2946921 "A"

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PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

YEAR ENDED 31 MARCH 2001

AWF3638P
A43 0835
COMPANIES HOUSE 04/09/01

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

DIRECTORS:	Mr. T.R. Abram Mr. C.P. Barlow Mr. A. Beardsley Mr. A.R. Browne Mrs. J. Budge (Nee Webb) Mrs. B. Day Cllr. G. Goble Dr. P.S. Haskell Mrs. P. Lodder Mr. R. Neithercut Mr. B. Oliver Mr. J.E. Romney Ms. L. Tookey Mr. R.B. Tweed Mrs. B.J. Winter
DIRECTORS APPOINTED DURING THE YEAR:	D.K. Allsop Esq, OBE Mrs. C. Johnson J. L. Peer Esq, MBE Cllr. R. Pettigrew Mr. J. Wynne
DIRECTORS RESIGNED DURING THE YEAR:	Mrs. M.M. Aldred Cllr. F. Worley
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 2001.

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, with outreach services within the city boundaries.

REVIEW OF THE DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS DURING THE YEAR
This year has been successful in achieving external funding aside from that which we receive via our Service Level agreement with the City Council. We particularly welcome the support of Portsmouth & South East Hampshire Partnership's Single Regeneration Budget which together with a Community Fund Grant have enabled the setting up of our 8am-8pm Debtline for the city.

This year has brought with it many changes externally which have and will continue to have impact on our service. Not least the development of the Community Legal Services, Best Value and the NACAB change programme. Internally a management restructure has also brought about much needed change. Our future will be about balancing external pressures with the needs of our clients.

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 has reduced slightly compared to the previous year. Expenditure has also decreased. After transfers between funds there is a deficit this year amounting to £22189 (2000: Deficit £18540).

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 £21696 (2000: Deficit £20492).

BALANCE SHEET
Overall net assets have reduced from £189282 in 2000 to £145397 in 2001.

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. T.R. Abram
D.K. Allsopp Esq, OBE
Mr. C.P. Barlow
Mr. A. Beardsley
Mr. A.R. Browne
Mrs. J. Budge (Nee Webb)
Mrs. B. Day
Cllr. G. Goble
Dr. P.S. Haskell
Mrs. C. Johnson
Mrs. P. Lodder
Mr. R. Neithercut
Mr. B. Oliver
J.L. Peer Esq, MBE
Cllr. R. Pettigrew
Mr. J.E. Romney
Ms. L. Tookey
Mr. R.B. Tweed
Mrs. B.J. Winter
Mr. J. Wynne

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.

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.....
Mr. J.L. Peer MBE

Approved by the Board of Trustees on 14 August 2001

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

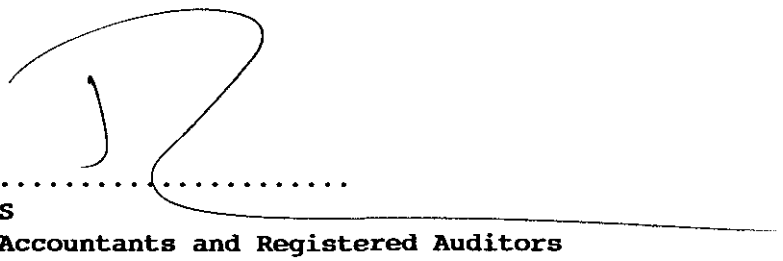
We have audited the financial statements on pages 5 to 13 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities under the historical cost convention and the accounting policies set out on pages 7 and 8.

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 2001 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

14 August 2001

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2001

	Notes	Unrestricted Funds (Bureaux)	Restricted Funds	Total Funds 2001	Total Funds 2000
INCOME AND EXPENDITURE					
INCOMING RESOURCES					
NACAB Grants		7796	-	7796	14812
Local Authority Grants		223250	77268	300518	234256
New Deal		-	3480	3480	575
Community Fund Grant		-	39184	39184	109032
Legal Services Commission Grants		-	41942	41942	28957
Other Grants		-	-	-	648
Donations		3929	5437	9366	3056
Bank Interest		4069	2622	6691	7710
Other Income	2.	22250	180	22430	21685
Total Incoming Resources		261294	170113	431407	420731
RESOURCES EXPENDED					
Direct Charitable Expenditure		250372	170357	420729	412400
Other Expenditure: Management and Administration of the Charity		46891	-	46891	47363
Total Resources Expended	2.	297263	170357	467620	459763
Net Outgoing Resources before Transfers		(35969)	(244)	(36213)	(39032)
Transfers between funds	9.	13780	(13780)	-	-
Repaid to Fund Providers	9.	-	(7672)	(7672)	-
NET OUTGOING RESOURCES FOR THE YEAR		(22189)	(21696)	(43885)	(39032)
Balances brought forward at 1 April 2000		97965	91317	189282	228314
BALANCES CARRIED FORWARD AT 31 MARCH 2001		£ 75776	69621	145397	£189282

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 2001

	Notes	2001	2000
FIXED ASSETS	6.	12081	10935
CURRENT ASSETS			
Debtors	7.	19348	5790
Cash at Bank			
Current Account		4408	-
Deposit Account		126731	190632
Cash in Hand		214	110
		150701	196532
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	8.	(17385)	(18185)
		133316	178347
TOTAL ASSETS LESS CURRENT LIABILITIES		£145397	£189282
FUNDS:			
Unrestricted		75776	97965
Restricted	9.	69621	91317
		£145397	£189282

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

TREASURER.....
Mr. B. Oliver

Approved by the Board of Directors on 14 August 2001

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 2001

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 14) 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 2001

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 on the following basis:

Office Equipment, Fixtures and Fittings	25% straight line

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2001

2. **TOTAL RESOURCES EXPENDED**

	Unrestricted Funds	Restricted Funds	Total Funds 2001	Total Funds 2000
DIRECT CHARITABLE EXPENDITURE				
Outreach Advice Services	-	36116	36116	76196
Welfare Benefits Specialist Unit	-	44337	44337	20712
Interpreter Fund	-	748	748	-
Debtline/MAC	-	77553	77553	46828
Salaries and Office Costs (85%)	226739	-	226739	238127
Rent & Rates (85%)	18912	-	18912	18432
Training and Conferences	4721	-	4721	3414
Gay Men	-	-	-	606
Support Workers	-	11603	11603	8085
	250372	170357	420729	412400
MANAGEMENT AND ADMINISTRATION				
Rent and Rates (15%)	3338	-	3338	3253
Salaries and Office Costs (15%)	40013	-	40013	42023
Audit Fees	3540	-	3540	2087
	46891	-	46891	47363
Total Resources Expended	297263	170357	467620	459763

Rent and Rates of £22250 represents the current valuation of the accommodation donated by Portsmouth City Council in Cosham and Portsmouth. This assistance is reflected in the accounts as intangible income included in other income.

	2001	2000
3. **DIRECTORS SERVICES**		
Remuneration for management services	£ 65653	£ 81661
4. **STAFF COSTS**		
The average number employed during the period was	32	32
Their aggregate remuneration amounted to:		
Salaries	321536	321648
Social Security Costs	18309	21202
Superannuation Costs	22456	25138
	£362301	£367988

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2001

5. **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.

6. **FIXED ASSETS**

	Office Equipment Fixtures and Fittings
COST	
Balance brought forward 1 April 2000	16749
Additions	7106
Balance carried forward 31 March 2001	£ 23855
DEPRECIATION	
Balance brought forward 1 April 2000	5814
Charge for year	5960
Balance carried forward 31 March 2001	£ 11774
NET BOOK VALUES	
At 31 March 2001	£ 12081
At 31 March 2000	£ 10935

7. **DEBTORS**

	2001	2000
Other Debtors	600	15
Prepayments and Accrued Income	18748	5775
	£ 19348	£ 5790

8. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2001	2000
Bank Overdraft	-	6763
Trade Creditors	1122	7119
Accruals	16263	4303
	£ 17385	£ 18185

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2001

9. **RESTRICTED FUNDS**

	Balance at 1 April 2000	Repaid	Incoming Resources	Transfers	Outgoing Resources	Balance at 31 March 2001
Outreach Advice Services Unit Fund	29843	(5519)	45059	654	(36116)	33921
Welfare Benefits Specialist Unit (Legal Services)	6100	-	42194	(2800)	(44337)	1157
Care in the Community (Cosham) Fund	2154	-	-	(2154)	-	-
Interpreter Fund	748	-	-	-	(748)	-
Welfare Benefits Check Fund	950	-	-	(950)	-	-
Debtline	48920	(2153)	69462	(4175)	(77553)	34501
Capital Asset Fund	1651	-	-	(1651)	-	-
Gay Men's Project	42	-	-	-	-	42
Support Workers Fund	909	-	9918	776	(11603)	-
New Deal	-	-	3480	(3480)	-	-
	£ 91317	(7672)	170113	(13780)	(170357)	69621

Transfer between funds comprise:-

	Total	Transfer from Unrestricted Fund	Transfer re Depreciation	Transfer between Funds	Management Fees
Outreach Advice Services Unit Fund	654	-	-	2154	(1500)
Welfare Benefits Specialist Unit (Legal Services)	(2800)	-	-	950	(3750)
Care in the Community (Cosham) Fund	(2154)	-	-	(2154)	-
Welfare Benefits Check Fund	(950)	-	-	(950)	-
Debtline	(4175)	-	-	-	(4175)
Capital Asset Fund	(1651)	-	(1651)	-	-
Support Workers Fund	776	776	-	-	-
New Deal	(3480)	-	-	-	(3480)
	£(13780)	776	(1651)	-	(12905)

The transfer between funds have been approved by Portsmouth City Council on the understanding that the original funds will be spent in the general areas that were originally agreed.

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2001

9. **RESTRICTED FUNDS - Continued**

(a) The Outreach Advice Services Unit Fund (formerly The Community Care Fund) was set up to provide care in the community.

(b) The Welfare Benefits Specialist Unit (Legal Services) was established to offer increased tribunal work in relation to welfare benefits.

(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. The Outreach Advice Services Unit Fund continues work in this field.

(d) The Interpreter Fund was set up to assist non English speaking users of the service and to support generally the Ethnic Minorities.

(e) The Welfare Benefits Check Fund was set up by NACAB for the personal details of callers.

(f) Debtline (formerly 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.

(j) The New Deal Fund was established to provide work experience for benefit claimants and supervised by bureaux management.

10. **ANALYSIS OF RESTRICTED INCOMING RESOURCES BY FUNDING PROVIDER**

	Outreach Advice Services Unit Fund	Welfare Benefits Specialist Unit (Legal Services)	Debtline	Support Workers Fund	New Deal Fund	Total
P.C.C.	38500	-	12770	-	-	51270
P.C.C. (S.R.B.)	-	-	25998	-	-	25998
New Deal	-	-	-	-	3480	3480
Community Fund	-	-	29266	9918	-	39184
Legal Services Commission	-	41942	-	-	-	41942
Lloyds TSB Foundation	5330	-	-	-	-	5330
Miscellaneous Donations	70	25	12	-	-	107
Interest	979	227	1416	-	-	2622
Training Income	180	-	-	-	-	180
Total	£45059	42194	69462	9918	3480	170113

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2001

11. ANALYSIS OF ASSETS AND LIABILITIES BETWEEN FUNDS

	Fixed Assets	Net Current Assets	Total
RESTRICTED FUNDS			
Outreach Advice Services Unit Fund	-	33921	33921
Welfare Benefits Specialist Unit (Legal Services)	-	1157	1157
Debtline	-	34501	34501
Gay Men's Project	-	42	42
	-	69621	69621
UNRESTRICTED FUNDS			
General Unrestricted Fund	12081	63695	75776
	12081	133316	145397

PORTSMOUTH CITIZENS' ADVICE BUREAU
(Limited by Guarantee)

SCHEDULE SUPPORTING THE STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2001

UNRESTRICTED FUNDS

	Bureaux
RESOURCES EXPENDED	
Salaries and Office Costs (see below)	267500
Training and Conferences	4721
Audit and Accountancy Fees	3540
Rent and Rates	22250
	298011
SALARIES AND OFFICE COSTS	
Room Rent and Storage	3546
Wages and Salaries including superannuation and social security	212133
Telephone	8345
Travel Expenses	8605
Printing and Stationery	5891
Publications	650
Postage	1466
Affiliation Fees and Subscriptions	3400
Staff Advertising and Recruitment	3213
Child Care	2885
Professional Fees	99
Sundries	5798
Insurance	1185
Repairs and Maintenance	924
Cleaning	1097
Interpreters	95
Bank Charges	351
Depreciation	5960
Computer Consumables	1109
	£ 266752