

Company Registration No.3507549
Charity Registration No.1068198

PETERBOROUGH CITIZENS ADVICE BUREAU
(A COMPANY LIMITED BY GUARANTEE)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

PETERBOROUGH CITIZENS ADVICE BUREAU

COMPANY INFORMATION

CHAIR	P Deeker
DIRECTORS	C Ash J Barnes K Branney P Deeker F R Deighton J Horner D Risk J M Roberts B Snedden W R Symons
COMPANY SECRETARY	Keith Jones
REGISTERED OFFICE	Alma House 41a Park Road Peterborough PE1 2TH
COMPANY NUMBER	3507549
CHARITY NUMBER	1068198
BANKERS	Norwich and Peterborough Building Society Lynch Wood Peterborough PE2 6WZ Unity Trust Bank plc Nine Brindleyplace Birmingham B1 2HB
AUDITORS	Rawlinsons Ruthlyn House 90 Lincoln Road Peterborough PE1 2SP
SOLICITORS	Buckles Grant House 101 Bourges Boulevard Peterborough PE1 1NG
WEBSITE ADDRESS	www.peterboroughcab.org.uk

PETERBOROUGH CITIZENS ADVICE BUREAU

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PETERBOROUGH CITIZENS ADVICE BUREAU

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2009

The Trustees (who are also the Directors for the purpose of Company Law) have pleasure in presenting their annual report and the audited financial statements for the year ended 31 March 2009. The provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" SORP issued in March 2005 have been adopted in preparing the annual report and financial statements of the charity. The trustees, who are also the directors for the purpose of company law, who served during the year and since the year end are:

DIRECTORS / TRUSTEES

ELECTED BY

C Ash		Full board
J Barnes	Appointed 16 June 2009	Co-opted
V K Bradford	Resigned 31 March 2009	Co-opted
K Branney	Appointed 21 April 2009	Co-opted
P Deeker		Full board
F R Deighton		Full board
R D Hodson	Resigned 21 April 2009	Full board
J Horner		Full board
T M Lindsay	Resigned 21 April 2009	Co-opted
D Risk		Full board
J M Roberts		Full board
B Snedden	Appointed 16 June 2009	Co-opted
W R Symons		Full board

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Peterborough Citizens Advice Bureau is a registered charity and a company limited by guarantee. Peterborough Citizens Advice Bureau is also known and referred to as Citizens Advice Peterborough. The maximum liability of each member is limited to one pound. At 31 March 2009, the company had eight members. Peterborough Citizens Advice Bureau is governed by its Memorandum and Articles of Association as amended in April 2004.

Peterborough Citizens Advice Bureau was incorporated as a company limited by guarantee on 10th February 1998. The charity commenced operations on 10th February 1998 at which date the assets and liabilities of the unincorporated Peterborough Citizens Advice Bureau were acquired.

Recruitment, Appointment of Trustees

Trustees, who are also Directors of the Company, are elected from the local community. An Elections Committee, made up of Trustees, the Company Secretary and chaired by the Trustee Board Chair is established to oversee the elections process for Board appointments. A separate process agreed by the Trustee Board is followed for the election of the Trustee Board Chair. The Reference and Administrative Details above identifies the constituencies that elected each of the current Trustees. No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board.

Induction of Trustees

Newly appointed Trustees are provided with a comprehensive induction to Peterborough Citizens Advice Bureau through the provision of training courses and mentoring by established trustees.

PETERBOROUGH CITIZENS ADVICE BUREAU

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2009 CONTINUED

Organisational Structure

Peterborough Citizens Advice Bureau is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of Peterborough Citizens Advice Bureau and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to senior management. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office, and is available to the public.

Related Parties

Peterborough Citizens Advice Bureau is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the Trustee Board of Peterborough Citizens Advice Bureau in order to fulfil its charitable objects and comply with the national membership requirements.

The charity also co-operates and liaises with a number of other advisory services, local charities and social services departments on behalf of clients. Where one of the Trustees holds the position of Trustee/Director of another charity they may be involved in discussions regarding that other charity but not in the ultimate decision making process.

Major risks

Citizen Advice Peterborough has worked on a Corporate Risk Management exercise. A risk management strategy and risk register were agreed by the Trustee Board. The Trustees recognise that any major risks to which the charity is exposed need to be reviewed and systems put in place to mitigate those risks. To that end Peterborough Citizens Advice Bureau is continually monitoring and managing its risk, reviewing the corporate risk register and ensuring action plans are in place to mitigate its key risks.

Included in external risks is that of the loss or major reduction of funding. The effects of this have been minimised by the procedures in place, which have resulted in funding being secured from a variety of sources. The charity continues to seek to diversify its funding sources. Internal financial risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

OBJECTIVES AND ACTIVITIES

Objects

The charity's objects are to promote any charitable purpose for the benefit of the community in Greater Peterborough, by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

PETERBOROUGH CITIZENS ADVICE BUREAU

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2009 CONTINUED

Aims, Objectives, Strategies and Activities for the Year

Peterborough Citizens Advice Bureau aims to provide free, confidential, impartial and independent advice and information for the benefit of the local community, to exercise a responsible influence on the development of social policies and services and to ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively.

In addition to the continuing provision of high quality advisory services to the local community the primary objectives for the year were to extend the means of service provision to include telephone advice, and to establish a specialist debt advisory service staffed by appropriately qualified personnel. An Advice Integration Project has commenced which is a joint venture between CAB, DIAL, PCVS & Compass Step One and is managed by CAB. The project aims to improve the capacity of advice providers in Peterborough, improve training and as a result the quality of advice provided and also to implement a web based referral system so that clients can be referred to the most appropriate advice provider as swiftly as possible to stop problems escalating.

To obtain the necessary funding to provide the additional services, applications were made to various local and national providers of community finance. Advertisements were placed in the local press for advisory staff both as paid employees and volunteers with induction and training being provided.

The principal activity of Peterborough Citizens Advice Bureau remained the provision of free, confidential, independent and impartial advice, information and counsel for members of the public. This is provided through the bureau operating a city centre premises in Peterborough. In addition to generalist advice the following specialist advisory services were provided:

- i) Specialist Housing, Welfare Benefits and Debt advice provision
- ii) Welfare Rights advice at the NHS Walk-in Centre
- iii) General advice at HMP Peterborough
- iv) Welfare rights advice to cancer patients and their carers
- v) General advice to the Traveller Community
- vi) Specialist outreach debt advice at locations in the city
- vi) Money advice sessions at outreach locations in the city for Cross Keys Homes tenants

Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance in advising the public and administering the charity.

Thirty three volunteers contributed 7,020 hours of work to the bureau during the year. We estimate the value of this help to be in the region of £106,000 in respect of the current year.

ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

The key achievement in the year was the successful launch of the Advice Integration Project funded by the Big Lottery Fund where the principal advice providers in Peterborough have committed to develop and implement a new inclusive and integrated advice strategy designed to improve access to general and specialist information, advice and support for all local people within the City.

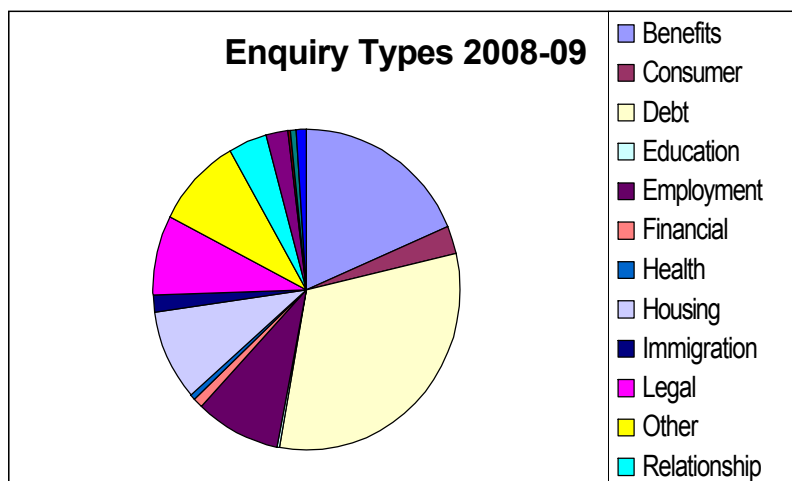
PETERBOROUGH CITIZENS ADVICE BUREAU

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2009 CONTINUED

The Project will identify how the delivery of legal advice and information in Peterborough can be improved and bring significant improvements to local advice delivery.

Peterborough Citizens Advice Bureau assisted a total of 5,112 unique clients and dealt with 40,993 enquiries in 2008/2009 (4,441 clients and 37,530 enquiries in 2007/2008). The bureau recorded financial gains for clients of £2,472,425 in the year (£1,056,504 in 2007/2008).



Public Benefit

The trustees confirm that they have paid due regard to the Charity Commission's guidance on public benefit in deciding what activities the bureau should undertake. This narrative report details how the public benefit requirement has been met, by detailing the range of services run by the bureau that benefit the public, the number of clients seen during the year and statistics such as clients assisted and the value of financial gains obtained for clients.

Fundraising Activities

Total income for the year was £548,833, an increase of £49,939 on 2008/2009.

Investment Activities

The charity does not currently hold material investments.

Factors Affecting the Achievement of Objectives

With the introduction of initial gateway assessments for general advice at the end of the last financial year the service has become more accessible to clients and enables clients in greatest need to access the services they require to resolve their issues. However the main constraint this year relates to the actual building size. After the consolidation last year into one building, restrictions have not only been in place regarding number of interview rooms but also space limitations have prevented bids for new projects.

PETERBOROUGH CITIZENS ADVICE BUREAU

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2009 CONTINUED

FINANCIAL REVIEW

Financial Position

Incoming resources in the year were £548,833 (2007/2008 £498,894). Of this £361,732 (2007/2008 £329,275) related to project restricted activities. [See notes 2 and 3].

A surplus of £4,256 was achieved for the year (2007/2008 – a surplus of £12,361). At 31 March 2009 total reserves were £58,563 of which £55,279 represented unrestricted funds (2007/2008: £47,571).

Reserves Policy

Peterborough Citizens Advice Bureau is required to ensure that a margin is available in each financial year to meet any reasonable foreseeable contingency. The bureau will maintain a projection of income for at least 3 years ahead and will ensure that this continues to be derived from as wide a variety of sources possible. They will take all necessary steps to ensure that at no time within this period would it be possible for the cessation of one or more funding streams to present so serious a challenge to the future of the organisation that it could not be managed so as to continue to provide a best value advice service.

In reviewing the potential costs that could arise should a significant reduction in income be incurred the Trustees have in the past determined that 'free' reserves should be maintained, where possible, at 2 months normal operating expenditure. The movement in reserves was reviewed at board meetings and monitored through a separate finance sub-committee. After the loss in 2007 when free monies were reduced to just over one month the board concluded that it would take time to increase the reserves to a more normal level. During 2008/09 a small further increase in reserves was achieved but at 31 March 2009 they still only represented just less than 6 weeks average expenditure. The Board are resolved to continue to increase reserves to the target level as opportunities arise.

Principal Funding Sources

The Directors extend their gratitude to Peterborough City Council who continued to support the core operating capacity of the charity. Additionally project specific funding was received from the Legal Services Commission in support of the specialist debt, housing and welfare benefits legal advice. NHS Peterborough, Kalyx, Big Lottery Fund, BERR, Macmillan Cancer Support and Cross Keys Homes provided other project funding.

The charity did not have any borrowings from providers of funding but at the balance sheet date was holding the first tranche (£20,000) of a £60,000 SCLG loan from Foundation East to fund the adaption of the new leased premises planned for June 2009.

Funds in Deficit

No funds were in deficit at the balance sheet date.

PETERBOROUGH CITIZENS ADVICE BUREAU

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2009 CONTINUED

Investment Policy

As required in its Memorandum paragraph 4.15, in furtherance of its objects, and for no other purposes, the Company has the power to invest the monies of the Company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions and such consents as may for the time being be imposed or required by law.

FUTURE PLANS

Peterborough Citizens Advice Bureau aims toward continuous improvement in access to its services. In the coming year we will fully implement the provision of a short diagnostic ('gateway') interview when a client first contacts the CAB; this approach helps clients and potential clients access advice services, makes it easier to work in partnership with other providers and enables the service to position itself for commissioning opportunities. The aim is to improve access and extend services to an even wider number of people.

The organisation will move to a new building in 09/10 which will be DDA compliant for all users and provide the opportunity for growth and partnership working to extend service provision.

In the coming year we as a service will face many challenges – and opportunities: improving access to advice; identifying and challenging discrimination; helping prevent problems; commissioning and tendering; developing strong partnerships. We as an organisation are facing increasing demands from clients and, alongside Citizens Advice, face financial pressures due to the state of public sector finances.

AUDITORS

In accordance with Section 385 of the Companies Act 1985, a resolution proposing that Rawlinsons be reappointed as auditors of the charitable company will be put to the Annual General Meeting.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources including income and expenditure, for the financial year.

In preparing those financial statements, the trustees are required to:

- (i) select suitable accounting policies and then apply them consistently;
- (ii) make judgements and estimates that are reasonable and prudent;
- (iii) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are responsible for maintaining 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 1985. 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.

PETERBOROUGH CITIZENS ADVICE BUREAU

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2009 CONTINUED

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the charitable company's auditors are unaware; and

- as the directors of the charitable company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

On behalf of the board of trustees on

P Deeker
Director

PETERBOROUGH CITIZENS ADVICE BUREAU

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF PETERBOROUGH CITIZENS ADVICE BUREAU

We have audited the financial statements of Peterborough Citizens Advice Bureau for the year ended 31 March 2009 set out on pages 10 to 21. These accounts have been prepared in accordance with the accounting policies set out on pages 13 to 14.

This report is made solely to the charitable company's trustees, as a body, in accordance with section 43 of the Charities Act 1993 and regulations made under section 44 of that Act. Our audit work has been undertaken so that we might state, to the charitable company's 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 its 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 described on page 6, the trustees, who are also the directors of Peterborough Citizens Advice Bureau for the purposes of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The trustees have elected for the accounts not to be audited in accordance with the Companies Act 1985. Accordingly we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act.

Our responsibility is to audit the accounts 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. We also report to you if, in our opinion, the information given in the Trustees' Report is not consistent with those accounts, if the charity has not kept proper accounting records, if the charity's accounts are not in agreement with these accounting records or if we have not received all the information and explanations we require for our audit.

We read other information contained in the Trustees' Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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 accounts are free from material misstatement whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

PETERBOROUGH CITIZENS ADVICE BUREAU

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

Opinion

In our opinion:

- the accounts 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 2009 and of its incoming resources and application of resources, including its income and expenditure, for the year
- have been properly prepared in accordance with the Companies Act 1985; and
- the trustees' report is consistent with the accounts.

Rawlinsons

Chartered Accountants
Registered Auditors

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Ruthlyn House
90 Lincoln Road
Peterborough
PE1 2SP

PETERBOROUGH CITIZENS ADVICE BUREAU

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2009

	Note	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
<u>Incoming resources</u>					
Incoming resources from generated funds					
- Voluntary income	2a	6,264	-	6,264	6,654
- Investment income	2b	2,745	-	2,745	3,648
Incoming resources from charitable activities	3	178,092	361,732	539,824	488,592
Total incoming resources		187,101	361,732	548,833	498,894
<u>Resources expended</u>					
Charitable expenditure:					
Charitable activities	4	160,174	380,931	541,105	482,482
Governance costs	5	889	2,583	3,472	4,051
Total resources expended	6	161,063	383,514	544,577	486,533
Net incoming/(outgoing) resources for the year	7	26,038	(21,782)	4,256	12,361
Fund balances brought forward		47,571	6,736	54,307	41,946
Transfers between funds	16	(18,330)	18,330	-	-
Fund balances carried forward		55,279	3,284	58,563	54,307

There are no recognised gains and losses other than those passing through the statement of financial activities.

All activities derive from continuing operations.

PETERBOROUGH CITIZENS ADVICE BUREAU

BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2009

	Notes	2009 £	£	2008 £	£
Fixed assets	11		8,143		10,749
Current assets					
Debtors	12	38,689		5,266	
Cash at bank and in hand		<u>104,874</u>		<u>75,648</u>	
		143,563		80,914	
Creditors: amounts falling due within one year	13	<u>73,143</u>		<u>37,356</u>	
Net current assets			<u>70,420</u>		<u>43,558</u>
Total assets less current liabilities			78,563		54,307
Creditors: amounts falling due after more than one year	14		20,000		-
Net assets	15		<u><u>58,563</u></u>		<u><u>54,307</u></u>
Income Funds					
Restricted funds	17		3,284		6,736
Unrestricted funds: Designated funds	16		55,279		47,571
			<u><u>58,563</u></u>		<u><u>54,307</u></u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standards for Smaller Entities (effective January 2007)

The financial statements were approved by the board on

P Deeker
Director

PETERBOROUGH CITIZENS ADVICE BUREAU

CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2009

	2009	2008
	£	£
Operating surplus/(deficit)	1,511	8,713
Reconciliation to cash generated from operations:		
Depreciation of tangible assets	5,374	6,602
Loss on disposal of asset	63	-
Increase in debtors	(33,423)	(225)
Increase in creditors	55,787	17,701
	<hr/>	<hr/>
Cash generated from operations	29,312	32,791
Cash from other sources		
Interest received	2,745	3,648
Proceeds of asset disposals	-	-
Application of cash		
Payments to acquire tangible assets	(2,911)	(5,409)
	<hr/>	<hr/>
Net increase in cash	29,146	31,030
Cash at bank and in hand at beginning of year	75,648	44,618
	<hr/>	<hr/>
Cash at bank and in hand at end of year	<u>104,794</u>	<u>75,648</u>
Consisting of:		
Cash at bank and in hand	104,874	75,648
	<hr/>	<hr/>
	<u>104,874</u>	<u>75,648</u>

PETERBOROUGH CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2009

1 Accounting Policies

1.1 The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in March 2005.

1.2 Incoming resources

Voluntary income is received by way of donations and are included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included in these financial statements.

Incoming resources are stated net of VAT where applicable. They are included in the Statement of Financial Activities in the year in which they are receivable, except for monies received that are for specific periods that cross over the year end.

Incoming resources from investments are included when receivable.

1.3 Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT when not recoverable in accordance with the partial exemption method.

Charitable activities 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 activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration on each activity is apportioned on the basis of associated people time (staff & volunteers).

1.4 Tangible fixed assets

Fixed assets are included at cost. There are no uncapitalised fixed assets.

Depreciation is provided to write off the cost, less estimated residual values, of all fixed assets over their expected useful lives. It is calculated at the following rates:

Office furniture and equipment	20% p.a. reducing balance
Computer equipment	3 years straight line

PETERBOROUGH CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2009

1.5 Operating leases

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

1.6 Funds held by the charity

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the management committee for particular purposes.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of the costs of overall direction and administration of the charity.

PETERBOROUGH CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2009

2 Incoming resources from generated funds

a	Voluntary income	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
	Donations	-	-	-	200
	Sundry income	6,264	-	6,264	6,454
		<u>6,264</u>	<u>-</u>	<u>6,264</u>	<u>6,654</u>

b	Investment income	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
	Bank interest received	2,745	-	2,745	3,648
		<u>2,745</u>	<u>-</u>	<u>2,745</u>	<u>3,648</u>

3 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
Contracts				
Legal Services Commission	139,666	-	139,666	136,052
Peterborough City Council	-	126,283	126,283	125,600
Crosskeys	15,372	-	15,372	-
Kalyx (UKDS)	15,372	-	15,372	12,267
Greater Peterborough PCT	7,682	-	7,682	7,248
Grants				
ACE Grant	-	26,402	26,402	-
Advice Integration - Big Lottery Fund	-	1,841	1,841	-
CA - Financial Inclusion Fund	-	111,567	111,567	128,614
Macmillan	-	78,062	78,062	54,974
Traveller - Big Lottery Fund	-	17,577	17,577	19,885
CA - Global Grant	-	-	-	202
ACE	-	-	-	3,750
	<u>178,092</u>	<u>361,732</u>	<u>539,824</u>	<u>488,592</u>

PETERBOROUGH CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2009

4 Charitable activities

	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
Salaries and national insurance	137,780	268,166	405,946	397,225
Premises expenses	8,115	30,703	38,818	26,829
Computer costs	1,586	19,963	21,549	5,818
Professional fees	976	16,005	16,981	1,592
Travelling	1,669	14,465	16,134	13,846
Printing, postage, and stationery	2,070	7,174	9,244	10,631
Telephone	1,615	4,259	5,874	3,621
Depreciation	705	4,669	5,374	6,602
Staff training	2,035	1,957	3,992	2,509
Insurance	903	2,965	3,868	2,190
Sundry expenses	1,249	2,603	3,852	4,847
Recruitment expenses	-	2,402	2,402	2,652
Books and journals	548	1,657	2,205	2,267
Project development	3	1,551	1,554	-
Subscriptions and conference fees	527	759	1,286	681
Advertising	162	840	1,002	78
Loan interest and fees	134	391	525	-
Health and safety	92	308	400	893
Interpretation costs	5	94	99	201
	160,174	380,931	541,105	482,482
	160,174	380,931	541,105	482,482

5 Governance costs

	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
Audit and accountancy fees	679	1,971	2,650	2,957
AGM expenses	105	304	409	726
Trustees travelling expenses	105	308	413	368
	889	2,583	3,472	4,051
	889	2,583	3,472	4,051

PETERBOROUGH CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2009

6 Analysis of total resources expended

	Staff costs £	Other direct costs £	Support costs £	Total 2009 £	Total 2008 £
Contracts					
Legal Services Commission	97,565	749	44,291	142,605	129,316
Peterborough City Council	48,504	8,336	80,594	137,434	123,901
Crosskeys	-	-	1,343	1,343	-
Kalyx (UKDS)	8,876	-	1,839	10,715	11,153
Greater Peterborough PCT	4,523	64	924	5,511	5,702
Grants					
ACE Grants	-	26,402	-	26,402	-
Advice Integration - Big Lottery Fund	-	1,841	-	1,841	-
CA-Financial Inclusion Fund	80,769	3,948	28,826	113,543	131,029
Macmillan	56,910	3,752	21,724	82,386	56,069
Traveller - Big Lottery Fund	14,221	596	4,507	19,324	18,572
ACE	-	-	-	-	2,247
Global Grant	-	-	-	-	4,493
	<u>311,368</u>	<u>45,688</u>	<u>184,049</u>	<u>541,105</u>	<u>482,482</u>
Governance costs	-	-	3,472	3,472	4,051
	<u>311,368</u>	<u>45,688</u>	<u>187,521</u>	<u>544,577</u>	<u>486,533</u>

Costs are allocated directly to the relevant activity where possible. Allocations of support costs are based on the people time (staff & volunteers) on each activity.

Included within support costs are staff salary costs amounting to £94,578 and other staff costs amounting to £16,907.

7 Net surplus for the year

This is stated after charging:

	2009 £	2008 £
Depreciation	5,374	6,602
Auditors' remuneration	3,000	3,000
	<u>8,374</u>	<u>9,602</u>

PETERBOROUGH CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009

8 Staff Costs and Numbers	2009 £	2008 £
Wages and salaries	374,047	364,884
Social security costs	31,899	32,341
Total emoluments paid	<u>405,946</u>	<u>397,225</u>
No employee received £60,000 per annum or more.		
Average number of paid employees of the charity	<u>24</u>	<u>21</u>

9 Trustees remuneration and expenses

During the year, trustees received reimbursement for expenditure they incurred on behalf of the charitable company for travelling expenses amounting to £413 (2008 : £368).

During the year, no trustee received remuneration (2008 : £Nil).

10 Taxation

The charitable company is exempt from corporation tax on its charitable activities.

11 Fixed Assets

Cost	Computer & Office Equipment £
At 1 April 2008	68,535
Additions	2,911
Disposals	(1,034)
At 31 March 2009	<u>70,412</u>
Depreciation	
At 1 April 2008	57,786
Charge for the year	5,374
Disposals	(891)
At 31 March 2009	<u>62,269</u>
Net Book Value	
At 31 March 2009	<u>8,143</u>
At 31 March 2008	<u>10,749</u>

Proceeds from the disposal of one PC was £80 giving rise to a loss of £63 against the NBV.

PETERBOROUGH CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2009

12 Debtors

	2009 £	2008 £
Prepayments	4,652	5,266
Grants receivable	26,402	-
WIP	7,635	-
	<u>38,689</u>	<u>5,266</u>

13 Creditors: amounts falling due within one year

	2009 £	2008 £
Accruals	3,859	5,111
Other creditors	11,423	22,858
Income received in advance	42,861	9,387
Provision for delapidations	10,000	-
PCC capital funds in advance	5,000	-
	<u>73,143</u>	<u>37,356</u>

14 Creditors: amounts falling due after more than one year

	2009 £	2008 £
Small Companies Loan Guarantee scheme loan	<u>20,000</u>	<u>-</u>

15 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total £
Fund balances at 31 March 2009 are represented by:			
Tangible fixed assets	4,859	3,284	8,143
Current assets	118,840	24,723	143,563
Current and longer term liabilities	(68,420)	(24,723)	(93,143)
Net assets	<u>55,279</u>	<u>3,284</u>	<u>58,563</u>

PETERBOROUGH CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2009

16 Designated funds

	External building work £	Computer purchases £	Contingency reserve £	Potential redundancy £	Total £
Balance as at 1 April 2008	7,500	12,000	16,071	12,000	47,571
Movement in the year	-	-	7,708	-	7,708
Balance as at 31 March 2009	<u>7,500</u>	<u>12,000</u>	<u>23,779</u>	<u>12,000</u>	<u>55,279</u>

17 Restricted funds

	Opening Balance £	Incoming Resources £	Resources Expended £	Transfers from Unrestricted Funds £	Closing Balance £
Contracts					
Peterborough City Council	-	126,283	(138,103)	11,820	-
Grants					
ACE Grant	-	26,402	(26,402)	-	-
Advice Integration Project	-	1,841	(1,841)	-	-
CA - Financial Inclusion Fund	2,161	111,567	(114,899)	2,474	1,303
Macmillan	2,658	78,062	(82,834)	3,628	1,514
Travellers Project	1,917	17,577	(19,435)	408	467
	<u>6,736</u>	<u>361,732</u>	<u>(383,514)</u>	<u>18,330</u>	<u>3,284</u>

Resources expended include allocation of governance costs

Purposes of Restricted Funds

Peterborough City Council	A contract with Peterborough City Council to provide general advice services for the residents of Peterborough.
Advice Integration Project	A four year project funded by the Big Lottery Fund to embed capacity and quality into the local advice sector and provide a web based referral system.
CA - Financial Inclusion Fund	A three year funded project by BERR for the provision of debt advice by outreach workers.
Macmillan	A five year project funded by Macmillan to provide specialist welfare rights advice to cancer sufferers.
Traveller	A five year project funded by the Big Lottery Fund for advice to Gypsies & Travellers in Greater Peterborough.

PETERBOROUGH CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2009

18 Financial commitments

At 31 March 2009, the company had annual commitments under non-cancellable operating leases as follows:

	2009		2008	
	Land and buildings £	Other £	Land and buildings £	Other £
Expiry date:				
Up to 1 year	4,620	-	18,480	-
Two to five years	-	1,301	-	1,301
	<u>4,620</u>	<u>1,301</u>	<u>18,480</u>	<u>1,301</u>