

**Colchester Citizens Advice Bureau
Limited**

Financial Statements

31st March 2012

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Charity Number 1097252

Colchester Citizens Advice Bureau Limited

Financial Statements

Year Ended 31st March 2012

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Colchester Citizens Advice Bureau Limited

Trustees Annual Report *(continued)*

Year Ended 31st March 2012

The Trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31st March 2012

Reference and Administrative Details

Registered Charity Name	Colchester Citizens Advice Bureau
Charity Registration Number	1097252
Company Registration Number	4431673
Principal Office	Blackburn House 32 Crouch St Colchester Essex CO3 3HH

The Trustees

The trustees who served the company during the period were as follows

Trustee	Role	Date elected/re-elected	
Philomena Drake	Chair & Governance	Elected	01 09 10
Bill Hayton	PR & Media	Elected	01 09 10
Michael Poole	Vice Chair & Premises	Re-elected	01 09 10
Judith Robertson	Management Information	Elected	10 09 09
Maureen Rogers	Volunteer & Staff Liaison	Elected	10 09 09
Lynne Kelliher	Social Policy & Equalities	Re-elected	10 09 09
Don Ward	Honorary Treasurer	Re-elected	10 09 09
Beryl Read FCCA, FCIS	Company Secretary & Finance	Re-elected	17 10 11
June Warburton	Quality Assurance	Re-elected	17 10 11

Chief Executive Richard Aldridge PhD, LLB, BSc, CEng, MIET

Honorary President Westley Sandford

Accountants Peyton Tyler Mears
Chartered Accountants
Middleborough House
16 Middleborough
Colchester
Essex
CO1 1QT

Colchester Citizens Advice Bureau Limited

Trustees Annual Report *(continued)*

Year Ended 31st March 2012

1. Structure, Governance and Management

Objectives

The charity's objectives are to promote any charitable purpose for the benefit of the community in the Borough of Colchester, by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress

The Bureau provides free, confidential, impartial and independent advice and information for the benefit of the local community. It aims to exercise an influence on the development of social policies and services, and to ensure that individuals do not suffer through a lack of knowledge or an inability to express their needs effectively

Governing Document

Colchester Citizens Advice Bureau is a registered charity and a company limited by guarantee. The maximum liability of each member is limited to one pound. At 31st March 2012 the company had 37 members (31st March 2011, 35 members). Colchester Citizens Advice Bureau is governed by its Memorandum and Articles of Association as adopted on 1st April 2004.

Colchester Citizens Advice Bureau was incorporated as a company limited by guarantee on 3rd May 2002. The company commenced operations on 1st April 2004, at which date the assets and liabilities of the Colchester Citizens Advice Bureau (unincorporated association) were acquired.

Recruitment, Appointment of Trustees

Trustees, who are also Directors of the Company, are required to either live or work within 30 miles of the town centre bureau in Colchester. Trustees are recruited for vacancies on the basis of the necessary skills to complement the existing lead roles within the Board. Vacancies are advertised via the Colchester CVS together with a role description. Potential candidates are interviewed and attend a board meeting prior to being invited to join. The Trustee Board oversees the election process for Board appointments and at the first meeting after the Annual General Meeting the Board elects the Chairman, Vice Chairman and Honorary Treasurer. The Board co-opts one observer, who is nominated by Colchester Borough Council, from amongst their elected Councillors.

Induction of Trustees

Newly appointed Trustees are provided with a comprehensive induction to Colchester Citizens Advice Bureau through the provision of Citizens Advice information packs, training courses and mentoring by established trustees.

Organisational Structure

Colchester Citizens Advice Bureau is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of Colchester Citizens Advice Bureau and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum bi-monthly and delegate the day-to-day operation of the organisation to senior management. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office, and is available to the public.

Colchester Citizens Advice Bureau Limited

Trustees Annual Report *(continued)*

Year Ended 31st March 2012

Related Parties

Colchester Citizens Advice Bureau is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the Trustee Board of the Colchester Citizens Advice Bureau in order to fulfil its charitable objects and comply with national membership requirements.

The Charity also co-operates and liaises with a number of other advisory services, local charities and public service departments on behalf of clients. Where one of the trustees holds the position of trustee/director of another charity they may be involved in discussions regarding that other charity but not in the ultimate decision-making process.

Major Risks

The Board of Trustees of Colchester Citizens Advice Bureau has worked on a Corporate Risk Management exercise. A risk management strategy and risk register are in place. The Trustees recognise that any major risks to which the charity is exposed need to be reviewed and systems put in place to mitigate those risks. To that end the Trustee Board is continually monitoring and managing its risk, reviewing the corporate risk register and ensuring action plans are in place to mitigate its key risks.

Included in external risks is that of the loss of funding. The effects of this have been minimised by the procedures in place, which have resulted in funding being secured from a variety of sources. The charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Reserves Policy

Colchester Citizens Advice Bureau is required to ensure that resources are available in each financial year to meet any reasonable foreseeable contingency. The Bureau maintains a projection of income for at least 3 years ahead and will ensure that this continues to be derived from as wide a variety of sources as possible.

In reviewing the potential costs that could arise should a significant reduction in income be incurred, the Trustees aim for reserves of at least 6 months normal operating expenditure.

Investment Policy

As required in its Memorandum paragraph 4.15 in furtherance of its objects, and for no other purposes, the Company has the power to invest or deposit funds in any lawful manner whilst having regard to the suitability of investments and the need for diversification.

Colchester Citizens Advice Bureau Limited

Trustees Annual Report *(continued)*

Year Ended 31st March 2012

2. Achievements for the Year 2011/12

The success of our core services continues to be underpinned by the financial support of Colchester Borough Council and Essex County Council. This has enabled the Bureau to work in partnership during the year with the following organisations

- Legal Services Commission
- Colchester Borough Homes
- Citizens Advice
- Military Corrective Training Centre (MCTC)
- Essex County Council – Adult Social Care
- The Royal British Legion & RAF Benevolent Fund
- Essex CAB Partnership

In addition, the Bureau received a generous donation from Mr J Tinson, a Colchester resident and supporter of local charities, which has been designated to help clients with welfare benefits issues. We are extremely grateful for his support and generosity.

Legal Services Commission

Under the new contract Colchester CAB works in partnership with CAB Tendring, Shelter and Fisher Jones Greenwood in providing specialist help to clients eligible for legal aid. Since 2010 this contract has allowed us to help over 450 clients with complex debt & welfare benefits issues.

Colchester Borough Homes

We are grateful to CBH for their funding and continuing commitment which has allowed us to continue a much-needed money advice service dedicated to CB Homes' tenants.

MCTC

This outreach runs once per month at the MCTC, and provides general advice to detainees from the armed services.

Essex County Council – Adult Social Care

The Bureau has been funded through the year to provide a disability rights service, which helps eligible clients to make claims for disability living allowance and attendance allowance.

The Royal British Legion & the RAF Benevolent Fund

This project has continued to help serving and veteran personnel, their families and dependants with money and welfare benefits advice. In the twelve months to the end of March 2012, over £650,000 of debt was written off, nearly £85,000 of benefits have been successfully claimed, and over £72,000 of other grants and awards have been obtained for 117 clients. The value for money on this project is clear and the benefit to clients is invaluable.

Essex CAB Partnership Project

In conjunction with 8 other bureaux in Essex, Colchester CAB has been working to enhance access to telephone advice for clients, as part of a wider initiative in Citizens Advice to move towards a single telephone number for the service nationally. These participating bureaux currently share one telephone number for public access, provided by means of virtual call centre technology. As such, it means that clients in all districts benefit from enhanced times of opening.

The eventual aim is that all 14 Essex bureaux will operate this service and hence provide a seamless service to clients across the county. Strategically the Trustees believe that such partnership working demonstrates the commitment to provide a joined-up service, so that all clients may potentially be able to access specialist services provided by any bureau in the network.

Colchester Citizens Advice Bureau Limited

Trustees Annual Report *(continued)*

Year Ended 31st March 2012

3. Performance

Demand for the service has continued. Contacts with or on behalf of clients at Colchester CAB stood at over 22,000 for 2011/12, with over 14,000 enquiries from over 9,000 clients (more than half of these being new clients). This was slightly reduced from the previous year because funding restrictions reduced the number of days opened for about 6 months. Debt and benefits enquires proved to be the highest proportion, representing over two-thirds of all enquiries into the bureau.

Access to services

The Bureau has changed the format of the service during the last year in response to client surveys. All clients who approach our drop-in service by whichever method are given a short assessment to understand the next best steps. Subsequent appointments for general advice are then booked with clients where necessary. This has improved throughout generally and allows clients to drop in or phone the bureau throughout the working day.

People with disabilities

Over 21% of clients who commented on their capability/health considered themselves to be disabled or to have long term health problems.

Ethnicity of our clients

81% of bureau clients during the year classified themselves as white British, compared to the borough average of 93.1%, which demonstrates that the service is highly accessible to all groups in the community.

Contribution of Volunteers

The Bureau's clients benefit from the valuable contribution of volunteers who advise clients, assist with administration and with the direction of the Bureau. Just over 60 volunteers contributed about 19,000 hours during 2011/12. We estimate the value of this help at about £300,000. The Trustees, who are themselves volunteers, would like to take the opportunity to pay tribute to the significance of the contribution which our volunteers make to the service. They are the public face of our service to which they bring a wide variety of skills and experience, and the ability to deal with complex problems in a confidential, compassionate and tactful way. We are deeply grateful.

Financial Position

Incoming resources in the year were £370,729 (2010/11 £313,538). Of this, £302,167 related to restricted project activities (2010/11 £245,167).

A surplus of £102,105 was the outcome in the year (2010/11 deficit £9,501). At 31st March 2012 total reserves were £226,083 of which £95,873 represented unrestricted funds (2010/11 £87,781).

Principal Funding Sources

The charity did not have any borrowings from either providers of funding or other sources at the balance sheet date.

Funds in Deficit

No funds were in deficit at the balance sheet date.

Colchester Citizens Advice Bureau Limited

Trustees Annual Report *(continued)*

Year Ended 31st March 2012

4. The Year Ahead

Due to the worldwide financial crisis, it is widely known that the public sector is making huge cuts to budgets and services across the country. It is inevitable that the Citizens Advice service is affected as a knock-on result of gaining much of its funding from public sector organisations. This raises many challenges given the service is in even higher demand from the public as a result of these difficult economic times.

The proposed changes to legal aid next year will undoubtedly affect our ability to provide a comprehensive service to clients, not just in numbers but in terms of the ability to deal with complex cases that this funding currently allows. Welfare reform looks set to exacerbate this, with some of the most vulnerable in the community likely to suffer as a result. The Trustee Board is currently determining what the shape of the service should be next year and whether there are any external ways to generate income to help alleviate the effect that the cut to legal aid will have.

On the positive side, the Citizens Advice service has been given the opportunity to become an even stronger public voice for consumers. In April 2012 the Consumer Direct service was transferred from the Office of Fair Trading to Citizens Advice. Eventually the government proposes that much of the advocacy and education currently done by Consumer Focus and the Office of Fair Trading is also undertaken by Citizens Advice. Whilst this has heightened the profile of the service generally, its impact on local bureaux is currently minimal, as these services are managed by the central organisation.

All in all, the year ahead looks daunting due to the changes that will take place. Colchester CAB is working with its neighbouring bureaux and local stakeholders to ensure that changes will impact clients as little as possible, given the restricted budgets and higher demand that are anticipated in the future.

Colchester Citizens Advice Bureau Limited

Trustees Annual Report *(continued)*

Year Ended 31st March 2012

5. Responsibilities of the Trustees

The trustees (who are also the directors of Colchester Citizens Advice Bureau Limited for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and then apply them consistently,

observe the methods and principles in the Charities SORP,

make judgements and estimates that are reasonable and prudent;

state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,

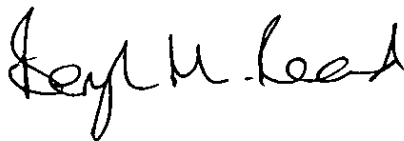
prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are 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

Independent Examiner

Mr M E Mears FCA has been re-appointed as independent examiner for the ensuing year.

Signed by order of the trustees



Beryl Read FCCA, FCIS
Company Secretary

...

Colchester Citizens Advice Bureau Limited

Independent Examiner's Report to the Members of Colchester Citizens Advice Bureau Limited (*continued*)

Year Ended 31st March 2012

I report on the accounts of the charity for the year ended 31st March 2012 set out on pages 11 to 18

Respective Responsibilities of Trustees and Independent Examiner

The charity's trustees (who are also the directors of Colchester Citizens Advice Bureau Limited for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act), as amended by section 28 of the Charities Act 2006) and that an independent examination is needed.

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

- examine the accounts (under section 43(3)(a) of the 1993 Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, as amended), and
- to state whether particular matters have come to my attention

Basis of Independent Examiner's Statement

My 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 I do not express an audit opinion on whether the accounts present a 'true and fair view'.

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 386 of the Companies Act 2006), and
- accounts are prepared which agree with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities, or

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

Mr M E Mears FCA
Independent examiner

Middleborough House
16 Middleborough
Colchester
Essex
CO1 1QT

Colchester Citizens Advice Bureau Limited

Statement of Financial Activities

Year Ended 31st March 2012

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Incoming Resources					
Incoming resources from generating funds					
Voluntary income	2	61,779	302,167	363,946	313,282
Investment income	3	6,783	–	6,783	256
Total Incoming Resources		<u>68,562</u>	<u>302,167</u>	<u>370,729</u>	<u>313,538</u>
Resources Expended					
Charitable activities	4/5	(57,692)	(208,154)	(265,846)	(320,822)
Governance costs	6	(2,778)	–	(2,778)	(2,217)
Total Resources Expended		<u>(60,470)</u>	<u>(208,154)</u>	<u>(268,624)</u>	<u>(323,039)</u>
Net Incoming/(Outgoing) Resources for the Year					
		8,092	94,013	102,105	(9,501)
Reconciliation of Funds					
Total funds brought forward		87,781	36,197	123,978	133,479
Total Funds Carried Forward		<u>95,873</u>	<u>130,210</u>	<u>226,083</u>	<u>123,978</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared

All of the above amounts relate to continuing activities

The notes on pages 14 to 18 form part of these financial statements.

Colchester Citizens Advice Bureau Limited

Income and Expenditure Account

Year Ended 31st March 2012

	Note	2012 £	2011 £
Income		363,946	313,282
Total Expenditure		(268,624)	(323,039)
Operating Surplus/(Deficiency)		95,322	(9,757)
Other Income			
Investment property income	3	6,500	-
Interest receivable and similar income	3	283	256
		<u>6,783</u>	<u>256</u>
Retained Surplus/(Deficit) for the Financial Year		<u>102,105</u>	<u>(9,501)</u>

The Income and Expenditure Account includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared

All of the above amounts relate to continuing activities

The notes on pages 14 to 18 form part of these financial statements.

Colchester Citizens Advice Bureau Limited

Balance Sheet

31st March 2012

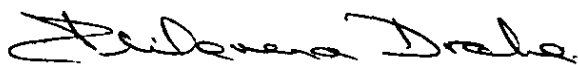
	Note	2012 £	2011 £
Fixed Assets			
Tangible assets	9	–	860
Current Assets			
Debtors	10	11,300	11,300
Cash at bank		254,972	136,188
		<u>266,272</u>	<u>147,488</u>
Creditors Amounts Falling due Within One Year	11	<u>(40,189)</u>	<u>(24,370)</u>
Net Current Assets		<u>226,083</u>	<u>123,118</u>
Total Assets Less Current Liabilities		<u>226,083</u>	<u>123,978</u>
Net Assets		<u>226,083</u>	<u>123,978</u>
Funds			
Restricted income funds	13	130,210	36,197
Unrestricted income funds	14	95,873	87,781
Total Funds		<u>226,083</u>	<u>123,978</u>

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476(1) of the Act

The trustees acknowledge their responsibilities for

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements 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 surplus or deficit for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company

These financial statements were approved by the members of the committee on the 30/8/12 and are signed on their behalf by



Philomena Drake
Chair of Trustees & Director



Donald Ward
Honorary Treasurer & Director

Company Registration Number 4431673

The notes on pages 14 to 18 form part of these financial statements.

Colchester Citizens Advice Bureau Limited

Notes to the Financial Statements

Year Ended 31st March 2012

1 Accounting Policies

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006

Cash Flow Statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small

Fixed Assets

All fixed assets are initially recorded at cost

2. Voluntary Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Donations				
Donations	3,535	87,500	91,035	1,582
Grants receivable				
Legal Services Commission	–	92,018	92,018	121,271
Government and public authority services	57,194	65,373	122,567	107,264
Other paid advisory services	1,050	57,276	58,326	83,165
	<u>61,779</u>	<u>302,167</u>	<u>363,946</u>	<u>313,282</u>

3. Investment Income

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Rent Received	6,500	6,500	–
Bank interest receivable	283	283	256
	<u>6,783</u>	<u>6,783</u>	<u>256</u>

4. Costs of Charitable Activities by Fund Type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
General Advisory Services	<u>57,692</u>	<u>208,154</u>	<u>265,846</u>	<u>320,822</u>

Colchester Citizens Advice Bureau Limited

Notes to the Financial Statements

Year Ended 31st March 2012

5. Costs of Charitable Activities by Activity Type

	Direct charitable activities £	Total Funds 2012 £	Total Funds 2011 £
General Advisory Services	<u>265,846</u>	<u>265,846</u>	<u>320,822</u>

6. Governance Costs

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Governance costs	<u>2,778</u>	<u>2,778</u>	<u>2,217</u>

7. Analysis of Support Costs

	Total 2012 £	Total 2011 £
Staff Costs	190,729	239,508
Premises	38,779	34,486
Administration	10,248	10,156
Stationery, printing and postage	11,816	16,628
Travel	8,832	10,722
Recruitment and Training	475	1,946
Professional Fees	2,778	2,217
Depreciation	860	3,257
Sundry	4,107	4,119
	<u>268,624</u>	<u>323,039</u>

8. Staff Costs and Emoluments

Total staff costs were as follows

	2012 £	2011 £
Wages and salaries	173,950	216,160
Social security costs	11,272	14,298
Pension costs	5,507	9,050
	<u>190,729</u>	<u>239,508</u>

Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows

	2012 No	2011 No
Charitable purposes	8	8
Management and administration of charity	1	1
	<u>9</u>	<u>9</u>

No employee received remuneration of more than £60,000 during the year (2011 - Nil)

Colchester Citizens Advice Bureau Limited

Notes to the Financial Statements

Year Ended 31st March 2012

9 Tangible Fixed Assets

	Equipment £	Fixtures & Fittings £	Total £
Cost			
At 1st April 2011 and 31st March 2012	<u>36,169</u>	<u>2,860</u>	<u>39,029</u>
Depreciation			
At 1st April 2011	35,309	2,860	38,169
Charge for the year	860	-	860
At 31st March 2012	<u>36,169</u>	<u>2,860</u>	<u>39,029</u>
Net Book Value			
At 31st March 2012	<u>-</u>	<u>-</u>	<u>-</u>
At 31st March 2011	<u>860</u>	<u>-</u>	<u>860</u>

10 Debtors

	2012 £	2011 £
Prepayments	<u>11,300</u>	<u>11,300</u>

11. Creditors: Amounts falling due within one year

	2012 £	2011 £
Taxation and social security Accruals	<u>1,809</u>	1,770
	<u>38,380</u>	<u>22,600</u>
	<u>40,189</u>	<u>24,370</u>

12. Pensions

A pension scheme for employees is operated on a defined contributions basis. The scheme is open to all employees at any time. The company contributes 3% of pensionable earnings and the employees have the option to make their own contributions. The assets of the scheme are held by Standard Life and managed by them. The pension cost shown for the year represents contributions payable by the company and amounted to £5,507 (2010 £9,050). There were no contributions payable or outstanding at the year end.

Colchester Citizens Advice Bureau Limited

Notes to the Financial Statements

Year Ended 31st March 2012

13. Restricted Income Funds

	Balance at 1 Apr 2011 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2012 £
Money Advice	19,251	20,246	(17,859)	21,638
LSC Contracts	–	92,570	(92,570)	–
CB Homes Fund	1,652	18,200	(15,115)	4,737
DWP Fund	–	87,500	–	87,500
NACAB Essex Tfg Fund	1,214	–	(1,214)	–
B Legion Fund	14,080	56,724	(54,469)	16,335
DRS Fund	–	26,927	(26,927)	–
	<u>36,197</u>	<u>302,167</u>	<u>(208,154)</u>	<u>130,210</u>

Purposes of restricted funds

- Money Advice Service - Restricted funds provided by Essex County Council and Colchester Borough Council to help to support the bureau in its money advice work
- Legal Services Commission - A restricted fund to provide legal aid to people in the areas of welfare benefits and debt
- CB Homes - A restricted fund to provide money advice to residents at Greenstead
- NACAB Essex Training - A restricted fund held on behalf of all Essex CABx
- Royal British Legion & RAF Benevolent Fund - A restricted fund to assist serving and veteran personnel from the armed services with money and benefits advice
- Disability Rights Service - Funds provided by Colchester Borough Council and Essex County Council Adult Social Care to provide a peripatetic advice service to disabled clients

14. Unrestricted Income Funds

	Balance at 1 Apr 2011 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2012 £
General Funds	<u>87,781</u>	<u>68,562</u>	<u>(60,470)</u>	<u>95,873</u>

There are currently no designated funds. However, the Trustees aim to maintain sufficient balances carried forward each year to cover 6 months of expenditure. This is to allow an orderly cessation of services if funding for these services is discontinued.

Colchester Citizens Advice Bureau Limited

Notes to the Financial Statements

Year Ended 31st March 2012

15. Analysis of Net Assets Between Funds

	Net current assets £	Total £
Restricted Income Funds	93,341	93,341
Unrestricted Income Funds	132,742	132,742
Total Funds	<u>226,083</u>	<u>226,083</u>