

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



Report of the Trustees and
Financial Statements for the Year Ended 31 March 2017
for

Citizens Advice Bureau (Grangemouth &
Bo'ness) Limited

Peter Deans Chartered Accountants
Statutory Auditor
42 Stirling Street
Denny
Stirlingshire
FK6 6DJ

Citizens Advice Bureau (Grangemouth &
Bo'ness) Limited

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for the Year Ended 31 March 2017

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Report of the Trustees
for the Year Ended 31 March 2017

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 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

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 2016 to 31 March 2017. 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 achievement of 2016/17 included the continuation of key projects, including funding from; CAS to run the HMT Pension Wise Service, which has been widened to include both Falkirk Council and West Lothian Council areas, Scottish Government People & Communities Fund and Henry Duncan Awards to continue the welfare benefits project supporting those with mental health issues, CAS to provide additional income maximisation work to mitigate the impact of welfare reform, and Falkirk Council Fairer Falkirk Fund to continue to target specific areas and groups such as the Bo'ness outreach at Dean Road Health Centre, low income households and the elderly. Some funding was at a reduced level with services amended accordingly.

The core activities continued to be funded by Falkirk Council involving a Service Level Agreement currently running from 1st April 2016 to 1st April 2017. 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 £11,834 (2016:£60,051). 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.

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 PLANS

The three bureaux in Falkirk Council area continue to work closely both together and jointly with Falkirk Council, via the Joint Action Group. They have in place a Joint Strategy Plan to facilitate this and to help obtain better value for limited funds.

Core Funding and Fairer Falkirk Funding has been continued for a further year to 31st March 2018 and at the same level as 2016/17.

The coming year will again be challenging as income streams come to an end. Additional funds have however been obtained to maintain the Mental Health Project until 31st March 2018 with grants from the Scottish Government and Lloyds TSB Foundation for Scotland. The Pension Wise Project is also continued to 31st March 2018 with funding from Her Majesty's Treasury/DWP continuing to fund the Project. The priority for the Manager in 2017/18 is to work within the core budget and to submit appropriate funding applications to provide appropriate service levels from April 2018.

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.

STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

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.

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.

Wider network

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

Related parties

There are no related parties.

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

REFERENCE AND ADMINISTRATIVE DETAILS

Company Secretary

Mrs E A Irvine

Senior Statutory Auditor

Derek Proudfoot C.A.

Auditors

Peter Deans Chartered Accountants

Statutory Auditor

42 Stirling Street

Denny

Stirlingshire

FK6 6DJ

Bankers

Unity Trust Bank

9 Brindley Place

Birmingham

B1 2HB

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 Chartered Accountants, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 14 September 2017 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 2017 on pages six to eleven. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 12 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 2017 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; 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 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 Chartered Accountants

Statutory Auditor

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

42 Stirling Street

Denny

Stirlingshire

FK6 6DJ

14 September 2017

Citizens Advice Bureau (Grangemouth &
Bo'ness) Limited

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2017

	Notes	Unrestricted fund £	Restricted funds £	31.3.17 Total funds £	31.3.16 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		120,484	46,057	166,541	231,116
Charitable activities					
Citizens Advice Bureau		69,281	-	69,281	56,255
Total		<u>189,765</u>	<u>46,057</u>	<u>235,822</u>	<u>287,371</u>
EXPENDITURE ON					
Charitable activities					
Citizens Advice Bureau		177,931	46,057	223,988	155,037
Voluntary expenditure		-	-	-	72,283
Total		<u>177,931</u>	<u>46,057</u>	<u>223,988</u>	<u>227,320</u>
NET INCOME		<u>11,834</u>	<u>-</u>	<u>11,834</u>	<u>60,051</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>81,511</u>	<u>-</u>	<u>81,511</u>	<u>21,460</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>93,345</u></u>	<u><u>-</u></u>	<u><u>93,345</u></u>	<u><u>81,511</u></u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Citizens Advice Bureau (Grangemouth &
Bo'ness) Limited

Balance Sheet
At 31 March 2017

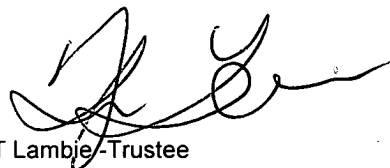
	Notes	Unrestricted fund £	Restricted funds £	31.3.17 Total funds £	31.3.16 Total funds £
FIXED ASSETS					
Tangible assets	7	1,628	-	1,628	3,099
CURRENT ASSETS					
Debtors	8	7,682	-	7,682	8,332
Cash at bank and in hand		86,201	-	86,201	72,371
		<u>93,883</u>	<u>-</u>	<u>93,883</u>	<u>80,703</u>
CREDITORS					
Amounts falling due within one year	9	(2,166)	-	(2,166)	(2,291)
NET CURRENT ASSETS		<u>91,717</u>	<u>-</u>	<u>91,717</u>	<u>78,412</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>93,345</u>	<u>-</u>	<u>93,345</u>	<u>81,511</u>
NET ASSETS		<u>93,345</u>	<u>-</u>	<u>93,345</u>	<u>81,511</u>
FUNDS	10				
Unrestricted funds				93,345	81,511
Restricted funds				-	-
TOTAL FUNDS				<u>93,345</u>	<u>81,511</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.

The financial statements were approved by the Board of Trustees on 14 September 2017 and were signed on its behalf by:



Mrs E A Irvine -Trustee



J T Lambie -Trustee

Notes to the Financial Statements
for the Year Ended 31 March 2017

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

2. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.17	31.3.16
	£	£
Auditors' remuneration	840	840
Depreciation - owned assets	1,471	413
	<u> </u>	<u> </u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

4. STAFF COSTS

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

	31.3.17	31.3.16
Direct charitable work	7	6
Administration	2	2
	<u>9</u>	<u>8</u>

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

5. EX GRATIA PAYMENTS

Volunteer workers received payment of expenses only.

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

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	158,833	72,283	231,116
Charitable activities			
Citizens Advice Bureau	56,255	-	56,255
Total	<u>215,088</u>	<u>72,283</u>	<u>287,371</u>
 EXPENDITURE ON			
Charitable activities			
Citizens Advice Bureau	155,037	-	155,037
Voluntary expenditure	-	72,283	72,283
Total	<u>155,037</u>	<u>72,283</u>	<u>227,320</u>
 NET INCOME	<u>60,051</u>	<u>-</u>	<u>60,051</u>
 RECONCILIATION OF FUNDS			
Total funds brought forward	21,460	-	21,460
 TOTAL FUNDS CARRIED FORWARD	<u>81,511</u>	<u>-</u>	<u>81,511</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

7. TANGIBLE FIXED ASSETS

	Office Equipment £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 April 2016 and 31 March 2017	2,650	6,579	20,065	29,294
DEPRECIATION				
At 1 April 2016	2,650	6,354	17,191	26,195
Charge for year	-	34	1,437	1,471
At 31 March 2017	2,650	6,388	18,628	27,666
NET BOOK VALUE				
At 31 March 2017	-	191	1,437	1,628
At 31 March 2016	-	225	2,874	3,099

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.17 £	31.3.16 £
Prepayments and accrued income	7,682	8,332

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.17 £	31.3.16 £
Other creditors	2,166	2,291

10. MOVEMENT IN FUNDS

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
Unrestricted funds			
Core activities	81,511	11,834	93,345
TOTAL FUNDS	81,511	11,834	93,345

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Core activities	189,765	(177,931)	11,834
Restricted funds			
Lloyds TSB Foundation	5,000	(5,000)	-
Scot Govt - Widening Safety	38,000	(38,000)	-
Martin Lewis	3,057	(3,057)	-
	46,057	(46,057)	-
TOTAL FUNDS	235,822	(223,988)	11,834

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2017.

12. 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 2017

	31.3.17 £	31.3.16 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Grants	166,541	231,116
Charitable activities		
Falkirk Council - core funding	69,281	56,255
Total incoming resources	235,822	287,371
EXPENDITURE		
Charitable activities		
Wages	171,765	173,927
Social security	11,954	12,259
Pensions	4,035	4,521
Rent, rates & insurance	14,415	16,047
Travelling	4,328	5,440
Light and heat	3,219	1,882
Telephone	1,648	1,589
Post, stationery & advertising	1,963	3,018
Repairs and renewals	459	1,252
Sundries	213	384
Subscriptions NACAB/CAS	286	1,597
Publicity & information costs	1,432	1,140
Cleaning expenses	1,687	1,435
Training	290	23
West Lothian PW costs	2,430	-
Fixtures and fittings	34	40
Computer equipment	1,436	373
	221,594	224,927
Support costs		
Finance		
Bank charges	101	-
Governance costs		
Auditors' remuneration	840	840
Accountancy and legal fees	1,453	1,553
	2,293	2,393
Total resources expended	223,988	227,320
Net income	11,834	60,051