

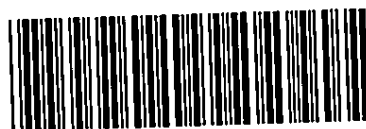
HINCKLEY CITIZENS ADVICE BUREAU

(Company number 6131304, Registered charity number 1118751)

Financial statements for the 12 months ended 31 March 2009

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HINCKLEY CITIZENS ADVICE BUREAU
Directors' report (incorporating the Trustees' annual report)
for the 12 months ended 31 March 2009

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the 12 months ended 31 March 2009

Reference and Administrative Information

Full name HINCKLEY CITIZENS ADVICE BUREAU

Registered charity number 1118751
Registered company number 6131304

Principal address Elizabeth House, St Mary's Road, Hinckley, Leicestershire LE10 1EQ

Directors (Trustees)

Ann Melville (since March 12, 2008. From Aug 6 joint Chair/Treasurer, elected as Chair at AGM Sept 10, 2008)

Frank Tipper (From Aug 6 joint Chair/Treasurer, elected as Treasurer at AGM Sept 10, 2008)

Mario Anastasiades (Chair until Aug 6 2008 then)

Roy Smith (Honorary Treasurer until Aug 6 2008)

Andrew Gough (resigned August 6, 2008)

Reg Ward

Steve Potts (Interim Trustee from Sept 3, 2008)

Bob Quinney (From Sept 10, 2008)

Jackie Payne (from Oct 1, 2008)

Attendees without voting rights

Angela Lindsay (Bureau Manager)

Tony Bridger (Paid Staff Representative)

Eve Granger (Volunteer Staff Representative)

Vacant (Leicestershire County Council Representative)

Bankers

Barclays

Market Place

Hinckley

Independent examiner

Susan Ellison IPFA, 15, Alder Lane, Balsall Common, West Midlands, CV7 7DZ.

Exemptions

The trustees have taken advantage of the exemptions available to small companies and charities, including the audit exemption (see statement on balance sheet).

HINCKLEY CITIZENS ADVICE BUREAU
Directors' report (inc. the Trustees' annual report) (cont.)
for the 12 months ended 31 March 2009

Chairs Report

2008/09 has been a very productive year for Hinckley Citizens Advice Bureau. As part of a County consortium the bureau was successful in obtaining funding through the Big Lottery Fund to recruit and train more volunteers through the appointment of a training officer. This was very important since there has been a 40% increase in the number of issues dealt with during the year as a consequence of the recession and the particularly significant impact on the Midlands.

Debt has been a major issue and the Leicestershire County Council grant to provide debt casework has been increased and further supplemented by a grant from Severn Trent. This has helped to meet the increased demand for this service.

The bureau has been concerned for some time about access to the service by those living in the rural areas, which are in some instances a significant distance from Hinckley town centre. Funding obtained through the Neighbourhood Action Teams and Children's Centres has enabled outreach provision to be set up in Earl Shilton and Markfield.

The Trustees are grateful for all the support they receive from funders including the core funding received from Hinckley and Bosworth Borough Council (H&BBC) and Leicestershire County Council. The bureau staff particularly value the close partnership working with officers from H&BBC.

It remains the case that the bureau would not be able to operate without the commitment and support of the volunteers who provide much of the advice to clients. This year in particular, with the significant increase in workload, the volunteers have worked above and beyond the hours they have volunteered for to ensure that all clients who come to the bureau are seen by an adviser.

Finally the paid staff continues to show professionalism and dedication to ensure that the Hinckley Citizens Advice Bureau provides support for clients when they are facing particularly difficult situations. The Trustees are grateful for the work of both paid and voluntary staff and take this opportunity to thank them for all that they do.

Ann Melville
Chair, Trustee Board.

Structure Governance and Management

Governing document

The charity is operated under the rules of its memorandum of articles and association dated 28th February, 2007. It is a company limited by guarantee and therefore has no share capital.

Overall management of the charity is the responsibility of the trustees who are elected and co-opted under the terms of the memorandum of articles and association. Day to day project activity is managed and carried out by volunteers and/or paid staff.

The trustee board is responsible for governance of the charity, taking a high-level overview of the charity and its place in the community, and using that to make long-term decisions about strategic direction and values. The board and the manager will work together on strategic management – taking decisions on how best to implement the values and strategic direction of the charity.

The trustees are all volunteer professionals drawn from all sectors of the local community with complimentary skills. The trustees also have to ensure compliance with Citizens Advice membership standards, charity and company law.

The trustees also have responsibilities as an employer: keeping within the law, not only in employment, but also in matters of health and safety and discrimination. This means ensuring that sound policies are adopted and put into place within the charity.

Recruitment and Appointment of the Trustees

Members of the trustee board are appointed by open and transparent selection and interview process, are inducted and offered training to ensure that they are aware of their responsibilities.

Trustees are appointed at the charities Annual General Meeting (usually held in August or early September) for a period of 1 year being able to stand for re-election at the next AGM. Members joining the trustee board between AGM's will stand until the next AGM and are able to be re-elected.

All members of the trustee board give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in note 11 to the accounts.

Trustee Induction and Training

New trustees are presented with a short training session by the bureau manager and chair of the trustees, this covers the following:

- (1) Aims/responsibilities and principles not only of the charity but CAB nationally.
- (2) The obligations of the trustee board.
- (3) The main documents which set out the operational framework for the charity, including the Memorandum and Articles of Association.

- (4) Resources and the current financial position, as set out in the latest published accounts but also a copy of the latest quarterly financial report presented to the latest trustee meeting.
- (5) Future plans and objectives.
- (6) A copy of the trustee induction pack.

Trustee training is delivered by Citizens Advice in a structured programme as directed by the Citizens Advice membership standards agreement

Risk Management

The trustees carried out a full review in August 2008 of the major risks to which the charity is exposed. A risk register has been established and is updated and reviewed on a quarterly basis. Systems and procedures are being established, some are already in place and have been updated, to minimise the risks to the charity. The charities greatest risk would be the loss of core funding from Hinckley and Bosworth Borough Council, an updated service level agreement is being pursued by the council and charity to mitigate this risk.

Internal control risks are minimised by the implementation of procedures for authorisation on processing orders, invoice payment and online banking transactions. Procedures have been put into place to ensure compliance with health and safety of staff, volunteers and clients visiting the charity.

Organisational Structure

Hinckley Citizens Advice Bureau has a management committee of 8 members, with voting rights, and presently 3 non voting members (with 1 non voting vacancy). The full trustee board meet quarterly, with a Finance and General Purposes committee meeting on a monthly basis. The bureau manager is also the company secretary and sits on both committees but without voting rights.

A scheme of delegation is in place and day to day responsibility for the provision of bureau services rest with the bureau manager. The manager is responsible for ensuring that the charity delivers the services of the bureau and that key performance targets are met, also individual supervision of the staff team and assessment of staff development and training needs.

The manager has responsibility for a team of 5 staff members, a deputy manager, training officer/admin assistant (Big Lottery funded), 2 debt case workers and a part time admin assistant. Front line services (general advice provision) are provided by a team of highly professional volunteers, who undertake a rigorous training programme before becoming advisors.

Related Parties

Hinckley Citizens Advice Bureau is a locally supported organisation that receives core funding for management costs from Hinckley and Bosworth Borough Council (H&BBC), and a grant for premises costs from Leicestershire County Council (LCC). As a member of the countywide consortium of bureaux we also receive a separate grant from LCC for specialist debt casework, which is part match funded by the Severn Trent Trust Fund. Also as a member of the countywide consortium of

bureaux we receive a grant from the Big Lottery Fund Advice Plus Program for a training officer.

TABLE 1: FUNDING FRAMEWORK 2008 – 2009.

	Unrestricted Funds £	Restricted Funds £	Total Funds £	2008 £
Hinckley & Bosworth Borough Council	50,270	0	50,270	52,662
HBBC Markfield Project	0	12,300	12,300	0
HBBC Housing Advice	0	2,500	2,500	0
Leicestershire County Council	27,138	13,274	40,412	34,110
Big Lottery Fund	0	161,532	161,532	40,406
Severn Trent Trust Fund	0	7,472	7,472	0
NATTS Earl Shilton Project	0	2,400	2,400	0
NACAB Additional Hours	0	2,874	2,874	0
	77,408	202,352	279,760	127,178

NOTE: The Big Lottery Fund has awarded £498,195 as a three year grant to Hinckley Citizens Advice Bureau to cover the costs of training and administrative officers plus revenue running and capital costs to six local CABx.

Our volunteers are people from our local community who by volunteering are giving back to their community. They help our clients know their rights and responsibilities and empower them by giving them advice and information.

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy as outlined by the Citizens Advice Membership Scheme.

Objectives and Activities

Aims and organisation

The principle objectives of the charity are:

1. To promote any charitable purpose for the benefit of the community in the Hinckley and Bosworth Borough Council district and surrounding areas by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.
2. The charity provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.
3. To exercise through our social policy work a responsible influence upon the development of policies and services at a local level, as well as supporting Citizens Advice in national social policy work.

Our aim is to ensure that the activities of the charity reflect the needs of the local community. We recognise that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and insights. We encourage these differences and

seek to ensure that they are represented within our trustees, staff and volunteer profile. This helps to make our service relevant and approachable.

Achievements and Performance

Activities

The review of the activities, developments and achievements for the year are covered in various annual reports which must be read in conjunction with these accounts. However, the Trustees confirm that due regard has been paid to the Charity Commission's guidance on public benefit and reports on its activities undertaken in order to carry out the charity's purposes for the Public Benefit

The charity deals with £1.5 million of consumer credit debt each month, and estimates annual recoveries in excess of £350,000.

Table 2: Clients seen/enquiries dealt with 01/04/08 – 31/03/09

	2008/09
Client contacts	4,988
New enquiries	3,201
New clients	2,929
New issues	9,641

Table 3: Advice by Subject Area

Category	2006/07	2007/08	2008/09
Benefits	1,405	1,461	1,939
Consumer	235	328	261
Debt	1,621	1,616	3,053
Education	28	40	41
Employment	792	1,031	1,327
Financial	200	225	226
Health	46	54	100
Housing	492	573	468
Immigration	29	31	31
Legal	444	524	371
Other	39	28	38
Relationship	607	625	610
Signposting	696	870	911
Tax	97	100	112
Travel	47	43	47
Utilities	98	117	106
Total Issues	6,876	7,666	9,641

HINCKLEY CITIZENS ADVICE BUREAU
Directors' report (inc. the Trustees' annual report) (cont.)
for the 12 months ended 31 March 2009

Achievements and Performance (cont.)

Table 4: Community profile

Ethnic origin	% Census 2001	Clients % of total
White (includes British 96,608, Irish 544, Other White 914) Gypsy / Travellers are included in these figures.	97.92	83.1
Mixed (includes White and Black Caribbean, White and Black African, White and Asian, Mixed British, Other Mixed)	0.59	0.1
Asian or Asian British (includes Indian, Pakistani, Bangladeshi, Other Asian)	1.06	1.3
Black or Black British (includes Black Caribbean, Black African, Other Black)	0.12	0.3
Chinese or other Ethnic Group (includes Chinese, Other Ethnic Group)	0.21	0.7
Not recorded	0.10	14.4

Financial Review

The charity's policy on reserves


The charities policy on reserves is to build up sufficient reserves to cover at least 3 months of the charities operating costs.

However, at its meeting dated April 28, 2009, the Board of Trustees agreed to investigate the provision of a pension scheme for employees (Pension provision was obligatory for some members of staff, having been written into contracts of employment, but not paid by the previous board of trustees) and agreed to make a provision of £17,000 for this purpose.

At the end of the year the charity has sufficient funds to cover one month of running costs.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signed 
 Frank Tipper (Honorary Treasurer)

Date 28-09-09

**Independent examiner's report to the trustees of
HINCKLEY CITIZENS ADVICE BUREAU
for the 12 months ended 31 March 2009**

I report on the accounts of the charity, which are set out on pages five to nine.

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(3)(a) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- follow the procedures laid down in the general directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- state whether particular matters have come to my attention.

Basis of 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 seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

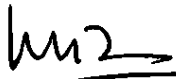
In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 41 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 1993 Act.

or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed  Date 3/9/09
Susan Ellison MA (Cantab), PFA
15, Alder Lane, Balsall Common, West Midlands, CV7 7DZ.

HINCKLEY CITIZENS ADVICE BUREAU
Statement of financial activities
(incorporating the income and expenditure account)
for the 12 months ended 31 March 2009

2008			Unrestricted Funds	Restricted Funds	2009 Total Funds
£		Note	£	£	£
	Incoming resources				
	Income resources from generated funds:				
875	Donations, legacies and similar resources		1,259	-	1,259
	Activities for generating funds:				
399	Investment income		653	-	653
1,117	Other income		160	-	160
	Incoming resources from charitable activities				
127,178	Grants	7	77,408	202,352	279,760
2,077	Fees receivable		-	1,280	1,280
			-	-	-
<u>131,646</u>	Total incoming resources		<u>79,480</u>	<u>203,632</u>	<u>283,112</u>
	Resources expended				
0	Costs of generating voluntary income	2	111	0	111
	Charitable activities:				
127,950	Advice, information & support services	2	48,021	170,015	218,036
1,020	Governance costs	2	28,118	0	28,118
<u>128,970</u>	Total resources expended	2	<u>76,250</u>	<u>170,015</u>	<u>246,265</u>
2,676	Net incoming/(outgoing) resources		3,230	33,617	36,847
25,294	Total funds brought forward		20,472	7,498	27,970
-	Transfers between funds		-	-	-
<u>27,970</u>	Total funds carried forward		<u>23,702</u>	<u>41,115</u>	<u>64,817</u>

notes on pages 8 to 14 form an integral part of these financial statements

HINCKLEY CITIZENS ADVICE BUREAU

Balance sheet

at 31 March 2009

2008 £		Note	£	2009 £
	Fixed assets			
0	Tangible assets		0	
0	Investments (long term)		0	
0	Total fixed assets			0
	Current assets			
365	Prepayments	4	4,175	
9,586	Debtors	5	6,547	
30,586	Cash at bank and in hand		93,951	
40,537	Total current assets		104,673	
	Liabilities			
	Creditors:			
(12,567)	amounts falling due within one year	6	(39,856)	
0	Advance Receipts		0	
27,970	Net current assets			64,817
0	Creditors:			
	amounts falling due after one year		0	-
27,970	Net assets			64,817
	The funds of the charity			
20,472	Unrestricted income funds	8		6,702
0	Designated Funds	8		17,000
7,498	Restricted income funds	8		41,115
27,970	Total funds			64,817

For the period ended 31 March 2009, the company is entitled to the audit exemption conferred by subsection (1) 249A of the Companies Act 1985.

No notice has been deposited under subsection (2) of section 249B in relation to its accounts for the financial year.

The trustees acknowledge their responsibilities for:

- *ensuring that the company keeps accounting records which comply with section 221 of the Companies Act 1985.*
- *preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year in accordance with the requirements of the Act relating to accounts so far as applicable.*

Advantage has been taken of the exemptions conferred by section A of part 111 of schedule 8. In the opinion of the trustees, the company is entitled to these exemptions on the basis that it qualifies as a small company.

The trustees declare that they have approved the accounts above.

Signed on behalf of the charity's trustees:

Signed


Frank Tipper (Honorary Treasurer)

Dated

08.09.09

HINCKLEY CITIZENS ADVICE BUREAU
Notes to the accounts
for the 12 months ended 31 March 2009

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 1985 and the Accounting and Reporting by Charities - Statement of Recommended Practice (SORP revised 2005), and applicable accounting standards.

Incoming resources

All material incoming resources have been included on a receivable basis – ie they are included if the date receivable falls within the period covered by these accounts, when the charity is entitled to the income and when the amount can be quantified with reasonable accuracy.

Resources expended.

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Costs are directly attributed to particular headings. In particular, where members of staff are involved in charitable work, fund raising and administration, salary and related costs have been allocated to these activities on a basis consistent with the use of these resources.

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an allocation of overhead and support costs.

Tangible fixed assets and depreciation

All assets costing more than £500 would be capitalised and no assets have been capitalised.

Fund accounting

Details of the nature and purpose of each fund are set out in note 9.

When a grant or donation is given to the charity for a specific purpose, then those funds are treated as restricted funds. All expenditure incurred during the period relating to those specific purposes are charged to that account, and all monies unspent at the end of the period are carried forward as restricted funds.

HINCKLEY CITIZENS ADVICE BUREAU
Notes to the accounts (continued)
for the 12 months ended 31 March 2009

Pension costs

As from 1st April 2009 a 5% employer contribution will be made to a money purchase pension scheme and back pension contributions will be made based on what was in the existing staff contract. A sum of £17,000 has been transferred to a designated fund for this purpose.

VAT

Irrecoverable VAT is included in the cost of those items to which it relates, in accordance with standard accounting practice.

HINCKLEY CITIZENS ADVICE BUREAU
Notes to the accounts (continued)
for the 12 months ended 31 March 2009

2. Total Resources Expended

2008			2009	
		Unrestricted Funds	Restricted Funds	Total Funds
£	Note	£	£	£
Costs of generating voluntary income				
0	Staff costs	0	0	0
0	Office and support costs	0	0	0
0	Publicity	111	0	111
<u>0</u>	Total	<u>111</u>	<u>0</u>	<u>111</u>
Advice, information & support services				
60,085	Gross Salaries	9,602	45,978	55,580
748	Insurance	1,147	0	1,147
1,720	Telephone, internet & postage	691	422	1,113
816	Printing & stationery	185	308	493
3,968	Equipment, repairs & renewals	5,055	3,087	8,141
20,101	Utilities, rent and services	23,403	0	23,403
7,471	Sundry expenditure	4,385	2,089	6,474
0	Premises	3,553	2,000	5,553
33,042	Big Lottery Fund	0	116,130	116,130
<u>127,950</u>	Total	<u>31,342</u>	<u>120,220</u>	<u>218,036</u>
Governance costs				
0	Staff costs	26,532	0	26,532
0	Office and support costs	786	0	786
0	Depreciation	0	0	0
1,020	Audit and accountancy fees	800	0	800
<u>1,020</u>	Total	<u>28,118</u>	<u>0</u>	<u>28,118</u>
<u>128,970</u>	Total resources expended	<u>59,571</u>	<u>120,220</u>	<u>246,265</u>
Summary of costs				
2008 Total		Staff costs £	Other costs £	2009 Total £
Charitable expenditure:				
0	Fundraising & publicity	0	111	111
127,950	Advice & information services	55,580	162,456	218,036
1,020	Governance costs	26,532	1,586	28,118
<u>128,970</u>	Total	<u>82,112</u>	<u>164,153</u>	<u>246,265</u>

HINCKLEY CITIZENS ADVICE BUREAU
Notes to the accounts (continued)
for the 12 months ended 31 March 2009

3. Employees

Number of employees

The numbers of employees during the year were:

	2009 No.	2008 No.
Number of staff	<u>5</u>	<u>4</u>
Staff costs:	£	£
Wages and salaries	75,931	55,851
Social security costs	6,181	4,234
Other pension costs	0	0
	<u>82,112</u>	<u>60,085</u>

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

The pension fund contributions are paid to insurance companies selected by the staff member.

4. Prepayments

	2009 £	2008 £
Insurance	103	96
Telephone	261	269
Rent	3,811	0
	<u>4,175</u>	<u>365</u>

5. Debtors

	2009 £	2008 £
Earl Shilton Project	2,400	0
Leicestershire CC	4,147	9,586
	<u>6,547</u>	<u>9,586</u>

HINCKLEY CITIZENS ADVICE BUREAU
Notes to the accounts (continued)
for the 12 months ended 31 March 2009

6. Creditors

	2009	2008
	£	£
Salaries	0	585
Telephone, internet & postage	328	39
Printing & stationery	36	88
Equipment, repairs & renewals	910	0
Utilities, rent and services	0	4,136
Independent examination	800	1,020
Big Lottery Fund Partners	36,907	6,699
Sundry expenditure	875	0
	<u>39,856</u>	<u>12,567</u>

7. Grants receivable

	Unrestricted	Restricted	Total	2008
	funds	funds	funds	£
	£	£	£	
Hinckley and Bosworth BC	1 50,270	0	50,270	52,662
HBBC - Markfield Project	1 0	12,300	12,300	0
HBBC - Housing Advice	1 0	2,500	2,500	0
Leicestershire CC	2 27,138	13,274	40,412	34,110
Big Lottery Fund	3 0	161,532	161,532	40,406
Severn Trent Trust Fund	4 0	7,472	7,472	0
Earl Shilton Project	5 0	2,400	2,400	0
NACAB Additional Hours	6 0	2,874	2,874	0
	<u>77,408</u>	<u>202,352</u>	<u>279,760</u>	<u>127,178</u>

1. Hinckley and Bosworth BC provide a grant for running cost and have provided funds for the development of an outreach debt advice project for families living in the Markfield area and a money advice service.
2. Leicester CC provide funding of the Money Advice Service as well as a grant for running costs equivalent to the 1.5 times the rent payable.
3. The Big Lottery Fund has awarded £498,195 as a three year grant to Hinckley and Bosworth CAB to cover the costs of training and administrative officers plus revenue running and capital costs to six local CABs.
4. The Severn Trent Trust Fund has awarded £211,900 as a three year grant to Leicestershire CAB for the Money Advice Service Development Project and Hinckley CAB is one of the parties.
5. The Earl Shilton Project is funded by the Neighbourhood Action Team.
6. NACAB have provided funds for extended opening hours.

HINCKLEY CITIZENS ADVICE BUREAU
Notes to the accounts (continued)
for the 12 months ended 31 March 2009

8. Movements in funds

	Opening balance £	Incoming resources £	(Resources expended) £	Transfers £	Closing balance £
Unrestricted funds	20,472	79,480	(76,250)	(17,000)	6,702
Designated funds	0	0	0	17,000	17,000
	<u>20,472</u>	<u>79,480</u>	<u>(76,250)</u>	<u>0</u>	<u>23,702</u>
Restricted funds					
LCC Debtline	4,320	13,274	(12,358)	0	5,236
HBBC - Markfield Project	0	12,300	(883)	0	11,417
HBBC - Housing Advice	0	2,500	(2,500)	0	0
Severn Trent Trust Fund	0	7,522	(5,950)	0	1,572
Big Lottery Fund	3,178	162,762	(146,969)	0	18,971
Earl Shilton Project	0	2,400	(1,355)	0	1,045
AHA	0	2,874	0	0	2,874
	<u>7,498</u>	<u>203,632</u>	<u>(170,015)</u>	<u>0</u>	<u>41,115</u>

9. Analysis of net assets by fund

	Unrestricted funds £	Restricted funds £	Total funds £
Net current assets	23,702	41,115	64,817
	<u>23,702</u>	<u>41,115</u>	<u>64,817</u>

10. Benefits in kind

There were no benefits in kind.

11. Trustees' remuneration, benefits and expenses

No trustee or connected person received any remuneration either directly or indirectly and only expenses directly connected with CAB business were reimbursed.

12. Related party transactions

There were no transactions with any trustee during the year (2008 -none).

HINCKLEY CITIZENS ADVICE BUREAU
Notes to the accounts (continued)
for the 12 months ended 31 March 2009

13. Independent examination and accountancy services

In the period to 31st March 2008, the cost of the examination was £500 whilst the cost of the examination and accountancy services for 2008/09 has been estimated at £800.

14. Previous period comparison

The previous period's figures have been included for comparison.

15. Glossary of terms

Advance receipts:	These are amounts received by the charity in the accounting period, for use in a future period.
Creditors:	These are amounts owed by the charity, but not paid during the accounting period.
Debtors:	These are amounts owed to the charity, but not received in the accounting period.
Prepayments:	These are services that the charity has paid for in advance, but not used during the accounting period.