

PORTSMOUTH

**advice that makes a
difference**



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Charity Registration No: 1039776

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**PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)**

YEAR ENDED 31 MARCH 2000

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

DIRECTORS:

Mr. J.E. Romney
Mr. C.P. Barlow
Mr. R.A. Palmer
Mrs. P. Lodder
Mrs. C.V. Burgess
Mr. A. Beardsley
Dr. P.S. Haskell
Mr. R.B. Tweed
Mrs. E.L. Allison
Mr. D.J. Gosling
Mr. A.R. Browne
Mr. L.R. May
Mrs. B.J. Winter
Mrs. B. Day
Cllr. Mr. F. Worley
Mrs. M. M. Aldred
Miss J Webb

**DIRECTORS APPOINTED DURING
THE YEAR:**

Mr. D. Abram
Mr. B. Oliver
Cllr. G. Goble
Cllr. F. Worley
Ms. L. Tookey
Mr. R. Nethercott

**DIRECTORS RESIGNED DURING
THE YEAR:**

Mr. R.A. Palmer
Mrs. C.V. Burgess
Mr. L.R. May
Mrs. E.L. Allison
Mr. D.J. Gosling

SECRETARY:

Mr. J.E. Romney

**REGISTERED OFFICE
AND PRINCIPAL ADDRESS:**

Training Centre Building,
Dugald Drummond Street,
Portsmouth, PO1 2BB

COMPANY REGISTERED NUMBER:

2946921

CHARITY REGISTERED NUMBER:

1039776

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

AUDITORS:

Messrs. Jones Avens,
Chartered Accountants and Registered Auditors,
53 Kent Road, Southsea,
Hampshire, PO5 3HU.

SOLICITORS:

Messrs. Blake Lapthorn,
Solicitors,
New Court,
1 Barnes Wallis Road,
Segensworth,
Hampshire, PO15 5UA

PRINCIPAL BANKERS:

National Westminster Bank Plc,
130 Commercial Road,
Portsmouth,
Hampshire, PO1 1ES

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

REPORT OF THE TRUSTEES

The trustees submit their report, together with the audited financial statements for the year ended 31 March 2000.

CONSTITUTION

The charity was formed as a company limited by guarantee on 8 July 1994.

OBJECTIVES

The objects of the charity, as set out in the Memorandum of Association, are the promotion of any charitable purposes for the benefit of the community in the area of Portsmouth by the advancement of education, the protection of health and the relief of poverty, sickness and distress.

The aims of the company are to ensure that individuals do not suffer through ignorance of their rights and responsibilities or of the services available; or through an inability to express their needs effectively and equally to exercise a responsible influence on the development of social policies and services, both locally and nationally.

ORGANISATION

The charity operates from its head office in Portsmouth and its second office in Cosham.

REVIEW OF THE DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS DURING THE YEAR

The trustees report a deficit of Funds in respect of both restricted and unrestricted funds this year. Income from unrestricted funds has reduced due to the loss of National Lotteries funding for the Money Advice Centre, although this was partially offset by new funding for support workers. This is also the first full year of income from the Legal Aid Board.

As regards unrestricted funds expenditure has increased considerably over the previous year, mainly due to an increase in wages and salary costs as a result of a salary review.

REVIEW OF THE TRANSACTIONS AND FINANCIAL POSITION OF THE TRUST

The trustees report an excess of outgoing resources over incoming resources for the year as set out on the Statement of Financial Activities on page 5.

UNRESTRICTED FUNDS

Income on these Funds is similar to the previous year. Expenditure has increased in particular due to additional wages and salary costs. This has resulted in a deficit this year amounting to £18540 (1999: Surplus £37756).

RESTRICTED FUNDS

The movements on restricted funds are shown in note 9 on page 11 of the accounts. The deficit for the year amounts to £20492 (1999: Surplus £18285).

BALANCE SHEET

Overall net assets have reduced from £228314 in 1999 to £189282 in 2000.

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

REPORT OF THE TRUSTEES (CONTINUED)

AVAILABILITY AND ADEQUACY OF ASSETS OF EACH OF THE FUNDS

There are adequate and available assets of each Fund sufficient to meet all liabilities and obligations of the company.

TRUSTEES (DIRECTORS) AND THEIR INTERESTS

The Trustees in office are as follows, all Trustees are also Directors:-

Mr. J.E. Romney
Mr. C.P. Barlow
Mr. R.A. Palmer
Mrs. P. Lodder
Mrs. C.V. Burgess
Mr. A. Beardsley
Dr. P.S. Haskell
Mr. R.B. Tweed
Mrs. E.L. Allison
Mr. D.J. Gosling
Mr. A.R. Browne
Mr. L.R. May
Mrs. B.J. Winter
Mrs. B. Day
Cllr. Mr. F. Worley
Mrs. M.M. Aldred
Miss. J. Webb

The liability of the members is limited by guarantee to £1 each.

TRUSTEES' RESPONSIBILITIES

Company law requires the directors (namely 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 results of the company for that period. 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) follow applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- (iv) 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 1985. 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.

YEAR 2000

The year 2000 date change did not cause the charity any significant problems.

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

REPORT OF THE TRUSTEES (CONTINUED)

INTRODUCTION OF THE SINGLE EUROPEAN CURRENCY

The company has no connections with any other countries and no immediate impact of the Single European Currency on the company is foreseen.

AUDITORS

In accordance with Section 385 of the Companies Act 1985, a resolution proposing the re-appointment of Messrs. Jones Avens, Chartered Accountants of 53 Kent Road, Southsea, Hampshire, as auditors, will be put to the Annual General Meeting.

SMALL COMPANY DISCLOSURE

The above report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Signed on behalf of the board.


.....
Chairman

Approved by the Board of Trustees on 5 Sept. 2000

Registered Office:
Training Centre Building
Dugald Drummond Street
Portsmouth
PO1 2BB

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

AUDITORS REPORT TO THE MEMBERS OF PORTSMOUTH CITIZENS' ADVICE BUREAU

We have audited the financial statements on pages 5 to 12 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities under the historical cost convention and the accounting policies set out on pages 7 and 8.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As described on page 2, the trustees, who are also the directors of the charity for the purposes of company law, are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those financial statements and to report our opinion to you.

BASIS OF OPINION

We conducted our audit in accordance with Auditing Standards 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 directors in the preparation of the financial statements and of whether the accounting policies are appropriate to the company'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.

OPINION

In our opinion the financial statements give a true and fair view of the state of the company's affairs at 31 March 2000 and of its result for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

.....
JONES AVENS

Chartered Accountants and Registered Auditors

53 Kent Road

Southsea

Hampshire

PO5 3HU

5.8. 2000

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2000

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u> (Bureaux)	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>Funds</u> <u>2000</u>	<u>Total</u> <u>Funds</u> <u>1999</u>
INCOME AND EXPENDITURE					
INCOMING RESOURCES					
Local Authority and NACAB Grants		237253	12390	249643	251296
National Lottery and Legal Aid Grants		-	137989	137989	160290
Other Grants		-	648	648	-
Donations		3056	-	3056	7179
Bank Interest		5308	2402	7710	10310
Other Income	2.	21685	-	21685	21685
Total Incoming Resources		267302	153429	420731	450760
RESOURCES EXPENDED					
Direct Charitable Expenditure		259973	152427	412400	356577
Other Expenditure: Management and Administration of the Charity		47363	-	47363	38142
Total Resources Expended	2.	307336	152427	459763	394719
Net (Outgoing)/Incoming Resources before Transfers		(40034)	1002	(39032)	56041
Transfers between funds	9.	21494	(21494)	-	-
NET OUTGOING RESOURCES FOR THE YEAR		(18540)	(20492)	(39032)	56041
Balances brought forward at 1 April 1999		116505	111809	228314	172273
BALANCES CARRIED FORWARD AT 31 MARCH 2000		£ 97965	91317	189282	£228314

All operations are continuing.

The company has no recognised gains and losses other than the net movement of funds shown above and therefore no separate statement of total recognised gains and losses has been presented.

There is no difference between the net movement in funds for the year stated above and its historical cost equivalent.

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

BALANCE SHEET AT 31 MARCH 2000

	<u>Notes</u>	<u>2000</u>	<u>1999</u>
FIXED ASSETS	5.	10935	7872
CURRENT ASSETS			
Debtors	6.	5790	1724
Cash at Bank			
Current Account		-	3955
Deposit Account		190632	226191
Cash in Hand		110	265
		196532	232135
CREDITORS: AMOUNTS FALLING DUE			
 WITHIN ONE YEAR	7.	(18185)	(11693)
		178347	220442
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>£189282</u>	<u>£228314</u>
FUNDS:			
Unrestricted		97965	116505
Restricted	9.	91317	111809
		<u>£189282</u>	<u>£228314</u>

The accounts 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 Standard for Smaller Entities.

Signed on behalf of the board of directors

DIRECTOR.....
Mr. B. Oliver

05 September

Approved by the Board of Directors on 2000

The Notes on Pages 7 to 13 form an integral part of these financial statements.

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2000

1. ACCOUNTING POLICIES

BASIS OF PREPARATION

The financial statements are prepared in accordance with the Statement of Recommended Practice "Accounting by Charities" and applicable accounting standards. The particular accounting policies adopted by the trustees are described below:

ACCOUNTING CONVENTION

The financial statements are prepared under the historical cost convention.

RESOURCES ARISING - INCOME

All income is recognised in the Statement of Financial Activities when the conditions for receipt have been met and there is reasonable assurance of receipt. Where a claim for repayment of income tax has or will be made, such income is grossed up for the tax recoverable. The following accounting policies are applied to income:

Grants Receivable from Government Bodies for Revenue Expenditure

Grants are recognised in the Statement of Financial Activities when the conditions for receipt have been complied with.

Donated Facilities

These are included at their estimated value and the corresponding expenditure included under the appropriate heading.

Donations

Donations and all other receipts from fundraising are reported gross and the related fundraising costs are reported in other expenditure.

ALLOCATION OF COSTS

The charity's operating costs include staff costs and other related costs. Such costs are attributable either directly to a restricted fund (see page 11) or to unrestricted funds. The costs attributable to unrestricted funds (see page 13) are allocated 85% to direct charitable expenditure and 15% to management and administration, apart from training and conferences and audit fees which are shown separately under the appropriate heading (see page 9).

FUND ACCOUNTING

The charity maintains two types of funds as follows:

Restricted Funds

These represent grants and donations received which are allocated by the donor for specific purposes.

Unrestricted Funds

These represent funds which are expendable at the discretion of the trustees in the furtherance of the objects of the charity.

PENSIONS

Pension contributions are charged to the profit and loss account to spread the cost of the pensions over the employees working lives with the company. These contributions are invested separately from the company's assets in the local government superannuation scheme.

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2000

1. ACCOUNTING POLICIES (Continued)

CASH FLOW STATEMENT

The company is exempt under the terms of FRSI from preparing a cash flow statement.

TAXATION

As a registered charity the company's income is exempt from taxation under section 505 Taxes Act 1988. The company is not registered for value added tax.

DEPARTURE FROM COMPANIES ACT 1985 FORMAT

The company is a registered charity and so achievements cannot be measured by normal commercial criteria. Accordingly, the trustees consider that it would be inappropriate to present the financial statements in either of the formats set out in the Companies Act 1985. Therefore, as permitted by the Companies Act 1985, in order to reflect the special nature of the company's activities and to comply with the Charities SORP, the trustees have presented a statement of Financial Activities rather than a profit and loss account.

FIXED ASSETS

The trustees adopt a depreciation policy of writing off Fixed Assets over their estimated useful economic lives. The trustees have formed the view that new additions in the year have a useful economic life of more than one year and these assets are therefore being written off on a straight line basis over four years.

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2000

2. TOTAL RESOURCES EXPENDED	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>Funds</u> <u>2000</u>	<u>Total</u> <u>Funds</u> <u>1999</u>
DIRECT CHARITABLE EXPENDITURE				
Welfare Rights	-	20712	20712	2004
Care in the Community	-	76196	76196	74163
Salaries and Office Costs (85%)	238127	46828	284955	255825
Rent & Rates (85%)	18432	-	18432	18432
Training and Conferences	3414	-	3414	6153
Gay Men	-	606	606	-
Support Workers	-	8085	8085	-
	259973	152427	412400	356577
MANAGEMENT AND ADMINISTRATION				
Rent and Rates (15%)	3253	-	3253	3253
Salaries and Office Costs (15%)	42023	-	42023	32327
Audit Fees	2087	-	2087	2562
	47363	-	47363	38142
Total Resources Expended	307336	152427	459763	394719

Rent and Rates of £21685 represents a valuation of the accommodation donated by Portsmouth City Council in Cosham and Portsmouth. The valuation was made by the City Estates Officer in June 1991. This assistance is reflected in the accounts as intangible income included in other income.

	<u>2000</u>	<u>1999</u>
3. DIRECTORS SERVICES		
Remuneration for management services	£ 81661	£ 80845
4. STAFF COSTS		
The average number employed during the period was	32	25
Their aggregate remuneration amounted to:		
Salaries	321648	273366
Social Security Costs	21202	20201
Superannuation Costs	25138	20517
	£367988	£314084

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2000

5. FIXED ASSETS

**Office Equipment
Fixtures and
Fittings**

COST	
Balance brought forward 1 April 1999	9497
Additions	7252
Balance carried forward 31 March 2000	£ 16749
DEPRECIATION	
Balance brought forward 1 April 1999	1625
Charge for year	4189
Balance carried forward 31 March 2000	£ 5814
NET BOOK VALUES	
At 31 March 2000	£ 10935
At 31 March 1999	£ 7872

6. DEBTORS

	<u>2000</u>	<u>1999</u>
Other Debtors	15	353
Prepayments and Accrued Income	5775	1371
	£ 5790	£ 1724

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>2000</u>	<u>1999</u>
Bank Overdraft	6763	-
Trade Creditors	7119	5226
Accruals	4303	6467
	£ 18185	£ 11693

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2000

8. SUPERANNUATION SCHEME

Certain members of staff are members of the Local Government Superannuation Scheme - Hampshire's Pensions Fund. It is a defined benefit scheme and the assets are held in an independently administered fund.

9. RESTRICTED FUNDS

	Balance at 1 April 1999	Incoming Resources	Transfers	Outgoing Resources	Balance at 31 March 2000
NLCB Community Care Fund	18498	98596	(11055)	(76196)	29843
Welfare Benefits Specialist Unit (L.A.F.)	3960	29102	(6250)	(20712)	6100
Care in the Community (Cosham) Fund	2154	-	-	-	2154
Interpreter Fund	748	-	-	-	748
Welfare Benefits Check Fund	950	-	-	-	950
Money Advice Centre Fund	81659	14089	-	(46828)	48920
Capital Asset Fund	3840	2000	(4189)	-	1651
Gay Men's Project	-	648	-	(606)	42
Support Workers Fund	-	8994	-	(8085)	909
	£111809	153429	(21494)	(152427)	91317

- (a) The National Lottery Charities Board Community Care Fund was set up to provide care in the community. A management fees transfer is made to the main bureau in accordance with the service level agreement.
- (b) The Welfare Benefits Specialist Unit (L.A.F.) was established to offer increased tribunal work in relation to welfare benefits. A management fees transfer is made to the main bureau in accordance with the service level agreement.
- (c) The Care In the Community Fund was set up to enable the visiting of the housebound and to ensure that they obtain the benefits to which they are entitled.
- (d) The Interpreter Fund was set up to assist non English speaking users of the service and to support generally the Ethnic Minorities.

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2000

9. RESTRICTED FUNDS - Continued

- (e) The Welfare Benefits Check Fund was set up by NACAB for the personal details of callers.
- (f) The Money Advice Centre Fund was set up for the provision of a debt counselling service.
- (g) The Capital Asset Fund includes grants and donations received for the purchase of specific items of equipment, against which a transfer is made to unrestricted funds to cover depreciation charged.
- (h) The Gay Men's Project was set up as an advice service.
- (i) The Support Workers Fund was set up to provide support and guidance to volunteers.

10. ANALYSIS OF ASSETS AND LIABILITIES BETWEEN FUNDS

	<u>Fixed</u>	<u>Net</u>	
	<u>Assets</u>	<u>Current</u>	<u>Total</u>
	<u>Assets</u>	<u>Assets</u>	
RESTRICTED FUNDS			
NLCB Community Care Fund	-	29843	29843
Welfare Benefits Specialist Unit (L.A.F.)	-	6100	6100
Care in the Community (Cosham) Fund	-	2154	2154
Interpreter Fund	-	748	748
Welfare Benefits Check Fund	-	950	950
Money Advice Centre Fund	-	48920	48920
Capital Asset Fund	1651	-	1651
Gay Men's Project	-	42	42
Support Workers Fund	-	909	909
	1651	89666	91317
UNRESTRICTED FUNDS			
General Unrestricted Fund	9284	88681	97965
	10935	178347	189282

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

SCHEDULE SUPPORTING THE STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2000

UNRESTRICTED FUNDS

	Bureaux
RESOURCES EXPENDED	
Salaries and Office Costs (see below)	280150
Training and Conferences	3414
Audit and Accountancy Fees	2087
Rent and Rates	21685
	307336
SALARIES AND OFFICE COSTS	
Room Rent and Storage	1427
Wages and Salaries including superannuation and social security	227873
Telephone	7003
Travel Expenses	10904
Printing and Stationery	9130
Publications	513
Postage	2098
Affiliation Fees and Subscriptions	1712
Staff Advertising and Recruitment	1439
Payroll Processing	
Child Care	1378
Professional Fees	565
Sundries	3981
Insurance	1213
Repairs and Maintenance	2759
Cleaning	1145
Interpreters	721
Bank Charges	331
Depreciation	4189
Computer Consumables	1762
	£280150