

TAMESIDE CITIZENS ADVICE BUREAU LIMITED
(A company limited by guarantee)

Financial Statements

For the year ended 31 March 2018

Company no: 2302696 (England & Wales)

Charity no: 701113

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

FINANCIAL STATEMENTS

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TAMESIDE CITIZENS ADVICE BUREAU LIMITED

Legal and administrative information

DIRECTORS

M Ashworth
M Ashraf
W Brelsford
S Cheeseman
M Dale
J Fieldhouse
P Fitzpatrick (Councillor)
M Hughes
N Mackie
N Morgan
S Raftery
S Riley

SECRETARY

N Morgan

REGISTERED OFFICE

Clarence Arcade
Stamford Street
Ashton-under-Lyne
OL6 7PT

COMPANY LIMITED BY GUARANTEE: REGISTERED NUMBER

2302696

CHARITY: REGISTERED NUMBER

701113

BANKERS

Barclays Bank PLC
190 Stamford Street
Ashton-under-Lyne
Lancashire
OL6 7NZ

INDEPENDENT EXAMINER

J A Simpson & Co Ltd
48 Bredbury Green
Romiley
Stockport
SK6 3DN

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

Directors' Report (incorporating the Trustees' Report)

The directors and trustees present their report and the examined accounts for the year ended 31 March 2018. The directors have adopted the provisions of FRS 102 in preparing the annual report and financial statements of the charity.

Constitution, objects, policies and public benefit

The principal activity of the company continued to be the operation of a citizen's advice bureau.

The company, which is a company limited by guarantee, is a registered charity established for the promotion of charitable purposes for the benefit of the community in the area of Tameside. The organisation ensures that all services are available to the general public and people in poverty are not excluded as no fees are payable.

The charity has an additional aim of ensuring that individuals do not suffer through lack of knowledge of their rights and responsibilities or the services available or through an inability to express their needs effectively.

These aims are achieved through trained volunteers giving free, confidential, impartial and independent advice to the local community. These objectives remain unchanged from previous years. The company is a member of the National Association of Citizens Advice Bureaux and adheres to their policies and principles.

Performance, activities and future developments

The company receives grants from Tameside Metropolitan Borough Council, the Big Lottery Fund and other changeable funders

The surplus for the year amounted to £63,888 (2017: £6,779).

Total reserves stand at £240,179 (2016 £176,291)

These reserves are carried forward for the furtherance of the charity's objectives in future years.

The accounts have been prepared on a going concern basis, as the funding for the next financial year has been provisionally agreed. The company plans to continue to expand its services, in part by attracting external sources of funding.

Reserves

In accordance with Charity Commission recommendations the company tries to maintain reserves sufficient to meet at least three months running costs. This has been achieved as at 31 March 2018.

Organisation

The charity is administered by its board of directors, who meet regularly to decide policy. New directors are appointed by the approval of the board. A Chief Officer is appointed to oversee the day to day running of the charity. The directors who served during the year were as follows:

M Ashworth	P Fitzpatrick (Councillor)
M Ashraf	M Hughes
W Brelsford	N Mackie
S Cheeseman	N Morgan (Chief Officer)
M Dale	S Raftery
J Fieldhouse	S Riley (Chief Officer)

In accordance with the company's articles of association, M Ashraf, M Ashworth, M Dale, N Morgan and S Riley retire by rotation and offer themselves for re-election.

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

Directors' Report (incorporating the Trustees' Report)

Investment powers

Under the memorandum and articles of association, the charity has the power to invest the income or capital of the charity, which is not immediately required for its purposes, in or upon such investments, securities or properties as the directors see fit.

Training and induction

The company operates a formal induction programme for its new trustees that is used by the Citizens Advice Bureau nationally.

Statement of directors' responsibilities

Company and charity law requires the directors to prepare financial statements for each financial year which gives a true and fair view of the state of the company's affairs and of the profit or loss for that year. In doing so the directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of accounting practice have been followed subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation;

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any one time, the financial position of the company and to enable them to ensure 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.

As the company's directors, we certify that so far as we are aware, there is no relevant information of which the company's independent examiners are unaware and as the directors of the company, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the charity's independent examiners are aware of that information.

Risk management

The directors have the above responsibilities, they also need to provide reasonable assurance that:

- the charity is operating efficiently and effectively;
- its assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used within the charity or for publication is reliable; and
- the charity complies with relevant laws and regulations.

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

Directors' Report (incorporating the Trustees' Report)

The systems of internal controls are designed to provide reasonable assurances against material loss or misstatement. They will include:

- a business plan and annual budgets approved by the directors;
- regular consideration by the trustees of financial results, variances to budgets, non-financial performance indicators and benchmark reviews;
- delegation of authority and segregation of duties; and
- identification and management of risks.

Independent Examiner

A resolution will be proposed at the next Annual General Meeting to reappoint the independent examiners, J A Simpson & Co Ltd.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the board

Clarence Arcade
Stamford Street
Ashton-under-Lyne
OL6 7PT

2nd October 2018

N Morgan
Secretary

**INDEPENDENT EXAMINERS' REPORT
TO THE MEMBERS OF TAMESIDE CITIZENS ADVICE BUREAU LIMITED**

I report on the accounts of the company limited by guarantee for the year ended 31 March 2018 which are set out on pages 6 to 11. These accounts have been prepared in accordance with the FRS 102 and the accounting policies therein.

Respective responsibilities of directors and examiner

As described in the Statement of Directors' Responsibilities the company's directors (who are also the trustees) are responsible for the preparation of the accounts in accordance with applicable law and United Kingdom Accounting Standards. You consider that the audit requirement of s144(2) of the Charities Act 2011 (the Act) does not apply and that an independent examination is needed.

I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

examine the accounts under section 145 of the 2011 Act;

to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 Which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with s 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of s 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
 - have not been met; or
- 2 To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

John A Simpson
Chartered Accountant
48 Bredbury Green
Romiley
Stockport

Date

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

Statement of Financial Activities for the year ended 31 March 2018

	Notes	General Fund 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Incoming resources					
Incoming resources from generated funds					
<i>Voluntary income:</i>					
Donations and grants	2	321,864	203,354	525,218	476,060
Total incoming resources		<u>321,864</u>	<u>203,354</u>	<u>525,218</u>	<u>476,060</u>
Resources expended					
Charitable activities	3	300,938	154,212	455,150	462,943
Governance costs	4	2,005	0	2,005	1,902
Raising funds	4	<u>4,175</u>	<u>0</u>	<u>4,175</u>	<u>4,436</u>
Total resources expended		<u>307,118</u>	<u>154,212</u>	<u>461,330</u>	<u>469,281</u>
Net incoming/(expended) resources before transfers	5	14,746	49,142	63,888	6,779
Net movements in funds		<u>14,746</u>	<u>49,142</u>	<u>63,888</u>	<u>6,779</u>
Reconciliation of funds					
Funds brought forward at 1 April 2017/16		180,327	(4,036)	176,291	169,512
Funds carried forward at 31 March 2018/17		<u>195,073</u>	<u>45,106</u>	<u>240,179</u>	<u>176,291</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

Balance Sheet as at 31 March 2018

	Notes	2018			2017
Current Assets		General	Restricted	Total	
Debtors	8	23,751	0	23,751	25,180
Cash at bank	7	349,166	45,106	394,272	296,471
Cash in hand		133	0	133	242
		<u>373,050</u>	<u>45,106</u>	<u>418,156</u>	<u>321,893</u>
Creditors: amounts falling due within one year	9	<u>177,977</u>		<u>177,977</u>	<u>145,602</u>
		195,073	45,106	240,179	176,291
Net Current Assets/(Liabilities)		<u>195,073</u>	<u>45,106</u>	<u>240,179</u>	<u>176,291</u>
		<u>195,073</u>	<u>45,106</u>	<u>240,179</u>	<u>176,291</u>
Reserves		<u>195,073</u>	<u>45,106</u>	<u>240,179</u>	<u>176,291</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member has required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

The financial statements on pages 6 to 11 were approved by the directors on 2nd October 2018 and signed on their behalf by:

J Fieldhouse - Director

N Morgan - Director

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

Notes to the Financial Statements for the year to 31 March 2018

1 Basis of accounting

General

These Accounts have been prepared under the historic cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Charities Act 2011

The charity constitutes a public benefit entity as defined by FRS 102

Going concern

The financial statements have been prepared on a going concern basis, which presumes that the trust will continue to receive financial support. Notification of support for the year ended 31 March 2018 has been agreed.

Incoming resources

Grants

All grants and voluntary income are accounted for gross on a receivable basis.

Investment income

Investment income is accounted for on a receivable basis.

Resources expended

Expenditure is accounted for on an accruals basis

2 Donations and grants	General	Restricted	2018	2017
Local Authority and Funding				
General purpose	164,353	0	164,353	168,383
FIF	104,927	0	104,927	102,541
Food & Clothing	12,981	0	12,981	14,569
F & D	1,000	0	1,000	1,110
Big Lottery Fund	0	203,354	203,354	148,970
Outreach and	37,617	0	37,617	38,466
New Charter Housing Trust and Irwell Valley Housing				
Other Income	540	0	540	943
Donations	446	0	446	1,078
	<u>321,864</u>	<u>203,354</u>	<u>525,218</u>	<u>476,060</u>

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

Notes to the Financial Statements for the year to 31 March 2018

3 Charitable activities

	CAB	UNRESTRICTED			HH	RESTRICTED		2018	2017
		FIF	F & C	GN		LOTTERY		£	£
Staff salaries and NIC	146,881	99,173		1,379	5,913	136,173		389,519	408,134
Electricity					554	556		1,110	766
Gas						974		974	794
Water				114	197	569		880	477
Rent	16,297	5,250	1,448			5,775		28,770	31,114
General repairs and maintenance	237		2,372			905		3,514	337
Travel & training & recruitment	4,442	312				1,089		5,843	3,939
Printing and stationery	731	631				1,333		2,695	2,137
Postage	111	145				294		550	573
Telephone	475	0				1,086		1,561	1,576
Insurance	1,162	536		1,266		512		3,476	3,551
Subscriptions	4,538	2,083				2,302		8,923	6,943
Bad debts	3,252							3,252	0
Miscellaneous	206	1,536		66				1,808	673
Computer costs	1,758	770				2,252		4,780	5,584
Language line	0							0	0
Publicity	0							0	0
Capital spending	627	386						1,013	331
Catering	286			371				657	450
	<u>181,003</u>	<u>110,822</u>	<u>3,820</u>	<u>1,493</u>	<u>8,367</u>	<u>153,820</u>		<u>459,325</u>	<u>467,379</u>

4 Governance costs

AGM costs	805							805	702
Accountancy	500	308				392		1,200	1,200
	<u>1,305</u>	<u>308</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>392</u>		<u>2,005</u>	<u>1,902</u>
	<u>182,308</u>	<u>111,130</u>	<u>3,820</u>	<u>1,493</u>	<u>8,367</u>	<u>154,212</u>		<u>461,330</u>	<u>469,281</u>

Included in staff costs for 2017/18 was £4,175 (2016/17 - £4,436) spent on raising finance.

5 Net incoming resources for the year

Net incoming resources are stated after charging:

Staff costs (note 6)	389,519	408,134
Independent examiner's remuneration	1,200	1,200

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

Notes to the Financial Statements for the year to 31 March 2018

6 Staff costs	2018	2017
Directors' remuneration	44,718	46,832
Salaries	317,927	331,707
Social security costs	25,487	26,016
Pension	1,387	3,579
	<u>389,519</u>	<u>408,134</u>

The average number of employees during the year was 20 (2017 - 22). None of these employees received emoluments greater than £60,000. There are no directors accruing pension benefit.

7 Cash at bank	2018	2017
Business premium and current accounts	290,254	192,652
High interest account	104,018	103,819
	<u>394,272</u>	<u>296,471</u>

8 Debtors	2018	2017
Trade debtors and prepayments	23,751	25,180
	<u>23,751</u>	<u>25,180</u>

9 Creditors: amounts falling due within one year	2018	2017
Accruals	169,790	134,614
Trade creditors	8,187	10,988
	<u>177,977</u>	<u>145,602</u>

10 Movement of funds

	General £	Restricted funds £	Total £	2017 £
Balance at 1 April 2017/16	180,327	(4,036)	176,291	169,512
Net movement in funds	14,746	49,142	63,888	6,779
Balance at 31 March 2018/17	<u>195,073</u>	<u>45,106</u>	<u>240,179</u>	<u>176,291</u>

TAMESIDE CITIZENS ADVICE BUREAU LIMITED

Notes to the Financial Statements for the year to 31 March 2018

11 Funds

The general fund relates to the main bureau where volunteers offer advice to the Tameside population on an open-door basis and by appointment.

FIF is a government funded project (Business innovation and skills) to provide face to face debt advice to clients who are eligible for legally aided services.

12 Related party transactions

The company relies for most of its funding on Tameside Metropolitan Borough Council. Their contributions are analysed in note 2 to the accounts.

Nigel Morgan and Sue Riley are trustees and are paid by the CAB at a commercial rate.

Expenses of £2,155 in respect of charity related activities of trustees were spent in year ended 31st March 2018. These expenses related to travel, accommodation and training.

13 Contingent liability

In the possible event of the company discontinuing operations due to cuts in funding, this would give rise to a potential liability in the form of redundancy and notice payments to staff, office rents and running costs, accountancy and removal fees, and the crystallisation of the obligation to pay outstanding amounts relating to the building of the extension, amounting in total to an estimated value of £110,000.