

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

(a company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2014

Registered Charity No: 1109976

Company Registered No: 5351800

**GEORGE HAY PARTNERSHIP LLP
CHARTERED ACCOUNTANTS
BRIGHAM HOUSE
93 HIGH STREET
BIGGLESWADE
BEDFORDSHIRE
SG18 0LD**

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MID BEDFORDSHIRE CITIZENS ADVICE BUREAU
(a company limited by guarantee)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2014

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MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2014

The Board presents its report and the financial statements for the year ended 31 March 2014.

Reference and Administrative Information

Charity Name: Mid Bedfordshire Citizens Advice Bureau

Charity registration number: 1109976

Company registration number: 5351800

Registered Office and
Operational address: Century House
Market Square
Biggleswade
Bedfordshire

Additional
Operational address: 10 Bedford Street
Amphill
Bedfordshire

Trustee Board

Cllr Alison Graham

Roger H Sanbrook

Robin Francis

Cllr Mark Smith

Peter J Cooper

Cllr P Nigel Aldis

Cllr Angela Barker

David C Stoppard

Lesley Blundell

David T Bushman

Erika Maass

Chair

Treasurer

Administrator

Jenny Hedges (Manager)

Independent Examiners

George Hay Partnership LLP, Brigham House, 93 High Street, Biggleswade, Bedfordshire, SG18 0LD

Bankers

Barclays plc

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2014— (continued)

Structure, Governance and Management

Governing Document

The governing document is its Memorandum and Articles of Association and was incorporated on 3rd February 2005. The Charity is a company limited by guarantee and has no share capital. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustee Board

The Board of directors of the company is also the Board of trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the members of Board are elected or co-opted to serve for a period of three years.

The Trust was formed to promote any charitable purpose for the benefit of the community in Mid-Bedfordshire and surrounding areas by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Legal skills along with business experience are well represented on the Board. In the event of particular skills being lost through retirement individuals are approached to offer themselves for election or co-option to the Board.

Trustee Induction and Training

Apart from being advised by the Administrator of the duties of trustees new members work alongside the existing trustees to experience the duties required and to become familiar with the range of work undertaken by the charity. Trustee bulletins and training events are provided by the National Citizens Advice Organisation.

Risk Management

The Board continues to review the major risks to which the charity is exposed. A strategic plan has been developed to target the direction the charity will take as the Central Bedfordshire unitary authority develops its strategy for the voluntary sector. The plan will be continuously updated and will seek to identify new sources of funding and projects. Internal risks are minimised by the implementation of procedures of authorisation of all transactions and projects.

Organisational Structure

The Mid Bedfordshire Citizens Advice Bureau has a Board that meets at least quarterly and is responsible for the strategic direction and policy of the charity. The Board has eleven members from a variety of backgrounds relevant to the work of the charity. The Administrator attends the Board meetings but has no voting rights.

Day to day responsibility for the provision of services rests with the Administrator under the direction of trustees as appropriate. Training is provided when necessary to benefit the charity.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2014 - (continued)

Objectives and Activities

The company's objectives and principal activities are to:

- promote any charitable purpose for the benefit of the community in Mid-Bedfordshire and surrounding areas by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.
- provide and maintain bureau situated in Ampthill and Biggleswade which are open to the public.

The main objectives and activities for the year continue to focus upon giving help and advice to clients on a wide range of subjects. The strategies employed by the charity to achieve this include the following:

- providing main advice centres at Ampthill and Biggleswade.
- continuing development of an effective Gateway service to improve access to the service and quality of advice.
- operating a specialist outreach service, which helps clients mainly with disability benefits.
- providing training on basic financial skills to school age young people on request.
- providing satellite advice surgeries at Stotfold and Sandy.
- seeking diversity of funding to secure long term operation.
- maintaining and developing an informative website (www.midbedscab.org.uk).
- working with local statutory bodies and feeding evidence to our national organization to influence social policy.
- working in Partnership with other advice agencies operating in Central Bedfordshire on a project called Advice Central to improve access to advice services. This is funded by the Big Lottery Fund through the Advice Services Transition Fund

Achievements and Performance

The main areas of charitable activity are to provide the advice people need for the problems they face and equally to improve the policies and practices that affect people's lives.

The Bureau's website (www.midbedscab.org.uk) has continued to provide a source for the wider public to access information by linking into the National Citizens Advice website which informs on many topics.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2014 - (continued)

Financial Review

In 2013/14 our main sponsor maintained our core funding at the 2012/13 level and in addition provided extra funding to increase opening hours on a temporary basis to deal with the impact of Welfare Reform. We continued to search for new sources of funding, with some success in respect of donations and short term project funding, but we have not secured funding providing long term security. The success in short term funding resulted in a smaller than budgeted loss in 2013/14 and, in the absence of new sources in 2014/15, we anticipate a further small deficit arising. The Board continues to seek to develop new sources of funding.

Principal Funding Sources

The bureau is grateful for its funding generated via local and national grants and donations. Core funding for the service came from Central Bedfordshire Council. Financial support from other local organisations was also much appreciated including Potton Consolidated Charities and Ampthill and District Rotary Club.

This was the second year of the funding from Lloyds TSB Foundation for England and Wales for our long standing Outreach Services. The funding covers the two years 2012/13 and 2013/14 and provides us with £10,000 per year.

Town and Parish Councils continued to provide support for Outreach with the following making grants in this financial year:

Arlesey Town Council	Langford Parish Council
Clophill Parish Council	Sandy Town Council
Marston Moreteyne Parish Council	Shefford Town Council
Maulden Parish Council	Shillington Parish Council
Potton Town Council	

Additionally funding for outreach came from the Wixamtree Trust. Maintaining adequate funding streams for a salaried post of this nature continues to prove challenging.

We continue to operate the satellite surgery at Stotfold Town Council and we are grateful to the Eleemosynary Charity of William Field for its financial support towards the development of this service.

Investment Policy

The Board has considered the most appropriate policy for investing funds.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2014 - (continued)

Reserves Policy

The Board has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the expenditure. Budgeted expenditure for 2014/15 is £140,798 and therefore the target is £35,200 to £70,399 in unrestricted funds. The reserves are needed to meet the working capital requirements of the charity. The present unrestricted fund of the charity is £65,065 (2013 £67,474).

Plans for Future Periods

The charity plans to continue with the activities outlined above and take an active role to achieve its objectives in response to the more competitive and challenging public service environment. Plans therefore are in train to:

- strive constantly to provide a quality service for the people of the northern communities of Central Bedfordshire including increasing satellite services.
- continue to be able to offer the CAB service to housebound clients in their own homes and give advice on accessing benefits, grants and other services to help vulnerable members of the community.
- continue to provide on request financial capability training in the community.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2014 — (continued)

Responsibilities of the Board

Company law requires the Board to prepare the financial statements for each financial year, which gives a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements the board should follow best practice and:

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

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

Members of the Board

Members of the Trustee Board, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

Independent Examiners

George Hay Partnership LLP was appointed as the charitable company's reporting accountants and has expressed its willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2008) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Board on 4 June 2014 and signed on its behalf by:



Alison Graham – Chair of the Board

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Independent Examiners' Report to the Trustees of Mid Bedfordshire Citizens Advice Bureau

We report on the accounts of the Company for the year ended 31 March 2014, which are set out on pages eight to fourteen

Respective responsibilities of trustees and examiners

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to our attention.

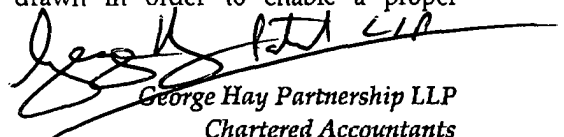
Basis of independent examiners' statements

Our examination was carried out in accordance with the General Directions given by the Charity Commission. 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 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 we do not express an audit opinion on the view given by the accounts.

Independent examiners' statement

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

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


George Hay Partnership LLP
Chartered Accountants
93 High Street
Biggleswade
Bedfordshire

19 June 2014

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

**Statement of Financial Activities (including Income & Expenditure Account)
for the year ended 31 March 2014**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Incoming Resources					
<i>Voluntary Income:</i>					
Donations and Grants		105,127	15,770	120,897	111,519
<i>Activities for Generating Funds:</i>					
Investment Income	5	41	-	41	39
Fundraising Events		200	-	200	1,770
Other		2,055	-	2,055	8,710
Total Incoming Resources		<u>107,423</u>	<u>15,770</u>	<u>123,193</u>	<u>121,338</u>
Resources Expended					
<i>Costs of Generating Funds:</i>					
Fundraising Trading; Cost of Goods					
Sold and Other Costs	2	-	-	-	450
Charitable Activities	2	101,850	15,565	117,415	101,313
Governance Costs	2	7,982	800	8,782	9,308
Total Resources Expended		<u>109,832</u>	<u>16,365</u>	<u>126,197</u>	<u>111,071</u>
(Deficit)/Net Incoming Resources Before					
Other Recognised Gains	3	(2,409)	(595)	(3,004)	10,267
Transfers between Funds		-	-	-	-
		<u>(2,409)</u>	<u>(595)</u>	<u>(3,004)</u>	<u>10,267</u>
Other Recognised Gains		-	-	-	-
Net Movement in Funds		<u>(2,409)</u>	<u>(595)</u>	<u>(3,004)</u>	<u>10,267</u>
Reconciliation of Funds					
Total Funds Brought Forward		67,474	1,527	69,001	58,734
Funds Introduced		-	-	-	-
Total Funds Carried Forward		<u>65,065</u>	<u>932</u>	<u>65,997</u>	<u>69,001</u>

All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 14 form part of these accounts.

Movements in funds are disclosed in Note 10 to the accounts

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

BALANCE SHEET

At 31 March 2014

	Notes	2014	2013
		£	£
CURRENT ASSETS:			
Cash at Bank and in Hand		88,738	88,159
Debtors	6	<u>10,219</u>	<u>4,241</u>
		98,957	92,400
CURRENT LIABILITIES:			
Creditors	7	<u>10,507</u>	<u>4,506</u>
NET CURRENT ASSETS		88,450	87,894
SPECIFIED PROVISIONS	8	22,453	18,893
NET ASSETS		<u>65,997</u>	<u>69,001</u>
REPRESENTED BY:			
Unrestricted Income Funds:			
General Fund	9	65,065	67,474
Restricted Income Fund:			
Computer Funding		467	1,380
Outreach Workers Funding		465	147
		<u>65,997</u>	<u>69,001</u>

The directors are satisfied that the company was entitled to exemption under Section 477 of the Companies Act 2006 and that members have not required an audit in accordance with Section 476.

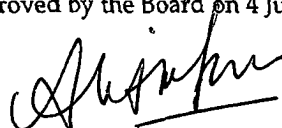
The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with sections 386 and 387; and
- 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 and of its profit or loss for the financial year in accordance with the requirements of section 394 and 395, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

With regard to the Companies Act disclosure requirements only, these financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard of Small Entities (effective April 2008).

The accounts on pages 8 to 14 were approved by the Board on 4 June 2014 and signed on its behalf by:

Alison Graham – Chair of the Board



The notes on pages 10 to 14 form part of these accounts.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2014

1. Accounting policies

Basis of preparation

The financial statements have been prepared under the historic cost convention, with the exception of investments, which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable UK Accounting Standards and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

Incoming resources

Investment income and other incoming resources are recognised on a receivable basis.

Resources expended

Resources expended are recognised in the period in which they are incurred and are allocated to the particular activity where the cost relates directly to that activity.

Taxation

The company is a registered charity and as such is not generally liable to taxation.

Funds Structure

Unrestricted Funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - (continued)

For the year ended 31 March 2014

2. Resources Expended

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Fundraising Trading					
Cost of Goods Sold and Other Costs		-	-	-	450
		<hr/>	<hr/>	<hr/>	<hr/>
		-	-	-	450
		<hr/>	<hr/>	<hr/>	<hr/>
Charitable Costs					
Salaries, including Pensions	4	78,671	13,039	91,710	81,108
Cleaning		213	16	229	186
Rent and Rates		5,132	386	5,518	3,246
Repairs and Service Charges		402	30	432	1,665
Electricity and Gas		169	13	182	121
I.T. Costs		3,282	1,127	4,409	3,172
Stationery and Equipment		4,084	307	4,391	2,337
Telephone and Postage		3,329	251	3,580	3,544
Subscriptions		2,095	158	2,253	2,922
Training and Recruitment		1,436	11	1,447	1,041
Insurance		1,548	116	1,664	1,254
Sundry Expenses		1,489	111	1,600	717
		<hr/>	<hr/>	<hr/>	<hr/>
		101,850	15,565	117,415	101,313
		<hr/>	<hr/>	<hr/>	<hr/>
Governance Costs					
Travel Expenses		5,970	800	6,770	7,424
Independent Examiner's Fees		1,224	-	1,224	1,104
Bank Charges		70	-	70	73
Professional Fees		718	-	718	707
		<hr/>	<hr/>	<hr/>	<hr/>
		7,982	800	8,782	9,308
		<hr/>	<hr/>	<hr/>	<hr/>

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2014 – (continued)

3. Net incoming resources

The net incoming resources are stated after charging:

	2014	2013
	£	£
Directors' emoluments and other benefits etc	<u>-</u>	<u>-</u>

4. Staff Costs and Numbers

	2014	2013
	£	£
Staff Costs		
Wages and Salaries	79,211	70,084
National Insurance Costs	5,643	5,068
Pension Costs	<u>6,856</u>	<u>5,956</u>
	<u>91,710</u>	<u>81,108</u>
 Average Number Employed	 <u>6</u>	 <u>5</u>

5. Investment Income

	2014	2013
	£	£
Bank Interest	<u>41</u>	<u>39</u>

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2014 – (continued)

6. Debtors

	2014	2013
	£	£
Amounts falling due within one year:		
Sundry Debtors and Prepayments	<u>10,219</u>	<u>4,241</u>

7. Creditors

	2014	2013
	£	£
Amounts falling due within one year:		
Sundry Creditors and Accruals	<u>10,507</u>	<u>4,506</u>

8. Specified Provisions

Reserves have been provided for specific expenditure:

	2014	2013
	£	£
Repairs and Renewals Fund	600	600
Redecoration Fund	2,500	2,500
Redundancy Fund	<u>19,353</u>	<u>15,793</u>
	<u>22,453</u>	<u>18,893</u>

9. Analysis of Net Assets between Funds

	General Purpose Funds	Restricted Funds	Total
	£	£	£
Current Assets	98,025	932	98,957
Current Liabilities	(32,960)	-	(32,960)
	<u>65,065</u>	<u>932</u>	<u>65,997</u>

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2014 — (continued)

10. Movement in Funds

The income funds of the charity include restricted funds comprising of unexpended balances of grants held on trust to be applied specifically for outreach workers.

Balance 31.03.2013	Incoming Resources	Resources Expended	Balance 31.03.2014
£	£	£	£
69,001	123,193	(126,197)	65,997
<u> </u>	<u> </u>	<u> </u>	<u> </u>

11. Share Capital

Mid Bedfordshire Citizens Advice Bureau is a company limited by guarantee and does not have a share capital.

12. Guarantee

Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up during the time that he or she is a member or within one year afterwards, for payment of the debts and liabilities of the company contracted before he or she ceases to be a member, and of the costs, charges and expense of winding up the same and for the adjustment of the rights of contributors amongst themselves, such amount as may be required not exceeding, in the case of any member, the sum of £1.