

Warwick District Citizens Advice Bureau

Financial Statements For the year ended 31 March 2010

**Registered Charity No. 1106631
Company No. 5252247**

**Harrison Beale & Owen Limited
Chartered Accountants and Registered Auditors
Highdown House
11 Highdown Road
Sydenham
Leamington Spa
CV31 1XT**

WARWICK DISTRICT CITIZENS ADVICE BUREAU

CONTENTS

	Page
Trustees' annual report	1
Independent auditors' report	10
Statement of financial activities	12
Balance sheet	13
Notes to the financial statements	14

WARWICK DISTRICT CITIZENS ADVICE BUREAU

REPORT OF THE DIRECTORS AND TRUSTEES

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 2010. 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.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name: Warwick District Citizens Advice Bureau

Charity Registration: 1106631

Company Registration: 5252247

Registered Office: 10 Hamilton Terrace
Leamington Spa
CV32 4LY

Company Secretary: Hilary Alexis Holland

Bank: HSBC
PO Box 88
The Parade
Leamington Spa
CV32 4BU

Auditors: Harrison Beale & Owen Limited
Highdown House
11 Highdown Road
Sydenham
Leamington Spa
CV31 1XT

WARWICK DISTRICT CITIZENS ADVICE BUREAU
REPORT OF THE DIRECTORS AND TRUSTEES - continued

The following people were Directors/ Trustees of the charity in the year:

Surname	Forenames	Status	Date appointed	Date resigned
ASHFORD	Martyn Geoffrey	Director	24 November 2009	
BARROTT	John Thomas	Director	17 July 2007	
BERRY	Alison Elizabeth	Director	06 October 2004	
BLACKLOCK	Ann	Director	05 April 2005	
BROOKE-TAYLOR	Geoffrey William	Director	01 January 2006	
BROOKS	Richard Frank	Director	05 April 2005	
CREED	Justin Edward	Director	05 April 2005	
DALY	John	Director	14 March 2006	
GRAINGER	Moira-Ann	Director	17 July 2007	
GREENWOOD	David Arthur	Director	05 April 2005	
MOORE	Sonia Lee Yvonne	Director	17 July 2007	
O'BOYLE	Angela Mary	Director	05 April 2005	
QUIRKE	Joan	Director	06 October 2009	
RANDEV	Rajendar Nath	Director	05 April 2005	4 June 2009
STOKES	Anthony John	Director	05 April 2005	

No Member of the Trustee Board is in paid employment in the CAB Service.

WARWICK DISTRICT CITIZENS ADVICE BUREAU

REPORT OF THE DIRECTORS AND TRUSTEES - continued

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Warwick District Citizens Advice Bureau is a registered charity and a company limited by guarantee. The maximum liability of each member is limited to one pound. Warwick District Citizens Advice Bureau is governed by its Memorandum and Articles of Association.

Warwick District Citizens Advice Bureau was incorporated as a company limited by guarantee on 06 October 2004. The charity commenced its charitable activities on 01 April 2005 following the transfer of all assets and liabilities from Warwick District Citizens Advice Bureau (Charity Registration Number 218650).

Recruitment, Appointment of Trustees

Trustees, who are also Directors of the Company, are elected from the local community at the Annual General Meeting, nominated by member organisations, or co-opted by the Trustee Board. A separate process agreed by the Trustee Board is followed for the election of the Chair.

Induction of Trustees

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

Organisational Structure

Warwick District 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 Warwick District Citizens Advice Bureau and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet regularly and delegate the day-to-day operation of the organisation to the Manager, Hilary Alexis Holland. 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

Warwick District 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 in order to fulfil its charitable objects and comply with the national membership requirements.

WARWICK DISTRICT CITIZENS ADVICE BUREAU

REPORT OF THE DIRECTORS AND TRUSTEES - continued

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

Warwick District Citizens Advice Bureau has worked on a risk assessment. 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 Warwick District 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 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 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 charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

OBJECTIVES AND ACTIVITIES

Public Benefit

We have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. This is demonstrated in the list of key achievements in the year (see below). Our business planning is informed by an analysis of our community and client profiles and the services we offer aim to satisfy unmet need.

Objects

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

Aims, Objectives, Strategies and Activities for the Year

Warwick District Citizens Advice Bureau provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

The service aims:

- To provide the advice people need for the problems they face
- To improve the policies and practices that affect people's lives.

WARWICK DISTRICT CITIZENS ADVICE BUREAU

REPORT OF THE DIRECTORS AND TRUSTEES - continued

Advice services have been provided through face-to-face consultations, telephone advice lines (at the main Bureau site in Leamington Spa), home visits and at outreach sessions across Warwick District. Generalist advice is offered in all enquiry areas; the CAB has specialist advisers in housing, welfare benefits and debt.

Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance in advising the public (voluntary advice workers) and in administering the charity (Trustees and voluntary administrative workers).

54 volunteers plus 14 Trustees contributed over 320 hours of work to the bureau every week. The value of this help is estimated to be £243,814 over the year.

ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

The key achievements in the year:

- Advice offered by paid and voluntary advisers in a range of locations, in-person and by telephone, by letter/fax, by home visit
- Over 4,750 interviews (over 90 pw) with clients given by volunteers at the Leamington site: drop-in service maintained; telephone advice service maintained; evening opening 1 day a week maintained
- Additional 5.5 hours weekly opening for drop-in advice to increase access for clients over the economic downturn, an additional 20 clients a week seen
- Outreach in Warwick (drop-in and appointments at One-Stop Shop in Shire Hall)
- Outreach in Kenilworth: CABinCV8 – a weekly CAB session at the Library as part of the Warwickshire Direct objective to link up services (up to four appointments bookable per week)
- Housing advice at Warwick County Court; County Court Desk staffed on rent and mortgage repossession days
- Debt and benefits advice services provided in a range of community venues, targeted to address financial exclusion (CABlocal)
- 3,500 new clients helped with their problems by generalist advisers, all volunteers (67 clients every week new to CAB)
- Over 5,000 contacts made with clients (includes clients who have been to CAB before)
- Nearly 11,000 new issues addressed by generalist advisers; enquiry areas included debts, benefits, employment, housing, legal and consumer, immigration, relationships, discrimination, taxes, utilities

WARWICK DISTRICT CITIZENS ADVICE BUREAU

REPORT OF THE DIRECTORS AND TRUSTEES - continued

The key achievements in the year - continued:

- Advice given to all communities: clients are men and women, young (14% under 26) and old (440 were aged 65+) (all ages 16-90), many ethnic origins (19% were not White British) and nationalities (59), those with disabilities (14.5%) and health problems; from across the District – clients have come from each of the 20 Warwick District Wards.
- 68 volunteers (all local people) in a number of roles: Trustees, generalist advisers, Gateway Assessors, Advice Session Supervisors, trainees, receptionists, administrators, Social Policy Coordinators.
- 22 paid staff as at 31 March 2010
- Staff and Trustee development: monthly training sessions / workshops held for all staff; cluster training opportunities; CPD training available for caseworkers; *Citizens Advice* area based forums/ training for managers and trustees.

Fundraising Activities

Total income received in fundraising for the year was £1,962. Expenditure incurred in fundraising activities during the year was £nil.

Investment Activities

The charity does not currently hold material investments.

Factors Affecting the Achievement of Objectives

The charity is only too well aware of the financial pressures experienced by its major funders, and in view of this has taken active measures to seek additional sources of funding for its services.

In its latest Membership Scheme and CLS Quality Mark Audit Report, the auditor commented that 'the organisation has shown considerable strength in securing and maintaining a wide spread of funding sources.'

FINANCIAL REVIEW

Financial Position

Incoming resources in the year were £526,823 (2008/2009 £541,638).

A surplus of £22,199 was made in the year (2008/2009 £19,143).

At 31 March 2010 total reserves were £219,677 (2008/2009 £197,478) of which £130,577 (2008/2009 £92,612) represented unrestricted funds.

WARWICK DISTRICT CITIZENS ADVICE BUREAU

REPORT OF THE DIRECTORS AND TRUSTEES - continued

Reserves Policy

Warwick District Citizens Advice Bureau is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. The bureau will maintain a projection of income 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 determined that 'free' reserves should be maintained equal to 4½ months' normal operating expenditure.

Principal Funding Sources

The Trustees extend their gratitude to all funders of the Bureau and its projects:

- **General Fund:** this is for the infrastructure/ core operating costs of the organisation, the generalist advice work offered by volunteers at the main Leamington site. It is supported by Warwickshire County Council (£65,367); Warwick District Council (£41,600 plus £20,000 rent) and it has allowed discretionary as well as mandatory rate relief; Royal Leamington Spa Town Council (£3,325) for the training of volunteer advisers.
- **Legal Services Commission:** funds a Contract in Housing and Debt, paying for work on a case when closed.
- **MAS(WDC):** Warwick District Council has funded (£38,000) this Money Advice Service to work with clients of its debt teams (those in rent and Council Tax arrears) and its Housing Advice staff.
- **Kenilworth Outreach (CABinCV8):** Kenilworth United Charities made a grant of £6,200 for CAB work at Warwickshire Direct in Kenilworth Library. This is valuable to those in the town who find it difficult and expensive to travel to the main CAB site in Leamington Spa.
- **Warwick Outreach:** Warwick Relief in Need, a local trust, funds (£14,000) a weekly CAB presence in Warwick town, and also for home visits to be offered to those who cannot get out.
- **CABlocal:** this 3-year debt and benefits outreach project to combat financial exclusion in the District was funded for a further period to end December while WCC decisions were made regarding allocation of LPSA2 reward monies for further financial inclusion work. Warwickshire County Council contributed £35,000 and Warwick District Council contributed £20,000 as interim support to this ongoing tackling poverty work.
- **Financial Inclusion Fund (FIF):** central government has channelled BIS funding through Citizens Advice for this project at the Bureau to address financial exclusion; the money adviser has been working since April 2007 across more than one local authority area, with excluded communities eg Lighthorne Heath, selected through local knowledge and experience of the main Bureau in Leamington Spa.

**WARWICK DISTRICT CITIZENS ADVICE BUREAU
REPORT OF THE DIRECTORS AND TRUSTEES - continued**

Principal Funding Sources - continued

- **FIF Offenders Project:** central government had additionally funded CAB for debt advisework with offenders (and in some cases their families) across the County's 5 local authority areas but this project ceased in May 2009 due to staff sickness
- **CABlocal (Warwick):** Severn Trent Trust Fund (£57,910 over 2 years) and Warwick Relief in Need (£30,000 over 2 years) have funded CABlocal services to target less advantaged communities in Warwick
- **Additional Hours:** central government has channelled funding through Citizens Advice for Additional Hours of Advice (AHA) (over 14 months to end March 2010) to cope with client pressures due to the economic downturn
- **CABlocal+:** Action for Children has funded CABlocal services in Leamington and Warwick Children's Centres (£25,000). Leamington Town Council has contributed £4,675 to this outreach.
- **Court desk:** CLG funding has been received via WDC to maintain a Court Desk service in Warwick County Court to ensure that any household facing repossession and attending Court can be properly represented on the day and afterwards and thereby to assist in homelessness prevention.
- **LAW and County Telephone Service:** from July 2009 the CAB as a partner in Legal Advice Warwickshire (LAW) has received Lottery funding (from Bedworth, Rugby and Nuneaton CAB as the lead organisation). The aim of LAW is to develop the legal advice network of organisations offering help in areas of social welfare law across the County.

CAB also gratefully acknowledges the donations from clients – cash in the tins for help with running costs, cheques through the post, biscuits and chocolates at Christmas for the general office.

The charity did not have any borrowings from either providers of funding or other sources at the balance sheet date.

Funds in Deficit

There are 2 restricted funds in deficit at the year end. These are FIF and Additional Hours of Advice. Steps have been taken to monitor expenditure and the Board acknowledges it is necessary to subsidise these Projects to a small degree.

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.

WARWICK DISTRICT CITIZENS ADVICE BUREAU

REPORT OF THE DIRECTORS AND TRUSTEES - continued

FUTURE PLANS

Warwick District Citizens Advice Bureau aims to continually improve access to its service; in order to manage demand it now operates a gateway approach to those seeking advice. Given appropriate levels of funding it intends to extend its service to an even wider number of the community through increased provision of telephone advice (it is now part of the County Telephone Service) and additional outreach locations.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and 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 company and of the profit or loss of the company for that period. In preparing those financial statements, the Trustees are required to:


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

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as each of the Trustees is aware at the time the Report is approved:

- there is no relevant audit information of which the 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.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and reporting by Charities and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.



Hilary Alexis Holland (Company Secretary)
17 August 2010

WARWICK DISTRICT CITIZENS ADVICE BUREAU
INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF
WARWICK DISTRICT CITIZENS ADVICE BUREAU

We have audited the financial statements on pages 12 to 22 of Warwick District Citizens Advice Bureau for the year ended 31 March 2010 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

This report is made solely to the charity's trustees, as a body, in accordance with Section 43 of the Charities Act 1993 and regulations made under section 44 of that Act. On the basis of the company audit exemption claimed, an audit is not required under the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity 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

The responsibilities of the trustees (who are the directors of the charitable company) for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

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 financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with UK Generally Accepted Accounting Practice and the Charities Act 1993. We also report to you if, in our opinion, the Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records or if we have not received all the information and explanations we require for our audit.

We read the Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it or material inconsistencies with the financial statements.

WARWICK DISTRICT CITIZENS ADVICE BUREAU

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF WARWICK DISTRICT CITIZENS ADVICE BUREAU - continued

Basis of audit 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 financial statements 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.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standards – Provisions for Small Entities, in the circumstances set out in the notes.

Opinion

In our opinion the financial statements:

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the charity's affairs as at 31 March 2010 and of its incoming resources and application of resources in the year then ended; and
- have been properly prepared in accordance with the Charities Act 1993.



Harrison Beale & Owen Limited
Chartered Accountants and Registered Auditors
Highdown House
11 Highdown Road
Sydenham
Leamington Spa
Warwickshire

Date 17 August 2010

WARWICK DISTRICT CITIZENS' ADVICE BUREAU
STATEMENT OF FINANCIAL ACTIVITIES
(Including summary income and expenditure account)

For the year ended 31 March 2010

	Note	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income	2	1,962	-	1,962	10,727
Investment income	2	342	-	342	4,905
Incoming resources from charitable activities	2	341,047	183,472	524,519	526,006
Total incoming resources		<u>343,351</u>	<u>183,472</u>	<u>526,823</u>	<u>541,638</u>
Resources expended					
Cost of generating funds:					
Fundraising costs	3	-	-	-	111
Charitable activities	3	305,347	195,209	500,556	517,227
Governance costs	3	4,068	-	4,068	5,157
Total resources expended		<u>309,415</u>	<u>195,209</u>	<u>504,624</u>	<u>522,495</u>
Net incoming/ (outgoing) resources before transfers		33,936	(11,737)	22,199	19,143
Transfers between funds		4,029	(4,029)	-	-
Net movement in funds		37,965	(15,766)	22,199	19,143
Fund balances brought forward at 1 April 2009		92,612	104,866	197,478	178,335
Fund balances carried forward at 31 March 2010		<u>130,577</u>	<u>89,100</u>	<u>219,677</u>	<u>197,478</u>

During the year there were no recognised gains or losses other than those appearing in the Statement of Financial Activities.

WARWICK DISTRICT CITIZENS' ADVICE BUREAU


**BALANCE SHEET
as at 31 March 2010**

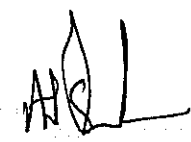
		2010		2009	
	Note	£	£	£	£
Fixed assets					
Tangible assets	6		88,865		94,152
Current assets					
Debtors	7	5,007		30,392	
Cash at bank and in hand		<u>176,379</u>		<u>157,061</u>	
		181,386		187,453	
Creditors: amounts falling due within one year	8	<u>(50,574)</u>		<u>(84,127)</u>	
Net current assets			<u>130,812</u>		<u>103,326</u>
Total net assets			<u>219,677</u>		<u>197,478</u>
Funds					
Unrestricted funds	10		130,577		92,612
Restricted funds	11		<u>89,100</u>		<u>104,866</u>
			<u>219,677</u>		<u>197,478</u>

The charitable company is exempt from the audit requirement under the Companies Act 2006 and the members have not required the company to obtain an audit in accordance with the 2006 Act, but instead in accordance with the Charities Act 1993. The trustees acknowledge their responsibilities for complying with the requirements of the 2006 Act with respect to accounting records and the preparation of the accounts.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the trustees on 17 August 2010 and signed on their behalf by:

Trustee 


Trustee

WARWICK DISTRICT CITIZENS' ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2010

1. Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention and are in accordance with the Companies Act 2006, applicable accounting standards, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Statement of Recommended Practice on Accounting by Charities published in March 2005.

The accounting policies are set out below and remain unchanged from previous years.

1.2 Income

Income is derived from donations, bank deposit interest, grants and contracts.

Turnover derived from donations and bank deposit interest is recognised when received.

Turnover derived from grants and contracts is recognised on an accruals basis.

All incoming resources and resources expended derive from continuing activities.

1.3 Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Fund-raising costs are those incurred in seeking voluntary contributions.

Charitable activities include expenditure associated with the provision of advice and information for the benefit of the local community. The expenditure includes both the direct costs and the support costs relating to these activities.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and have been allocated to activities on a basis consistent with the use of the resources.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

WARWICK DISTRICT CITIZENS' ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2010

1.4 **Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life, as follows:

Tenants improvements	Over the life of the lease
Computer equipment	Straight line over 3 years

It is the charity's policy to capitalise all assets with a cost of £500 or more.

1.5 **Leasing**

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

1.6 **Pensions**

The charity participates in the Warwickshire County Council Pension Fund. The scheme is a multi-employer defined benefit final salary scheme where the share of the assets and liabilities applicable to each employer is not identified. Accordingly, these financial statements include pension costs payable on a defined contribution basis in accordance with Financial Reporting Standard 17. The current overall position of the fund and the assumptions made are provided in note 8. Contributions to the scheme are based on applicable pension costs across the participating organisations taken as a whole. The pension charge recorded in these accounts is the amount of contributions payable in the accounting year.

1.7 **Restricted funds**

Income received for restricted purposes are included in separate restricted funds against which appropriate expenditure is allocated.

1.8 **Designated funds**

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the trustees' discretion.

WARWICK DISTRICT CITIZENS' ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2010

	2010 £	2009 £
2. Incoming resources		
Voluntary income:		
Donations and gifts	1,962	10,727
Investment income:		
Bank interest	342	4,905
Charitable activities		
Grants and contracts	524,519	526,006
	<hr/>	<hr/>
At 31 March 2010	526,823	541,638
	<hr/> <hr/>	<hr/> <hr/>
	2010 £	2009 £
3. Resources expended		
Costs of generating funds		
Fundraising costs	-	111
Charitable activities		
Staff costs	427,491	446,935
Volunteer expenses	3,793	4,542
Office and general	31,112	27,562
Premises costs	28,054	27,659
Outreach/LSC costs	569	2,284
Depreciation	9,537	8,245
	<hr/>	<hr/>
	500,556	517,227
Governance costs	4,068	5,157
	<hr/>	<hr/>
At 31 March 2010	504,624	522,495
	<hr/> <hr/>	<hr/> <hr/>
Governance costs include:		
Auditors' remuneration	3,254	4,012
	<hr/> <hr/>	<hr/> <hr/>
Directors' remuneration	-	-
	<hr/> <hr/>	<hr/> <hr/>

WARWICK DISTRICT CITIZENS' ADVICE BUREAU

**NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2010**

	2010	2009
	£	£
4. Support costs		
- Included within Resources Expended on Charitable Activities		
Staff costs	60,546	58,276
Office and general	2,109	1,973
Premises costs	2,022	2,122
	<hr/>	<hr/>
	64,677	62,371
	<hr/> <hr/>	<hr/> <hr/>

	2010	2009
	£	£
5. Staff costs and numbers		
Wages and salaries	351,266	364,337
Social security costs	24,297	24,481
Pension costs	37,820	40,841
Other staff costs	14,108	17,276
	<hr/>	<hr/>
	427,491	446,935
	<hr/> <hr/>	<hr/> <hr/>

The average number of full time equivalent employees, analysed by function was:

General Services	4	4
Additional Hours	2	-
WDC MAS	1	1
LSC Contract	3	3
Kenilworth and Warwick Outreach projects	1	1
FIF and FIF Offenders' projects	2	3
CAB Local, CAB Local (Warwick) and CAB Local+ projects	4	5
	<hr/>	<hr/>
	17	17
	<hr/> <hr/>	<hr/> <hr/>

No employee received remuneration amounting to more than £60,000 during either year.

During the year, one trustee was reimbursed travel expenses of £8 (2009 - £7).

WARWICK DISTRICT CITIZENS' ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2010

6. Tangible fixed assets

	Tenants improvements	Computer equipment	Total
	£	£	£
Cost or valuation			
At 1 April 2009	111,213	16,506	127,719
Additions	-	4,250	4,250
	<hr/>	<hr/>	<hr/>
At 31 March 2010	111,213	20,756	131,969
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 April 2009	23,400	10,167	33,567
Charges for the year	5,850	3,687	9,537
	<hr/>	<hr/>	<hr/>
At 31 March 2010	29,250	13,854	43,104
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 March 2010	81,963	6,902	88,865
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 March 2009	87,813	6,339	94,152
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

7. Debtors

Other debtors	5,007	30,392
	<hr/>	<hr/>

2010	2009
£	£

8. Creditors: amounts falling due within one year

Taxation and social security	829	1,111
Grants received in advance	39,146	69,753
Other creditors	10,599	13,263
	<hr/>	<hr/>
	50,574	84,127
	<hr/> <hr/>	<hr/> <hr/>

WARWICK DISTRICT CITIZENS' ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2010

9. Pension costs

The company operates a defined benefit pension scheme, which is part of the Warwickshire County Council Pension Fund. The most recent full actuarial valuation was on 31 March 2007, and was carried out by a qualified independent actuary.

The financial assumptions are as follows:

- The expected rate of Pensionable Pay increase above price inflation has been assumed to be 1.75% per annum.
- The fund's investments are expected to outperform a portfolio of Government bonds by 2.5% per annum for the period pre-retirement and 1% per annum for the period post-retirement.
- The rate of price inflation is expected to be 2.75% per annum (future service).
- The discount rate is expected to be 6.5% per annum (future service).

Warwickshire County Council Pension Fund had a funding level of 86% as at 31 March 2007.

The employer contribution rate for Warwick District Citizens Advice Bureau will be increased from 13.1% in 2007/2008 in increments to 14.7% in 2010/2011. This level of contribution is to be continued for a further period of 22 years, in order that the pension deficit can be cleared.

The pension fund was transferred into that for Warwick District Citizens Advice Bureau Limited. The same conditions apply to the new Employer.

	2010 £	2009 £
Contributions made	37,820	40,841

WARWICK DISTRICT CITIZENS' ADVICE BUREAU
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2010

10. Unrestricted funds

	General Fund £	LSC £	MAS WDC £	Kenilworth Outreach £	Warwick Outreach £	CAB Local £	2010 Total £
Balance transferred at 1 April 2009	164,419	(78,200)	(18,120)	(450)	7,636	17,327	92,612
Net incoming/(outgoing) resources	(8,565)	889	2,626	1,461	2,809	6,809	6,029
Transfer between funds	(106,315)	90,308	20,036	-	-	-	4,029
Management fees	54,817	(12,997)	(4,542)	(731)	(1,823)	(6,817)	27,907
Balance at 31 March 2010	104,356	-	-	280	8,622	17,319	130,577

The unrestricted funds retained to meet contingencies conforms with the guidance on charity reserves issued by the Charity Commissioners.

11.

Restricted funds

	Computer reserve £	Building Reserve £	Financial Inclusion Fund £	FIF Offenders' Project £	CAB Local Warwick £	Additional Hours £	CAB Local+ £	Big Lottery Fund £	2010 Total £
Balance transferred at 1 April 2009	6,339	87,813	(3,177)	4,008	6,044	2,577	1,262	-	104,866
Net incoming/(outgoing) resources	(3,687)	(5,850)	1,570	752	7,002	6,866	6,963	2,554	16,170
Transfer between funds	4,250	-	-	(4,029)	-	(4,250)	-	-	(4,029)
Management fees	-	-	(6,817)	(731)	(5,499)	(7,404)	(5,726)	(1,730)	(27,907)
Balance at 31 March 2010	6,902	81,963	(8,424)	-	7,547	(2,211)	2,499	824	89,100

WARWICK DISTRICT CITIZENS' ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2010

12. Financial commitments

At 31 March 2010 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings 2010 £	Other 2010 £
Expiry date:		
Between two and five years	-	1,112
In over five years	20,000	-
	<hr/>	<hr/>
	20,000	1,112
	<hr/> <hr/>	<hr/> <hr/>

On 1 March 1999, Warwick District Citizens Advice Bureau entered into a 25 year lease agreement with Warwick District Council, for the leasehold property at 10 Hamilton Terrace, Leamington Spa. This leasehold was transferred on 1 April 2005 to Warwick District Citizens Advice Bureau Limited.

A 2004 rent review set the annual rent at £20,000.

13. Rate relief

During the year ending 31 March 2010, Warwick District Council allowed £7,639 rate relief (Mandatory Relief for Charities £6,111, Discretionary Relief £1,528). For the year ending 31 March 2009 this total was £7,276.

14. APB Ethical Standard – Provisions available for small entities

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

WARWICK DISTRICT CITIZENS' ADVICE BUREAU

**NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2010**

15. Analysis of net assets between funds and restricted funds

	Tangible fixed assets	Total net assets	Total
	£	£	£
Computer Reserve	6,902	-	6,902
Building Reserve	81,963	-	81,963
Other reserves	-	235	235
Total restricted funds	88,865	235	89,100
Total unrestricted funds	-	130,577	130,577
Total funds	88,865	130,812	219,677