

**The Royal Borough of Kingston upon  
Thames Citizens Advice Bureaux Service**

**Report of the Trustees  
for the Year Ended 31 March 2008**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable 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 charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the trustees are aware, there is no relevant information (as defined by Section 234ZA of the Companies Act 1985) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

**ON BEHALF OF THE BOARD:**

P L Mackie - Secretary

9 July 2008

**Report of the Independent Auditors to the Members of  
The Royal Borough of Kingston upon  
Thames Citizens Advice Bureaux Service**

We have audited the financial statements of The Royal Borough of Kingston upon Thames Citizens Advice Bureaux Service for the year ended 31 March 2008 on pages eleven to eighteen. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

This report is made solely to the charitable company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

The trustees' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out on page eight.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Report of the Trustees is consistent with the financial statements.

In addition, we report to you if, in our opinion, the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable 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.

**Report of the Independent Auditors to the Members of  
The Royal Borough of Kingston upon  
Thames Citizens Advice Bureaux Service**

**Opinion**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 31 March 2008 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Report of the Trustees is consistent with the financial statements.

Menzies LLP  
Chartered Accountants &  
Registered Auditors  
Kings House  
12-42 Wood Street  
Kingston upon Thames  
Surrey  
KT1 1TG

Date: .....

**The Royal Borough of Kingston upon  
Thames Citizens Advice Bureaux Service**

**Statement of Financial Activities  
for the Year Ended 31 March 2008**

	Notes	Unrestricted funds £	Restricted funds £	31.3.08 Total funds £	31.3.07 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	778	-	778	7,950
Investment income	3	5,544	-	5,544	4,330
<b>Incoming resources from charitable activities</b>					
Royal Borough of Kingston upon Thames	4	267,909	-	267,909	262,656
Legal Services Commission		-	83,410	83,410	69,977
Kingston University Students' Union		-	32,742	32,742	31,476
Services provided		12,160	-	12,160	26,080
NACAB Grant		<u>1,250</u>	<u>-</u>	<u>1,250</u>	<u>-</u>
<b>Total incoming resources</b>		287,641	116,152	403,793	402,469
 <b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Core bureaux activities	5	280,260	-	280,260	285,926
LSC contract		-	83,410	83,410	69,977
KUSU project		-	32,742	32,742	31,476
Building Fund		-	10,068	10,068	10,068
<b>Governance costs</b>	6	<u>3,607</u>	<u>-</u>	<u>3,607</u>	<u>3,042</u>
<b>Total resources expended</b>		283,867	126,220	410,087	400,489
 <b>NET INCOMING/(OUTGOING) RESOURCES</b>					
		3,774	(10,068)	(6,294)	1,980
 <b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>60,212</u>	<u>90,614</u>	<u>150,826</u>	<u>148,846</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>63,986</u></u>	<u><u>80,546</u></u>	<u><u>144,532</u></u>	<u><u>150,826</u></u>

The notes form part of these financial statements

**The Royal Borough of Kingston upon  
Thames Citizens Advice Bureaux Service**

**Balance Sheet  
At 31 March 2008**

	Notes	Unrestricted funds £	Restricted funds £	31.3.08 Total funds £	31.3.07 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	10	-	80,546	80,546	90,614
<b>CURRENT ASSETS</b>					
Debtors: amounts falling due within one year	11	2,560	-	2,560	5,505
Cash at bank and in hand		<u>93,306</u>	<u>-</u>	<u>93,306</u>	<u>84,560</u>
		95,866	-	95,866	90,065
<b>CREDITORS</b>					
Amounts falling due within one year	12	<u>(31,880)</u>	<u>-</u>	<u>(31,880)</u>	<u>(29,853)</u>
<b>NET CURRENT ASSETS</b>		<u>63,986</u>	<u>-</u>	<u>63,986</u>	<u>60,212</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>63,986</u>	<u>80,546</u>	<u>144,532</u>	<u>150,826</u>
<b>NET ASSETS</b>		<u><u>63,986</u></u>	<u><u>80,546</u></u>	<u><u>144,532</u></u>	<u><u>150,826</u></u>
<b>FUNDS</b>					
Unrestricted funds	15			63,986	60,212
Restricted funds				<u>80,546</u>	<u>90,614</u>
<b>TOTAL FUNDS</b>				<u><u>144,532</u></u>	<u><u>150,826</u></u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Board of Trustees on 9 July 2008 and were signed on its behalf by:

R D Morgan -Trustee

**The Royal Borough of Kingston upon  
Thames Citizens Advice Bureaux Service**

**Notes to the Financial Statements  
for the Year Ended 31 March 2008**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2007), the Companies Act 1985 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included on the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. A monetary value is not attributed in the financial statements to the substantial amount of services provided by volunteers.

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Charitable activities are those costs incurred in running the bureaux and related projects. Governance costs relate to compliance with constitutional and statutory requirements.

**Tangible fixed assets**

The cost of sundry furniture and equipment is not capitalised but is written off on acquisition through the income and expenditure account. Expenditure on the construction of short-leasehold premises has been capitalised and is amortised over the period of the lease (at 5% per year) against the Building Fund balance.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Leasing commitments**

Rentals payable under operating leases are charged to the statement of financial activity on a straight line basis over the period of the lease.

**Pension costs and other post-retirement benefits**

The charity participates in a defined benefits pension scheme operated by the National Association of Citizens Advice Bureaux, a funded scheme. The regular pension cost is charged to the income and expenditure account in accordance with actuarial calculations based on the expected pension costs over the service life of all members of the scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. See note 14 for further information.

**2. VOLUNTARY INCOME**

	31.3.08	31.3.07
	£	£
Donations and other income	<u>778</u>	<u>7,950</u>

**The Royal Borough of Kingston upon  
Thames Citizens Advice Bureaux Service**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2008**

**3. INVESTMENT INCOME**

	31.3.08	31.3.07
	£	£
Deposit account interest	<u>5,544</u>	<u>4,330</u>

**4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	<b>Activity</b>	31.3.08	31.3.07
		£	£
Grants	Royal Borough of Kingston upon Thames	267,909	262,656
Grants	Legal Services Commission	83,410	69,977
Grants	Kingston University Students' Union	32,742	31,476
Other charitable income	Services provided	12,160	26,080
Grants	NACAB Grant	<u>1,250</u>	<u>-</u>
		<u>397,471</u>	<u>390,189</u>

The charity received from the Royal Borough of Kingston-upon-Thames a grant of £267,909. This grant was expended for the purposes for which it was requested.

The Trustee Board wishes to thank all those who have given donations and grants during the year.

Grants received, included in the above, are as follows:

	31.3.08	31.3.07
	£	£
KUSU Project	32,742	31,476
LSC Contract	83,410	69,977
Other grants	<u>269,159</u>	<u>262,656</u>
	<u>385,311</u>	<u>364,109</u>

**5. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Totals
	£	£
Core bureaux activities	280,260	280,260
LSC contract	83,410	83,410
KUSU project	32,742	32,742
Building Fund	<u>10,068</u>	<u>10,068</u>
	<u>406,480</u>	<u>406,480</u>

**The Royal Borough of Kingston upon  
Thames Citizens Advice Bureaux Service**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2008**

**6. GOVERNANCE COSTS**

	31.3.08	31.3.07
	£	£
AGM and meetings costs	728	313
Auditors' remuneration	<u>2,879</u>	<u>2,729</u>
	<u>3,607</u>	<u>3,042</u>

**7. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	31.3.08	31.3.07
	£	£
Auditors' remuneration	2,879	2,729
Depreciation - owned assets	10,068	10,068
Other operating leases	<u>30,715</u>	<u>30,925</u>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2008 nor for the year ended 31 March 2007.

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31 March 2008 nor for the year ended 31 March 2007.

**9. STAFF COSTS**

	31.3.08	31.3.07
	£	£
Wages and salaries	249,210	249,054
Social security costs	20,092	18,111
Other pension costs	<u>9,520</u>	<u>9,503</u>
	<u>278,822</u>	<u>276,668</u>

The average monthly number of employees during the year was as follows:

	31.3.08	31.3.07
Direct service providers	<u>8</u>	<u>8</u>

**The Royal Borough of Kingston upon  
Thames Citizens Advice Bureaux Service**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2008**

**10. TANGIBLE FIXED ASSETS**

Land and  
buildings  
£

**COST**

At 1 April 2007 and 31 March 2008

201,365

**DEPRECIATION**

At 1 April 2007

110,751

Charge for year

10,068

At 31 March 2008

120,819

**NET BOOK VALUE**

At 31 March 2008

80,546

At 31 March 2007

90,614

**11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.08	31.3.07
	£	£
Trade debtors	<u>2,560</u>	<u>5,505</u>

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

	31.3.08	31.3.07
	£	£
Trade creditors	4,621	5,955
Social security and other taxes	5,286	5,480
Other creditors	797	1,118
Accruals and deferred income	<u>21,176</u>	<u>17,300</u>
	<u>31,880</u>	<u>29,853</u>

Other creditors include pension commitments of £797 (31.3.07 - £963).

**13. OPERATING LEASE COMMITMENTS**

The following operating lease payments are committed to be paid within one year:

	31.3.08	31.3.07
	£	£
Expiring:		
In more than five years	<u>5,000</u>	<u>5,000</u>

**The Royal Borough of Kingston upon  
Thames Citizens Advice Bureaux Service**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2008**

**14. PENSION COMMITMENTS**

The charity has contributed as a participating employer to a defined benefits pension scheme operated by the National Association of Citizens Advice Bureaux, a funded scheme, at the rate of 5.1% of total pensionable salaries. The last full actuarial valuation of the scheme was carried out by a qualified independent actuary as at 1 April 2007 and this has been updated on an approximate basis to 31 March 2008. With effect from 31 March 2008, the scheme is closed to future accrual.

The values of the scheme have been updated on an approximate basis and show that the market value of the scheme assets at 31 March 2008 was £59,926,000 (31.3.2007 - £64,104,000) and the present value of the scheme liabilities was £87,794,000 (31.3.07 - £92,937,000), thus giving a deficit in the scheme of £27,868,000 (31.3.07 - £28,833,000). These figures are for the entire scheme as it is not possible to separate them accurately for each participating employer.

A schedule of further information concerning the financial position of the scheme at 31 March 2008 and actuarial assumptions used in the calculations has been prepared by the National Association of Citizens Advice Bureaux. This is available upon request to the Company Secretary at the registered office of this charity.

As a result of the closure of the scheme to future accrual, the charity no longer has a contingent liability under section 75 of the Pension Act 1995. However, it is required to make payments towards meeting the scheme's deficit under the recovery plan agreed by the Pension Scheme Trustees. For 2008-09, the charity's contribution has been agreed at £3,200.

**15. MOVEMENT IN FUNDS**

	At 1.4.07 £	Net movement in funds £	At 31.3.08 £
<b>Unrestricted funds</b>			
General fund	60,212	3,774	63,986
<b>Restricted funds</b>			
Building Fund	90,614	(10,068)	80,546
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>150,826</u>	<u>(6,294)</u>	<u>144,532</u>

**The Royal Borough of Kingston upon  
Thames Citizens Advice Bureaux Service**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2008**

**15. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	287,641	(283,867)	3,774
<b>Restricted funds</b>			
LSC contract	83,410	(83,410)	-
KUSU project	32,742	(32,742)	-
Building Fund	<u>-</u>	<u>(10,068)</u>	<u>(10,068)</u>
	116,152	(126,220)	(10,068)
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>403,793</u>	<u>(410,087)</u>	<u>(6,294)</u>

In view of the charity's substantial annual expenditure and commitments, the trustees believe that the maintenance of unrestricted reserves is required for the responsible management of the organisation. The actual and targeted levels of reserves are kept under review to ensure that they are appropriate. At the year end, the actual level of undesignated and unrestricted reserves represented approximately 8 weeks' running costs (31.3.07 - 8 weeks). The trustees consider that an appropriate level of reserves would be up to thirteen weeks' running costs and, subject to the needs of the service, they aim to increase the charity's reserves towards this level, principally by the retention of investment income received and by including this requirement in funding application calculations.

**16. CONTINGENT LIABILITIES**

Attention is drawn to note 14 concerning the charity's contingent pension scheme liability which has now been removed.

**17. SHARE CAPITAL**

The company is limited by guarantee and does not have a share capital. Each member is liable to contribute a sum not exceeding £1.00 in the event of the charity being wound up.

**The Royal Borough of Kingston upon  
Thames Citizens Advice Bureaux Service**

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2008**

	31.3.08 £	31.3.07 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations and other income	778	7,950
<b>Investment income</b>		
Deposit account interest	5,544	4,330
<b>Incoming resources from charitable activities</b>		
Other charitable income	12,160	26,080
Grants	<u>385,311</u>	<u>364,109</u>
	<u>397,471</u>	<u>390,189</u>
<b>Total incoming resources</b>	403,793	402,469
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Salaries	249,210	249,054
Social security	20,092	18,111
Pensions	9,520	9,503
Rent	30,715	30,925
Other property costs	10,147	16,516
Insurance	3,344	3,652
Telephone	8,045	8,766
Postage and stationery	10,397	9,856
Advertising and publicity	837	360
Miscellaneous costs	5,196	2,999
Computer costs	17,862	11,336
Equipment and repairs	11,670	12,184
Subscriptions and publications	7,524	8,459
Training	7,050	5,171
Travel and subsistence	3,898	487
LSC disbursements	905	-
Amortisation of intangible fixed assets	<u>10,068</u>	<u>10,068</u>
	406,480	397,447
<b>Governance costs</b>		
AGM and meetings costs	728	313
Auditors' remuneration	<u>2,879</u>	<u>2,729</u>
	<u>3,607</u>	<u>3,042</u>
<b>Total resources expended</b>	<u>410,087</u>	<u>400,489</u>
<b>Net income/(expenditure)</b>	<u>(6,294)</u>	<u>1,980</u>

This page does not form part of the statutory financial statements