

REGISTERED COMPANY NUMBER: SC126238 (Scotland)
REGISTERED CHARITY NUMBER: SC 013233

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2016
for

Citizens Advice Bureau (Grangemouth &
Bo'ness) Limited

Peter Deans CA
Chartered Accountants & Registered Auditors
42 Stirling Street
Denny
Stirlingshire
FK6 6DJ

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Citizens Advice Bureau (Grangemouth &
Bo'ness) Limited

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for the Year Ended 31 March 2016

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Citizens Advice Bureau (Grangemouth &
Bo'ness) Limited

Report of the Trustees
for the Year Ended 31 March 2016

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 2016. 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

SC126238 (Scotland)

Registered Charity number

SC 013233

Registered office

1 Kerse Road
Grangemouth
FK3 8HW

Trustees

Mrs E A Irvine

Mrs J Young

J T Lambie

Ms H R Stewart

- appointed 19.11.15

Company Secretary

Mrs E A Irvine

Senior Statutory Auditor

Derek Proudfoot C.A.

Auditors

Peter Deans CA

Chartered Accountants & Registered Auditors

42 Stirling Street

Denny

Stirlingshire

FK6 6DJ

Bankers

Bank of Scotland

24 La Porte Precinct

Grangemouth

FK3 8HW

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The company was formed in 1990 as a company limited by guarantee. It is a registered Scottish charity, charity number SC13233, and is governed by its Memorandum and Articles of Association.

The company is limited by guarantee and therefore has no share capital. Every member of the company undertakes to contribute to the assets of the company in the event of the same being wound up while he/she is a member or within one year after he/she ceased to be a member for payment of the debts and liabilities of the company contracted and of the costs, charges and expenses of winding up for the adjustment of the rights of the contributions amongst themselves, such amounts as may be required not exceeding £1.

Recruitment and appointment of new trustees

The directors of the charitable company are its trustees for the purpose of charity law and are as detailed on the contents page.

The rules governing the appointment and removal of trustees are set out in the company's Memorandum and Articles of Association.

New trustees are recruited mainly by advertising in newspaper articles, generic CAB posters, Citizens Advice Scotland website and also word of mouth by existing trustees. Requests are then put to the trustees, minuted and agreed. All trustees have to be re-elected bi-annually, with a proposer and seconder at the AGM.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

Committee members are provided with an induction after election at the AGM.

Management committee training is provided by Citizens Advice Scotland. This training is organised by the Field Services section and is provided either by the Advisory Officer or an external facilitator.

Training sessions, where possible, are designed to fit in with the normal meeting times of committees and others can be delivered at a specially arranged committee meeting. Topics are related to the responsibilities and interests of the committee members.

Full day training sessions are available on specific topics, which are held in various venues around Scotland. In addition, training can be provided from a range of community agencies, with courses run locally for committee members.

The manager will record attendance at training events.

Organisational structure

The bureau has an executive body of Directors, currently four in number, who carry ultimate responsibility for the limited company. The directors will approve accounts, budgets, grant applications, business plans, bureau policies etc.

The directors also sit on a Management Committee, currently thirteen in number, which also consists of bureau volunteers, bureau manager, members of the public and a Falkirk Council representative. The Management Committee discusses the operational aspects and inputs into sub committees for specific work e.g. help to complete the business plan review for approval by the Directors etc.

The bureau manager is responsible for day to day management of the office, adherence to the budget approved by the directors, line management of staff/volunteers, implementation of bureau policies, recruitment and training of volunteers etc.

There is a Bureau Supervisor who covers in the Manager's absence and who provides support to the volunteers.

Wider network

The bureau manager and staff attend appropriate local forums throughout Falkirk Council area.

Related parties

There are no related parties.

Risk management

The directors have reviewed the major risks to which the charity is exposed and have ensured that there are systems in place to mitigate those risks.

OBJECTIVES AND ACTIVITIES

The principal activity of the Bureau in the year under review was benefitting the local community by progressing the general public education in matters pertaining to their mental, physical, social and financial welfare and in particular, to the relief of poverty.

The core activities continued to be funded by Falkirk Council, involving a Service Level Agreement, currently running from 1 April 2015 to 31 March 2016. These activities are principally committed to the Council's Anti-Poverty Strategy. In addition, the Bureau continues to provide a holistic approach to the community.

ACHIEVEMENT AND PERFORMANCE

The key achievements of 2015/16 included funding from; CAS to run HMT Pension Wise service in the Falkirk Council area, Scottish Government People & Communities fund and Bank of Scotland to continue the welfare benefits project supporting those with mental health issues, CAS to increase income maximisation work to minimise the effects of welfare reform, and Falkirk Council Fairer Falkirk Fund to continue to target specific areas and specific groups such as the Bo'ness outreach at Dean Road Health Centre and low income households and the elderly. The Bureau did however have to reduce core services as a result of continued reduction in core funding.

The core activities continued to be funded by Falkirk Council, involving a Service Level Agreement currently running from 1st April 2015 to 31st March 2016. These activities are principally committed to the Council's Anti-Poverty Strategy. In addition, the Bureau continues to provide a holistic CAB service to the community.

FINANCIAL REVIEW

Income exceeded expenditure by £60,051 (2015:£2,964). The increase is a result of; full cost recovery for Project work, the bureau generating additional non-project income, good housekeeping and economies of scale.

Report of the Trustees
for the Year Ended 31 March 2016

FINANCIAL REVIEW

Reserves Policy

It is the policy of the company to maintain unrestricted funds, which are the free reserves of the company, at a level which provides sufficient funds to cover costs (for a minimum of three months) and to respond to unforeseen expenditure demands which arise from time to time, including potential redundancy costs.

FUTURE DEVELOPMENTS

The three Bureaux in Falkirk Council area continue to work closely both together and jointly with Falkirk Council, and have in place a Joint Strategy Plan to facilitate this and to help obtain better value from limited funds.

Fairer Falkirk Funding has been continued to 31 March 2017.

The coming financial year will be challenging as funding streams come to an end. Additional funds have been obtained to maintain the Mental Health Project until 31 March 2017, with grants from Scottish Government People and Communities fund and Henry Duncan Awards. The Pension Wise Project was also continued to 31 March 2017 with Her Majesty's Treasury/DWP continuing to fund the Project. A priority for the Manager in 2016/17 is to work within the core budget and to submit appropriate funding applications to provide appropriate service levels from April 2017.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Citizens Advice Bureau (Grangemouth & Bo'ness) Limited 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.

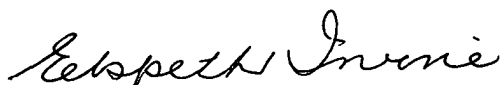
In so far as the trustees are aware:

- 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, Peter Deans CA, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 15 September 2016 and signed on its behalf by:



Mrs E A Irvine - Secretary

Report of the Independent Auditors to the Trustees and Members of
Citizens Advice Bureau (Grangemouth &
Bo'ness) Limited

We have audited the financial statements of Citizens Advice Bureau (Grangemouth & Bo'ness) Limited for the year ended 31 March 2016 on pages six to twelve. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and 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 members and trustees those matters we are required to state to them 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 members and 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 three, 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.

We have been appointed as auditors under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

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 14 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 2016 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.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

Report of the Independent Auditors to the Trustees and Members of
Citizens Advice Bureau (Grangemouth &
Bo'ness) Limited

Matters on which we are required to report by exception

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

- the charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.



Derek Proudfoot C.A. (Senior Statutory Auditor)
for and on behalf of Peter Deans CA
Chartered Accountants & Registered Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
42 Stirling Street
Denny
Stirlingshire
FK6 6DJ

15 September 2016

Citizens Advice Bureau (Grangemouth &
Bo'ness) Limited

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2016

	Notes	Unrestricted fund £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	159,892	72,283	232,175	150,631
Incoming resources from charitable activities 3					
Citizens Advice Bureau		56,255	-	56,255	61,704
Total incoming resources		216,147	72,283	288,430	212,335
RESOURCES EXPENDED					
Charitable activities					
Citizens Advice Bureau	4	153,703	-	153,703	206,956
Voluntary expenditure		-	72,283	72,283	-
Governance costs					
	5	2,393	-	2,393	2,415
Total resources expended		156,096	72,283	228,379	209,371
NET INCOMING RESOURCES		60,051	-	60,051	2,964
RECONCILIATION OF FUNDS					
Total funds brought forward		21,460	-	21,460	18,496
TOTAL FUNDS CARRIED FORWARD		81,511	-	81,511	21,460

The notes form part of these financial statements


Citizens Advice Bureau (Grangemouth &
Bo'ness) Limited

Balance Sheet
At 31 March 2016

	Notes	Unrestricted fund £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
FIXED ASSETS					
Tangible assets	10	3,099	-	3,099	2,391
CURRENT ASSETS					
Debtors	11	8,332	-	8,332	290
Cash at bank and in hand		72,371	-	72,371	45,963
		<u>80,703</u>	<u>-</u>	<u>80,703</u>	<u>46,253</u>
CREDITORS					
Amounts falling due within one year	12	(2,291)	-	(2,291)	(27,184)
NET CURRENT ASSETS		<u>78,412</u>	<u>-</u>	<u>78,412</u>	<u>19,069</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>81,511</u>	<u>-</u>	<u>81,511</u>	<u>21,460</u>
NET ASSETS		<u>81,511</u>	<u>-</u>	<u>81,511</u>	<u>21,460</u>
FUNDS	13				
Unrestricted funds				81,511	21,460
Restricted funds				-	-
TOTAL FUNDS				<u>81,511</u>	<u>21,460</u>

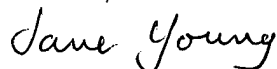
These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 15 September 2016 and were signed on its behalf by:



Mrs E A Irvine -Trustee

Mrs J Young -Trustee



Notes to the Financial Statements
for the Year Ended 31 March 2016

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

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

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Office Equipment	- 20% on cost
Fixtures and fittings	- 15% on reducing balance
Computer equipment	- 33% on cost

Taxation

As a charity registered with Inland Revenue Charities, Edinburgh, the company is exempt from taxation.

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.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2016

2. VOLUNTARY INCOME

	31.3.16 £	31.3.15 £
Donations	-	354
Grants	232,175	150,277
	<u>232,175</u>	<u>150,631</u>

Grants received, included in the above, are as follows:

	31.3.16 £	31.3.15 £
Falkirk Council	11,001	11,001
Falkirk Council Debt Arrangement Scheme	16,168	16,168
Big Lottery	8,239	57,201
Fairer Scotland	40,739	40,740
CAS	81,589	11,687
NHS FORTH VALLEY PASS	2,550	2,500
FAWBASU	7,539	10,980
Scottish Communities Foundation	38,044	-
Bank of Scotland Foundation	20,000	-
Forth Valley College	306	-
Foundation Scotland	2,000	-
Lloyds TSB	4,000	-
	<u>232,175</u>	<u>150,277</u>

Included amongst grants is £11,001 an amount in kind from Falkirk Council representing the cost of rental for the premises.

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Activity	31.3.16 £	31.3.15 £
Falkirk Council - core funding	Citizens Advice Bureau	<u>56,255</u>	<u>61,704</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct costs £	Totals £
Citizens Advice Bureau	153,703	153,703
Voluntary expenditure	<u>72,283</u>	<u>72,283</u>
	<u>225,986</u>	<u>225,986</u>

5. GOVERNANCE COSTS

	31.3.16 £	31.3.15 £
Accountancy	1,440	1,440
Legal fees	113	135
Auditors' remuneration	840	840
	<u>2,393</u>	<u>2,415</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2016

6. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.16	31.3.15
	£	£
Auditors' remuneration	840	840
Depreciation - owned assets	413	479
	<u> </u>	<u> </u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

8. STAFF COSTS

	31.3.16	31.3.15
	£	£
Wages and salaries	173,927	156,620
Social security costs	12,259	11,047
Other pension costs	4,521	2,465
	<u> </u>	<u> </u>
	<u>190,707</u>	<u>170,132</u>

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

	31.3.16	31.3.15
Direct charitable work	6	6
Administration	2	2
	<u> </u>	<u> </u>
	<u>8</u>	<u>8</u>

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

9. EX GRATIA PAYMENTS

Volunteer workers received payment of expenses only.

No employee received emoluments of more than £60,000.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2016

10. TANGIBLE FIXED ASSETS

	Office Equipment £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 April 2015	2,650	6,579	18,944	28,173
Additions	-	-	1,121	1,121
At 31 March 2016	2,650	6,579	20,065	29,294
DEPRECIATION				
At 1 April 2015	2,650	6,314	16,818	25,782
Charge for year	-	40	373	413
At 31 March 2016	2,650	6,354	17,191	26,195
NET BOOK VALUE				
At 31 March 2016	-	225	2,874	3,099
At 31 March 2015	-	265	2,126	2,391

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16 £	31.3.15 £
Other debtors	8,332	290

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16 £	31.3.15 £
Social security and other taxes	-	(11)
Other creditors	2,291	2,079
Accruals and deferred income	-	25,116
	2,291	27,184

13. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	At 31.3.16 £
Unrestricted funds			
Core activities	21,460	60,051	81,511
TOTAL FUNDS	21,460	60,051	81,511

Notes to the Financial Statements - continued
for the Year Ended 31 March 2016

13. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Core activities	216,147	(156,096)	60,051
Restricted funds			
Bank of Scotland Foundation	20,000	(20,000)	-
Lloyds TSB Foundation	4,000	(4,000)	-
Foundation Scotland - CBCGR	2,000	(2,000)	-
Scot Govt - Widening Safety	38,044	(38,044)	-
Big Lottery	8,239	(8,239)	-
	<u>72,283</u>	<u>(72,283)</u>	<u>-</u>
TOTAL FUNDS	<u>288,430</u>	<u>(228,379)</u>	<u>60,051</u>

14. APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

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

Citizens Advice Bureau (Grangemouth &
Bo'ness) Limited

Detailed Statement of Financial Activities
for the Year Ended 31 March 2016

	31.3.16 £	31.3.15 £
INCOMING RESOURCES		
Voluntary income		
Donations	-	354
Grants	232,175	150,277
	<u>232,175</u>	<u>150,631</u>
Incoming resources from charitable activities		
Falkirk Council - core funding	56,255	61,704
	<u>56,255</u>	<u>61,704</u>
Total incoming resources	<u>288,430</u>	<u>212,335</u>
RESOURCES EXPENDED		
Charitable activities		
Wages	173,927	156,620
Social security	12,259	11,047
Pensions	4,521	2,465
Rent, rates & insurance	16,047	18,272
Travelling	5,440	4,717
Light and heat	1,882	2,670
Telephone	2,648	2,298
Post, stationery & advertising	3,018	3,294
Repairs and renewals	1,252	731
Sundries	384	1,357
Subscriptions NACAB/CAS	1,597	275
Publicity & information costs	1,140	1,274
Cleaning expenses	1,435	1,420
Training	23	37
Fixtures and fittings	40	47
Computer equipment	373	432
	<u>225,986</u>	<u>206,956</u>
Governance costs		
Accountancy	1,440	1,440
Legal fees	113	135
Auditors' remuneration	840	840
	<u>2,393</u>	<u>2,415</u>
Total resources expended	<u>228,379</u>	<u>209,371</u>
Net income	<u>60,051</u>	<u>2,964</u>