality and development, contract pricing, employment issues, health and safety issues, fraud and misappropriation and financial risks, e.g. accuracy and timeliness of financial information, adequacy of reserves and cash flow, diversity of income sources and investment management.

External risks, e.g. public perception and adverse publicity, demographic changes and government policy.

Compliance with law and regulations e.g. breach of trust law, employment law and regulatory requirements of particular activities such as fund raising.

Organisational Structure

The Board meets approximately every 6 weeks and is responsible for the strategic direction and policy of the charity.

Operational services are conducted from the Bureau office as well as at several outreach centres and through telephone and visits to specific venues.

The company is a member of Citizens Advice Scotland, follows their procedures and is audited by them to ensure that it adopts recognised procedures and the quality of its service is satisfactory.

OBJECTIVES AND ACTIVITIES

The Bureau is a fully independent registered charity with its own Board of Directors. It is a member of The Scottish Association of Citizens Advice Bureaux.

The aims of our Citizens Advice Bureau are :

To ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities or of the services available to them, or through an inability to express their needs effectively;

To exercise a responsible influence on the development of social policies, both locally and nationally.

The service is independent and provides free, confidential and impartial advice to everybody regardless of race, sex, disability or sexuality.

Aberdeen Citizens Advice Bureau

Report of the Trustees for the Year Ended 31 March 2015

STRUCTURE, GOVERNANCE AND MANAGEMENT

Trustee's Report

The main objectives and activities for the year continued to focus upon giving of advice, empowering clients to solve their issues and acting as advocates or negotiators for those more vulnerable clients.

ACHIEVEMENTS AND PERFORMANCE

Across the whole of Scotland more than a quarter of all the work carried out by the Citizens Advice Bureaux is for clients' debts. Even in Aberdeen, which is generally considered to be one of the wealthiest parts of the country, 25% of our cases are debt related, 28% are benefits and national insurance related, with 9% relating to housing matters and 11% employment.

During the year our 30 staff and more than 100 volunteers have provided advice and information to 6,697 separate clients with 32,994 issues, thus making us one of the busiest single Bureau in which will involve new pressures and tasks.

We continue to be indebted to our 100+ volunteers and our Board of Directors who give generously of their time and to our dedicated team of paid staff. We are grateful for the continuing support of our funders, primarily Aberdeen City Council but also NHS Grampian, Poppy Scotland, Citizens Advice Scotland and Macmillan Cancer Support without whom the Bureau would be unable to undertake the wide range of functions it does. We are also grateful to members of the sub-committee that is involved in fund raising.

During the year we had a staff regrading exercise to bring us back in line with Aberdeen City Council staff grading that had become separated when the Council moved from SJC paycales to their current system.

FINANCIAL REVIEW

Against a backdrop of limited resources and insecurities over funding, it has been difficult in the year to 31 March 2015 to plan and develop future services. However, during the previous year, we entered into a three-year Service Level Agreement with Aberdeen City Council which gives us greater financial stability. The Charity, with the support of the Board, volunteers and staff, has ensured that Aberdeen Citizens Advice Bureau is in a healthy position.

Reserves Policy

The Board is committed to implementing a policy in which:

- i) reserves will be at an amount equivalent to at least three months' operation costs.
- ii) the desired level of the reserve will be reviewed on an annual basis. To that end the Treasurer will formally report to the Board at the first meeting after the AGM each year, and will confirm -
 - a) the level of the uncommitted reserve as at the previous financial year-end;
 - b) the amount of 3 months' operating costs, based on the previous year's annual accounts (and any material known changes since);
 - c) based on the foregoing, what the desired level of uncommitted reserves is (based on the Bureau's then policy).
- iii) The Bureau shall then take such steps that are within its power, consistent with maintaining its primary functions, to maintain having uncommitted reserves at the desired level.

Principal Funding Sources

The Bureau is solely dependent upon grants from other organisations. The details of the income are shown later in the accounts. The Board records its gratitude to Aberdeen City Council, Macmillan Cancer, NHS Grampian, The Friends of Aberdeen Citizens Advice Bureau and the Scottish Government; without these grants the service would not exist.

Aberdeen Citizens Advice Bureau

Report of the Trustees for the Year Ended 31 March 2015

STRUCTURE, GOVERNANCE AND MANAGEMENT

Trustee's Report

Investment Policy

At the beginning of the year all money held by the Bureau was in a current account with the Clydesdale Bank PLC, along with money held for dilapidations in an interest-bearing account. It was recognised that it would be desirable to open another interest-bearing account to hold some of our general reserves, but this had not been done by the end of the financial year.

Provision for Dilapidations Costs

It should be noted that during the previous year it emerged that in 2008 we had been wrongly advised about the level of provision for dilapidations that we should be progressively aiming to achieve. A second opinion was sought from another firm of chartered surveyors on what the correct figure should be and it became clear that the amount we have set aside already well exceeds what is required. The Board decided to spend some of the surplus in excess of what our reserve policy requires during the next couple of years, whilst some of it can also act as a buffer to the financial uncertainties indicated above and maintain a level of reserve above the minimum required but in the range of what OSCR regards as desirable. In fact during the year little of this surplus was used and our reserves remain well above the minimum required by OSCR.

PLANS FOR FUTURE PERIODS

Services Developments

In the current economic climate, the demand for the Bureau's services will continue to increase.

However there remain some uncertainties about the financial resources which will be available.

Several new projects to mitigate the effect of the welfare reforms came on stream during the financial year. During the previous year, ACAB entered into a three-year Service Level Agreement with
Aberdeen City Council, which gives us greater financial stability.

The Board is considering a range of strategies and options to respond to this developing situation.

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.

Aberdeen Citizens Advice Bureau

**Report of the Trustees
for the Year Ended 31 March 2015**

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Aberdeen 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees 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.

AUDITORS

The auditors, SBP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 22 September 2015 and signed on its behalf by:

Dr N Dower - Trustee

Nigel Dower

Report of the Independent Auditors to the Trustees of Aberdeen Citizens Advice Bureau

We have audited the financial statements of Aberdeen Citizens Advice Bureau for the year ended 31 March 2015 on pages eight to eighteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state in an auditors' 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 charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees Responsibilities set out on page five, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The trustees have elected for the financial statements to be audited in accordance with the Charities and Trustee Investment (Scotland) Act 2005 rather than also with the Companies Act 2006. Accordingly we have been appointed as auditors under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors, including APB Ethical Standard - Provisions Available for Small Entities (Revised), in the circumstances set out in note 20 to the financial statements

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

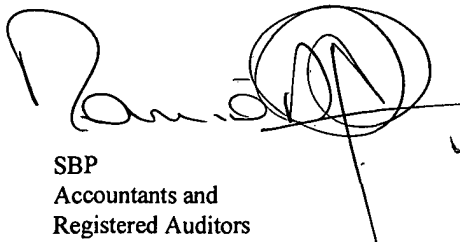
- give a true and fair view of the state of the charitable company's affairs as at 31 March 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

**Report of the Independent Auditors to the Trustees of
Aberdeen Citizens Advice Bureau**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- the charitable company has not kept proper and adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.



SBP

Accountants and
Registered Auditors

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

49 Carden Place

Aberdeen

AB10 1UN

22 September 2015

Aberdeen Citizens Advice Bureau

**Statement of Financial Activities
for the Year Ended 31 March 2015**

	Notes	Unrestricted funds £	Restricted funds £	31.3.15 Total funds £	31.3.14 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Activities for generating funds	2	1,243	-	1,243	9,444
Investment income	3	2,011	-	2,011	762
Incoming resources from charitable activities					
General advice and core activity	4	276,016	-	276,016	271,073
Other projects		-	361,882	361,882	321,519
Total incoming resources		279,270	361,882	641,152	602,798
RESOURCES EXPENDED					
Charitable activities					
General advice and core activity	5	315,063	-	315,063	-
Other projects		-	326,383	326,383	542,882
Governance costs	7	6,240	-	6,240	5,880
Total resources expended		321,303	326,383	647,686	548,762
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS					
		(42,033)	35,499	(6,534)	54,036
Gross transfers between funds	17	36,484	(36,484)	-	-
Net incoming/(outgoing) resources		(5,549)	(985)	(6,534)	54,036
RECONCILIATION OF FUNDS					
Total funds brought forward		224,493	23,427	247,920	193,884
TOTAL FUNDS CARRIED FORWARD		218,944	22,442	241,386	247,920

The notes form part of these financial statements

Aberdeen Citizens Advice Bureau

**Balance Sheet
At 31 March 2015**

	Notes	31.3.15 £	31.3.14 £
FIXED ASSETS			
Tangible assets	11	18,785	20,696
CURRENT ASSETS			
Debtors	12	13,308	11,046
Cash at bank and in hand		359,914	382,026
		<u>373,222</u>	<u>393,072</u>
CREDITORS			
Amounts falling due within one year	13	(46,648)	(54,896)
NET CURRENT ASSETS		<u>326,574</u>	<u>338,176</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		345,359	358,872
CREDITORS			
Amounts falling due after more than one year	14	(7,973)	(14,952)
PROVISIONS FOR LIABILITIES	15	(96,000)	(96,000)
NET ASSETS		<u>241,386</u>	<u>247,920</u>
FUNDS	17		
Unrestricted funds		218,944	224,493
Restricted funds		22,442	23,427
TOTAL FUNDS		<u>241,386</u>	<u>247,920</u>

The notes form part of these financial statements

Aberdeen Citizens Advice Bureau

**Balance Sheet - continued
At 31 March 2015**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2015.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

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 audited under the requirements of Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005.

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 22 September 2015 and were signed on its behalf by:

Dr N Dower -Trustee

Nigel Dower

The notes form part of these financial statements

Aberdeen Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2015

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.

Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company.

Fund accounting

All incoming resources are included in the Statement of Financial Activities (SOFA) 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 SOFA 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 received 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.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes 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.

Tangible fixed assets

Depreciation of fixed assets is calculated to write off their costs less any estimated residual value over their estimated useful lives as follows;

Office Equipment and Computers 15-33%

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.

Aberdeen Citizens Advice Bureau

Notes to the Financial Statements - continued for the Year Ended 31 March 2015

1. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

The company was a member of Aberdeen City Council's defined benefit scheme which is closed to new members. The charge to the financial statements is in respect of interest due on the outstanding balance arising from the actuarial valuation received in 2008.

The company operates a defined contribution scheme. The premiums are charged to the financial statements as they fall due.

Transfer of funds

This represents the contribution towards the administration costs incurred on Restricted Fund projects. It also includes the transfer of funds at the year end when there is no obligation to repay the balance or recover any deficit. See note 17 for details on individual projects.

Dilapidations

A charge is provided in the accounts to reflect the Directors' estimate (based on a chartered surveyors' report) of the dilapidations costs which could arise at the end of the company's property lease. The accounts now contain a provision for full amount that may become payable. See the note on page 4 for an explanation of the circumstances.

2. ACTIVITIES FOR GENERATING FUNDS

	31.3.15	31.3.14
	£	£
Fundraising events	1,243	9,444

3. INVESTMENT INCOME

	31.3.15	31.3.14
	£	£
Rents received	1,360	-
Deposit account interest	651	762
	2,011	762

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Activity	31.3.15	31.3.14
		£	£
Grant & project funding	General advice and core activity	276,016	271,073
Grant & project funding	Other projects	361,882	321,519
		637,898	592,592

Aberdeen Citizens Advice Bureau

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2015**

5. CHARITABLE ACTIVITIES COSTS

	Support costs (See note 6)	Totals
	£	£
General advice and core activity	315,063	315,063
Other projects	326,383	326,383
	<u>641,446</u>	<u>641,446</u>

6. SUPPORT COSTS

	Staff Costs	Property Costs	Other Costs	Totals
	£	£	£	£
General advice and core activity	197,641	81,062	36,360	315,063
Other projects	311,621	-	14,762	326,383
	<u>509,262</u>	<u>81,062</u>	<u>51,122</u>	<u>641,446</u>

7. GOVERNANCE COSTS

	31.3.15	31.3.14
	£	£
Audit	4,670	4,500
Accountancy	1,570	1,380
	<u>6,240</u>	<u>5,880</u>

8. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.15	31.3.14
	£	£
Depreciation - owned assets	7,002	9,687
	<u>7,002</u>	<u>9,687</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2015 nor for the year ended 31 March 2014.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2015 nor for the year ended 31 March 2014.

Aberdeen Citizens Advice Bureau

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2015**

10. STAFF COSTS

	31.3.15	31.3.14
	£	£
Wages and salaries	500,409	440,201
Other pension costs	8,853	6,573
	<u>509,262</u>	<u>446,774</u>

The average monthly number of employees during the year was as follows:

31.3.15	31.3.14
30	28
<u>30</u>	<u>28</u>

No employees received emoluments in excess of £60,000.

The pension charge for the year was £8,853 (2014: £6,573), being payments to a defined contribution scheme. The bureau participated in the Aberdeen City Council Superannuation Scheme which is a defined benefit scheme but the bureau no longer has any active members in the scheme. Details of the scheme are disclosed in the accounts of Aberdeen City Council. A contribution liability of £14,953 remains under the scheme which is disclosed as part of the creditor notes.

11. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
COST	
At 1 April 2014	147,203
Additions	5,091
Disposals	(31,940)
At 31 March 2015	<u>120,354</u>
DEPRECIATION	
At 1 April 2014	126,507
Charge for year	7,002
Eliminated on disposal	(31,940)
At 31 March 2015	<u>101,569</u>
NET BOOK VALUE	
At 31 March 2015	<u>18,785</u>
At 31 March 2014	<u>20,696</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.15	31.3.14
	£	£
Other debtors	<u>13,308</u>	<u>11,046</u>

Aberdeen Citizens Advice Bureau

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2015**

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.15	31.3.14
	£	£
Trade creditors	3,983	-
Taxation and social security	10,055	8,283
Other creditors	32,610	46,613
	<u>46,648</u>	<u>54,896</u>

Other creditors includes the sum of £6,980 being a deficiency payable in respect of the Aberdeen City Council Superannuation Scheme.

14. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.3.15	31.3.14
	£	£
Other creditors	7,973	14,952

Other creditors includes the sum of £7,973 being a deficiency payable in respect of the Aberdeen City Council Superannuation Scheme which is due to be cleared in full by 31st March 2017.

15. PROVISIONS FOR LIABILITIES

Provision

Dilapidations; £96,000 (2014; £96,000)

The dilapidations provision made by the Bureau is in respect of the premises it occupies.
The liability will crystallise when the lease ends or when the Bureau leaves the premises.
See the note on page 4 for an explanation of the circumstances.

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	31.3.15 Total funds £	31.3.14 Total funds £
Fixed assets	18,785	-	18,785	20,696
Current assets	350,780	22,442	373,222	393,072
Current liabilities	(46,648)	-	(46,648)	(54,896)
Long term liabilities	(7,973)	-	(7,973)	(14,952)
Provision for liabilities	(96,000)	-	(96,000)	(96,000)
	<u>218,944</u>	<u>22,442</u>	<u>241,386</u>	<u>247,920</u>

Aberdeen Citizens Advice Bureau

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2015**

17. MOVEMENT IN FUNDS

	At 1.4.14 £	Net movement in funds £	Transfers between funds £	At 31.3.15 £
Unrestricted funds				
Unrestricted Fund	224,493	(42,033)	36,484	218,944
Restricted funds				
Aberdeen City Council - Money Advice Outreach	3,794	8,097	(6,188)	5,703
Macmillan Cancer Care Project	9,202	(2,599)	(6,603)	-
Aberdeen City Council - Money Advice	-	893	(893)	-
Aberdeen City Council - A.R.I.	-	1,262	(1,262)	-
NHS PASS	-	4,995	(4,995)	-
Armed Services Advice Project	5,162	11,808	(231)	16,739
Calsayseat Project	5,269	3,199	(8,468)	-
Welfare Reform	-	581	(581)	-
Kinship Care	-	5,609	(5,609)	-
Pension Wise	-	1,654	(1,654)	-
	<u>23,427</u>	<u>35,499</u>	<u>(36,484)</u>	<u>22,442</u>
TOTAL FUNDS	<u>247,920</u>	<u>(6,534)</u>	<u>-</u>	<u>241,386</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted Fund	279,270	(321,303)	(42,033)
Restricted funds			
Aberdeen City Council - Money Advice Outreach	82,290	(74,193)	8,097
Macmillan Cancer Care Project	75,000	(77,599)	(2,599)
Aberdeen City Council - Money Advice	70,000	(69,107)	893
Aberdeen City Council - A.R.I.	13,859	(12,597)	1,262
NHS PASS	13,200	(8,205)	4,995
Armed Services Advice Project	41,075	(29,267)	11,808
Calsayseat Project	7,260	(4,061)	3,199
Welfare Reform	35,245	(34,664)	581
Kinship Care	20,000	(14,391)	5,609
Pension Wise	3,953	(2,299)	1,654
	<u>361,882</u>	<u>(326,383)</u>	<u>35,499</u>
TOTAL FUNDS	<u>641,152</u>	<u>(647,686)</u>	<u>(6,534)</u>

Aberdeen Citizens Advice Bureau

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2015**

17. MOVEMENT IN FUNDS - continued

Transfers between funds

The Admin Charges on Restricted Income Funds represent the costs of case files reviews and overheads etc - these are charged against the individual funds and credited to the General Fund. The balance transferred represents annual surpluses or deficits that can be transferred to the General Fund.

Fund Details

The general fund is an unrestricted fund which the Trustees are free to use in accordance with the charitable objectives of the company.

Restricted funds are funds which have been given for particular purposes as detailed below:

The Money Advice Outreach Project is funded by Aberdeen City Council and Fairer Aberdeen Fund to provide advice in the 15% most deprived areas in the City of Aberdeen.

The Money Advice Project is grant funded by Aberdeen City Council and the Scottish Government to provide a specific money advice service. This enables the Bureau to employ staff specifically to advise on debt and housing evictions to citizens of Aberdeen.

The ARI Project is funded by Aberdeen City Council to provide advice covering housing and employment and is based at Aberdeen Royal Infirmary and Woodend Hospital.

The PASS project is funded by NHS Grampian to provide independent advice for clients with regard to NHS complaints.

The Macmillan Cancer Care Project, at Roxburgh House, is to provide advice to carers and people in the community affected by cancer.

The Armed Services Advice Project is funded by Poppyscotland and others to provide advice to members of the Armed Forces and their dependents.

The Calsayseat Project is funded by the Calsayseat Medical Practice to provide advice covering housing, and welfare benefits to patients of the practice.

The Welfare Reform Service is to provide a welfare benefits appeal process to include where required, required, tribunal representation for clients appealing at First Tier Tribunals for welfare reform related Appeals.

The Kinship Care Project is funded by CAS and provides advice to Kinship Carers and other organisations in the provision of care.

It also provides advice to people looking after children when they are not the natural parents.

The Pensionwise Project is concerned with the provision of advice with regard to the Government Pension Legislation.

18. CAPITAL COMMITMENTS

At 31 March 2015 the Bureau is committed to make the following annual payments under lease agreements which cannot be cancelled:

Land and Buildings: Expiring within two to five years; £46,619 (2014: £38,262).

Plant and Other: Expiring within two to five years: £2,033 (2014: £2,033).

Aberdeen Citizens Advice Bureau

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2015**

19. RELATED PARTY DISCLOSURES

Related Party Transactions

None of the Directors were reimbursed for any expenses incurred during the year (2014 Nil).
None of the Directors had any personal interest in any contract or transaction entered into by the charity during the year (2014 Nil).

20. APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

21. COMPANY LIMITED BY GUARANTEE

Aberdeen Citizens Advice Bureau is a company limited by guarantee and accordingly does not have any share capital. Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of it being wound up while he or she is a member, or within one year after he or she ceases to be a member.

Aberdeen Citizens Advice Bureau
Detailed Statement of Financial Activities
for the Year Ended 31 March 2015

	31.3.15 £	31.3.14 £
INCOMING RESOURCES		
Activities for generating funds		
Fundraising events	1,243	9,444
Investment income		
Rents received	1,360	-
Deposit account interest	651	762
	<u>2,011</u>	<u>762</u>
Incoming resources from charitable activities		
Grant & project funding	637,898	592,592
Total incoming resources	641,152	602,798
RESOURCES EXPENDED		
Governance costs		
Audit	4,670	4,500
Accountancy	1,570	1,380
	<u>6,240</u>	<u>5,880</u>
Support costs		
Staff Costs		
Wages	500,409	440,201
Pensions	8,853	6,573
	<u>509,262</u>	<u>446,774</u>
Property Costs		
Rent, rates and insurance	52,736	52,668
Cleaning	16,418	14,961
Repairs and renewals	11,908	8,409
Dilapidations provision	-	(44,000)
	<u>81,062</u>	<u>32,038</u>
Other Costs		
Telephone	10,761	10,923
Stationery, printing and post	10,386	16,544
Sundries	4,315	7,258
Training, books and info	10,557	13,858
Volunteer expenses	5,066	4,375
Depn of computer equip	7,002	9,687
Other interest payable	780	-
Equipment leasing	2,255	1,425
	<u>51,122</u>	<u>64,070</u>
Total resources expended	647,686	548,762

This page does not form part of the statutory financial statements

Aberdeen Citizens Advice Bureau
Detailed Statement of Financial Activities
for the Year Ended 31 March 2015

	31.3.15 £	31.3.14 £
	<u> </u>	<u> </u>
Net (expenditure)/income	<u><u>(6,534)</u></u>	<u><u>54,036</u></u>

This page does not form part of the statutory financial statements