

BISHOPS WALTHAM & THE MEON VALLEY CITIZENS ADVICE BUREAU

RECEIPTS AND PAYMENTS ACCOUNT

Year ended 31st March 2008

		2008	2007
A) GENERAL FUND	Note	£	£
GENERAL FUND RECEIPTS :			
Voluntary Sources	1	56,940	54,847
Investment Income	2	2,048	1,684
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Total Receipts		58,988	56,531
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GENERAL FUND PAYMENTS :			
Direct Charitable Expenditure :			
Staff salaries & NIC	3	42,532	41,097
Information & training costs	4	4,119	3,928
Establishment costs	5	3,905	3,604
Other administration expenses	6	7,773	6,660
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		58,329	55,289
Other Expenditure	7	247	350
Other Payments	8	425	604
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Total Payments		59,001	56,243
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NET (PAYMENTS) / RECEIPTS FOR THE YEAR		(13)	288
BANK & CASH BALANCES at 31st March 2007		15,606	15,318
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BANK & CASH BALANCES at 31st March 2008		£15,593	£15,606
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B) DESIGNATED FUNDS

	Bank balance at 31 March 2007 £	Transfer to / (from) £	Bank balance at 31 March 2008 £
WCC Health Improvement & Social Inclusion / Inequalities 2006/07	567	(567)	0
WCC Health Improvement & Social Inclusion / Inequalities 2007/08		589	589
Outreach Project Fund	3,000	(1,000)	2,000
New Premises Fund - own resources	10,000		10,000
New Premises Fund - contributions from Parish Councils	6,560	1,250	7,810
Mayor of Winchester's Charities donation	7,200		7,200
Equipment Fund	1,950	1,000	2,950
Community Directory Fund	0	1,167	1,167
Emergency Needs Fund	750	(50)	700
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TOTAL	£30,027	2,389	£32,416
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BISHOPS WALTHAM & THE MEON VALLEY CITIZENS ADVICE BUREAU

NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT

Year ended 31st March 2008

	2008	2007
	£	£
1) Voluntary Sources		
Grant - Winchester City Council	41,630	40,615
Grant - WCC Housing Department	3,907	3,807
Grants - Parish Councils & Churches	3,475	2,404
Grant - Hampshire Primary Care Trust	3,075	3,000
Grant - WCC Health Improvement & Social Inclusion / Inequalities	2,336	1,701
Outreach Project Fund	1,000	0
Donations & gifts	1,517	3,070
PAYE online filing incentive	0	250
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	56,940	54,847
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2) Investment Income		
Deposit interest	2,048	1,684
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3) Staff salaries & NIC		
Manager's salary	16,424	16,027
- Employer's NIC	994	998
- Pension contributions	2,907	2,548
Assistant Manager's salary	5,605	5,469
- Guidance tutor	2,802	2,324
- Employer's NIC	408	352
- Pension contributions	1,345	1,143
Outreach Co-ordinator's salary	4,982	4,861
Debt Co-ordinator's salary	6,165	6,016
- IT development & training	1,121	1,094
- Employer's NIC	264	265
Statutory sick pay recovered	(485)	
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	42,532	41,097
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4) Information & training costs		
Information services & IT charges	2,529	2,454
Adviser training & expenses	1,590	1,474
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	4,119	3,928
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BISHOPS WALTHAM & THE MEON VALLEY CITIZENS ADVICE BUREAU

NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT (continued)

Year ended 31st March 2008

	2008	2007
	£	£
5) Establishment costs		
Rent - CAB premises	1,720	1,602
Rent - Wickham outreach	561	532
Insurance	203	191
Light & heat	514	556
Repairs & maintenance	276	99
Cleaning	631	624
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	3,905	3,604
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 6) Other administration expenses		
Telephone	1,800	1,542
Postage	514	572
Office supplies	1,539	642
Photocopier	149	180
Travel	1,760	1,488
Travel - outreach	366	293
Compulsory indemnity insurance	432	432
Publicity & advertising expenses	336	410
Equipment maintenance	0	99
Room hire	12	100
Counselling costs	318	326
Sundry expenses	547	576
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	7,773	6,660
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 7) Other Expenditure		
Annual report & AGM expenses	247	350
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	247	350
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 8) Other Payments		
Furniture, fittings & equipment	425	127
Computer equipment	0	477
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	425	604
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BISHOPS WALTHAM & THE MEON VALLEY CITIZENS ADVICE BUREAU

STATEMENT OF ASSETS AND LIABILITIES

At 31st March 2008

	2008	2007
	£	£
Monetary Assets :		
Northern Rock deposit account	0	38,873
Lloyds TSB Bank current account	47,859	6,610
Petty cash	150	150
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	£48,009	£45,633
	=====	=====
 General Fund	 15,593	 15,606
Designated funds :		
WCC Health Improvement & Social Inclusion / Inequalities Fund	589	567
Outreach Project Fund	2,000	3,000
New Premises Fund - own resources	10,000	10,000
New Premises Fund - contributions from Parish Councils	7,810	6,560
Mayor of Winchester's Charities donation	7,200	7,200
Equipment Fund	2,950	1,950
Community Directory Fund	1,167	0
Emergency Needs Fund	700	750
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	£48,009	£45,633
	=====	=====

Reserves Policy :

It is the Bureau's policy to maintain its General Fund at a level equivalent to three months operating costs. At 31st March 2008 the General Fund amounted to £15,593 with three months budgeted operating costs in 2008/09 standing at £15,496.

In addition to the General Fund, the Bureau has designated funds in connection with the outreach project, the new premises initiative and equipment expenditure, including a donation from the Mayor of Winchester's Charities, as set out above. St Peter's Church in Bishops Waltham has donated £750 in order to provide financial assistance to clients with emergency needs of which £50 was drawn in the year. The WCC Health Improvement Fund grant of £589 represents the balance held for the period from 1st April 2008 to 30th June 2008.

Non - Monetary Assets :

Expenditure prior to 31st March 2004	£14,678
Expenditure in the year ended 31st March 2005	£2,966
Expenditure in the year ended 31st March 2006	£1,779
Expenditure in the year ended 31st March 2007	£604
Expenditure in the year ended 31st March 2008 :	
Chairs	£425

Approved on behalf of the Management Committee

NICK DILLOW FCA
Honorary Treasurer

Date : 7 July 2008