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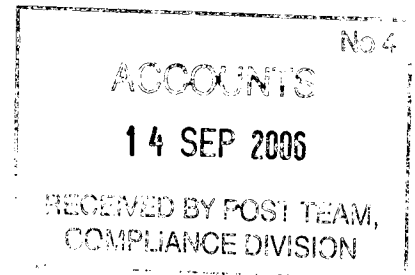
Epsom & Ewell Citizens Advice Bureau

Financial Statements

For the year ended 31 March 2006

Registered Charity No. 1085779

**Company limited by guarantee
Registered in England 4079521**



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**Epsom & Ewell Citizens Advice Bureau
Report of the Directors and Trustees**

The Trustees (who are also the Directors for the purpose of Company Law) have pleasure in presenting their annual report and the audited financial statements for the year ended 31 March 2006. The provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) issued in March 2005 have been adopted in preparing the annual report and financial statements of the charity.

1. REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name: Epsom & Ewell Citizens Advice Bureau, also known as
Citizens Advice Epsom & Ewell.
Charity Registration: 1085779
Company Registration: 4079521

Registered Office: The Old Town Hall
The Parade
Epsom
Surrey
KT18 5AG

Manager Ann Flower
Company Secretary: John G.W. Phipps ACIS

Bank: Lloyds TSB PLC
National Counties Building Society
Charities Aid Foundation

Legal Adviser Eric Bardell Lewis and Dick Solicitors

The following people were directors/trustees of the charity on the date of approval of the report or had been directors/trustees during the course of the year.

President The Mayor Councillor Jean Smith
Chairman Colin MD Bird
Trustees Geoffrey Berry (Resigned 10th November 2005)
Ruby E. Smith
Diana Unwin
Rudy Chan (Resigned 20th May 2005)
William T. Hender
Eber Kington
Jean Woodhead
Nigel Petrie
Lee Kinrade
David J. Hender (Resigned 10th November 2005)
Lubna Hussain Kazmi (Appointed 10th November 2005)
Lindsay Cornell (Appointed 9th February 2006)
Rita Burr (Appointed 10th November 2005)

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Epsom & Ewell Citizens Advice is a registered charity and a company limited by guarantee. Epsom & Ewell Citizens Advice Bureau is also known and referred to as Citizens Advice Epsom & Ewell. The maximum liability of each member is limited to one pound. At 31 March 2006 the company had 32 members. Citizens Advice Epsom & Ewell is governed by its Memorandum and Articles of Association as amended on 30th June 2004.

Citizens Advice Epsom & Ewell was incorporated as a company limited by guarantee on 27th September 2000. The charity commenced operations on 27th September 2000 at which date the assets and liabilities of the unincorporated Association of Epsom & Ewell Citizens Advice Bureau were acquired.

Recruitment, Appointment of Trustees

Trustees, who are also Directors of the Company, are elected from the local community. Applicants for the position of Trustee are interviewed by the Manager and by the Chair and are appointed by a resolution of the Board. The Chair is elected annually at the next Board Meeting following the date of the Annual General Meeting. No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board. The Council of Epsom and Ewell Borough are asked to recommend two trustees for appointment and Rosebery Housing Association are invited to recommend one trustee. The people appointed in this way are appointed in a personal capacity and not as representatives of their organisations and are not required to resign if they leave the body which recommended them or cease to hold office. The Mayor of Epsom and Ewell is by consent appointed as President of the Bureau for his or her term of office.

Organisational Structure

Citizens Advice Epsom & Ewell 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 Citizens Advice Epsom & Ewell and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet four times per year as a matter of routine. The Financial Sub-committee meets twice a year. Day-to-day operation of the organisation is delegated to the paid manager of the Bureau. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office, and is available to the public. A register of advisers' interests is also so maintained.

Related Parties

Citizens Advice Epsom & Ewell is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the

Trustee Board of Citizens Advice Epsom & Ewell in order to fulfil its charitable objects and comply with the national membership requirements.

The charity also co-operates and liaises with a number of other advisory services, local charities and social services 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.

3. OBJECTIVES AND ACTIVITIES

Objects

The charity's objects are to promote any charitable purpose for the benefit of the community in Epsom and Ewell and the surrounding area, by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Aims, Objectives, Strategies and Activities for the Year

Citizens Advice Epsom & Ewell aims to provide free, confidential, impartial and independent advice and information for the benefit of the local community, to exercise a responsible influence on the development of social policies and services and to ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively

The principal activity of Citizens Advice Epsom & Ewell remained the provision of free, confidential, independent and impartial advice, information and counsel for members of the public. Advisory services are provided through face-to-face consultations, and by telephone.

In addition to generalist advice, a special unit, funded by the Big Lottery Fund, provided a specialist advisory services for Mental Health users, which in view of the previous siting of mental hospitals within the Borough is a significant problem within the community. In addition the bureau operates in conjunction with other bureaux in the surrounding area a County Court advice desk for persons threatened with homelessness attending before the Epsom County Court. This advice desk is staffed by volunteers managed by the Bureau with funding for administrative support provided by the Office of the Deputy Prime Minister (now the Department for Communities and Local Government).

Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance in advising the public and administering the charity.

32 advisors and volunteer support staff contributed approximately 15,000 hours of work to the bureau during the year.

4. ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

Citizens Advice Epsom & Ewell saw a total of 3,592 new clients with a total number of contacts of 10,467 in the year 2005/6. The bureau assisted in the recovery of £247,000 on behalf of clients.

5. FINANCIAL REVIEW

Financial Position

Incoming resources for the year shown in the General Fund were £75,654 (2005 £75,531), which related to unrestricted activities and £39,645 restricted funds received from the Community Fund in respect of the Mental Health Outreach project. Total expenditure for the year shown in the General Fund was £79,481 (2005 £85,929) which related to unrestricted activities and £36,926 restricted activities in respect of the Mental Health Outreach project.

Friends of Epsom and Ewell Citizens Advice Bureau raised £4374 for the year compared with £5903 last year. No transfer of funds was made to the bureau in the year. (Last year £6000).

The bureau made a deficit of £1108 for the year (last year deficit £625), which was deducted from the reserves brought forward.

Reserves Policy

The bureau has a reserve of £6035 which is equal to six months expenditure excluding that for rent services and salaries provided by Epsom and Ewell borough council. Friends of Epsom and Ewell Citizens Advice Bureau have funds of £29,303 at year end.

Principal Funding Sources

The directors extend their gratitude to Epsom and Ewell Borough Council who continued to support the core operating capacity of the bureau and who also provide premises and services at no financial cost to the bureau. A grant from the Community Fund financed the Mental Health Outreach project for clients with mental health problems. The Office of the Deputy Prime Minister provided finance towards the administrative support for the County Court Desk.

The bureau did not have any borrowings from any providers or other sources at 31st March 2006.

No funds were in deficit at 31st March 2006

6. DIRECTORS' RESPONSIBILITIES Company Law and Charity Law require the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of Citizens Advice and of the surplus or deficit for that period. In preparing those financial statements, the directors are required to:

- (a) select suitable accounting policies and then apply them consistently
- (b) make judgements and estimates that are reasonable and prudent,
- (c) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- (d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The directors are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of Citizens Advice Epsom and Ewell, to enable them to ensure that the financial statements comply with the Companies Act 1985.

The directors are responsible for ensuring that the company maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against material loss or unauthorised use and to prevent and detect fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Abbreviated financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and these have been filed at Companies House in relation to the Limited Company.

In the directors' opinion the company was entitled under section 249A(1) of the Companies Act 1985 to exemption from the audit of its financial statements for the year ended 31st March 2006. No member of the company has deposited any notice under section 249B (2) requiring an audit of these financial statements.

As a charity which complies with the provisions of the Companies Act and whose turnover is less than £250,000 the accounts have been audited by an independent examiner whose certificate follows.



Company Secretary
by order of the Board

Independent Auditor's Report To The Members of Epsom and Ewell Citizens Advice Bureau

I have audited the financial statements of Epsom and Ewell Citizens Advice Bureau for the year ended 31st March 2006. The financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of directors and auditors

As described in the statement of directors' responsibilities, the trustees, who are also the directors of Epsom and Ewell Citizens Advice Bureau for the purposes of company law, are responsible for the preparation of the directors' annual report and the financial statements in accordance with applicable law and United Kingdom Standards.

My responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Standards.

I report to you my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. I also report to you if, in my opinion, the directors' report is not consistent with the financial statements, if the charity has not kept proper accounting records, if I have not received all the information and explanation specified by law regarding directors' remuneration and transactions with the charity is not disclosed.

I read other information contained in the directors' annual report and consider whether it is consistent with the audited financial statements. I consider the implications for my report if I become aware of any apparent misstatements of material inconsistencies with the financial statements. My responsibilities do not extend to any other information.

Basis of opinion

I conducted my audit in accordance with United Kingdom Auditing Standards 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 judgements made by the directors 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.

I planned and performed my audit so as to obtain all information and explanations which I considered necessary in order to provide me 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 my opinion, I also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In my opinion, the financial statements give a true and fair view of the charitable company's state of affairs as at 31st March 2006 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985

David Clens

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FELLOW OF INSTITUTE OF CERTIFIED ACCOUNTANTS

2 THE OAKS
EPSOM
SURREY KT18 5HH

8th August 2006

Epsom & Ewell Citizens Advice Bureau

Statement of financial activities for the year ended 2006 Incorporating the Income and Expenditure Account

	Note	Unrestricted General Funds	Restricted Mental Health	Designated Friends Account	Total 2006	Total 2005
Incoming Resources						
Premises provided by EEBC at no cost		22810			22810	22810
Donations		412		3255	3667	8164
Fund Raising Events				502	502	147
Bank Interest Received		334		617	951	713
Grant from Funders		44690	39775		84465	82241
Management charges received		6158			6158	3176
Other grants received		1250			1250	
Accruals/prepayments			-130		-130	-164
Totals		75654	39645	4374	119673	117087
Resources expended						
Rent and services		22810			22810	22810
Salaries and national insurance		46203	35570		81773	76932
Travel and training		2486	114		2600	2412
Subscriptions		963			963	993
Telephone		1304			1304	680
IT and FAX expenses		1993			1993	530
Insurance		855			855	800
Postage Stationery and office expenses		2867	1242		4109	4934
Computer equipment						11126
Totals		79481	36926		116407	121217
Net Total		-3827	2719	4374	3266	-4130
Transfers Between funds						
Management charges		3372	-3372			
Payment for salaries		-653	653			
Net totals after transfers between funds		-1108	0	4374	3266	-4130

BALANCE SHEET AT 31ST MARCH 2006

	Note	Unrestricted General Funds	Restricted Mental Health	Designated Friends Account	Total 2006	Total 2005
Current Assets						
Debtors		2610			2610	2526
Cash at Bank and in hand		16834		29303	46137	41580
Total current assets		19444		29303	48747	44106
Current Liabilities						
Creditors		3375			3375	1808
Provision for future expenditure		5558			5558	5880
Deferred income			4476		4476	4346
Total current liabilities		8933	4476		13409	12034
Net Current Assets		10511	-4476	29303	35338	32072
represented by						
Accumulated Funds		6035		29303	35338	32072

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (Effective March 2000)

The financial statements were approved by the Board on 18th May 2006 and signed on their behalf by:



Chair



Treasurer

Date 9 September 2006