

CASTLE ADVICE SERVICE

REGISTERED IN ENGLAND AND WALES UNDER COMPANY NUMBER 3748446

REGISTERED CHARITY NUMBER 1076463

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED

31ST MARCH 2009

TINGLE ASHMORE LTD

CHARTERED ACCOUNTANTS AND REGISTERED AUDITORS .

SHEFFIELD

CASTLE ADVICE SERVICE
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2009
CHARITY INFORMATION

Management committee	D Sylvester E Oliver S A Foster T A Brown J Odeyemi J Bailey H Smith	- Chair - Vice chair - appointed 18th Mar 2009 - resigned 30th Jan 2009
Secretary	L Hydes	
Project director	M Allebone	
Registered office	207 Duke Street Sheffield S2 5QP	
Accountants	Tingle Ashmore Ltd Chartered Accountants and Registered Auditors Enterprise House Broadfield Court Sheffield S8 0XF	
Bankers	The Co-operative Bank Plc Kings Valley Yew Street Stockport SK4 2JU	
Solicitors	Watson Esam 18 Paradise Square Sheffield S1 1JY	
Registered in England and Wales under company number	3748446	
Registered charity number	1076463	

CASTLE ADVICE SERVICE
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2009

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CASTLE ADVICE SERVICE
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2009
TRUSTEES' ANNUAL REPORT

The trustees present their annual report and the financial statements of the charity for the year ended 31st March 2009.

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 8th April 1999 and registered as a charity on 8th July 1999. The company was established under a Memorandum of Association, which established the objects and powers of the charity and is governed under its Articles of Association. In the event of the charity being wound up, members are required to contribute an amount not exceeding £1. The total number of such guarantees at 31st March 2009 was 16 (2008 - 22).

Appointment of trustees

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles of Association are known as members of the management committee. Under the requirements of the Memorandum and Articles of Association, all members of the management committee must retire at each AGM, but may offer themselves for re-election.

The charity recruits new members by sending invitations to local community organisations prior to the AGM requesting nominations for a trustee. Trustees appointed are required to have local knowledge and awareness of the community that the charity serves.

Trustee induction and training

New trustees are given a management committee information pack which explains the work of the charity and the roles and responsibilities of the trustees. Trustees are invited and encouraged to spend time in the advice service, meet the staff and volunteers and familiarise themselves with the running of the service. They are also invited and encouraged to attend relevant training courses on responsibilities and duties of trustees provided locally at Voluntary Action Sheffield.

Risk management

The management committee has identified the major risks to which the charity is exposed. The main external risk facing the organisation is a shortfall in funding which would mean that it would not be able to keep a full complement of staff to answer the volume of enquiries currently received. The management committee continue to seek different sources of funding in an attempt to minimise the impact of such a shortfall.

The management committee have established budgets and monitor actual results against these each quarter, they also review expenditure on a monthly basis, and the treasurer authorises the payroll prior to payment.

Organisational structure

The Castle Advice Service has a management committee of up to 8 members who meet monthly and are responsible for the strategic direction and policy of the charity. The Secretary also sits on the committee but has no voting rights.

Ms M Allebone, project director, runs the service on a day to day basis, and takes responsibility for staff, performance etc.

CASTLE ADVICE SERVICE
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
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TRUSTEES' ANNUAL REPORT

Objects and activities

The company is a charity and exists to promote any charitable purpose for the benefit of the community in the Castle Ward and surrounding districts in the City of Sheffield by the provision of assistance to those persons who are unable to secure such services from their own resources by reason of their poverty.

The charity achieves its main objective by providing a community based advice service giving information, advice and assistance to members of the public on such matters as benefits, debt, housing, employment and consumer issues. This advice service operates from their registered office at Duke Street and outreach advice in community locations.

Achievements and performance

The advice service received 4,804 enquiries in the year ended 31st March 2009 (4,669 enquiries in 2008). Advice is given during 'Drop in' sessions, over the telephone and by appointment, but more detailed support and assistance is also offered including representation at court and in tribunals.

Financial Review

The net expenditure for the year was £7,596. This comprises £1,420 expenditure from unrestricted funds and £6,176 expenditure from restricted funds. Total funds at 31st March 2009 amounted to £98,673, of which £15,009 are restricted with the balance of £83,664 being unrestricted.

Principal funding sources

The charity is mainly funded by restricted funds from Sheffield City Council and unrestricted funds from the Legal Service Commission.

Investment policy

The management committee consider that it is appropriate for the funds of the charity to be retained in the bank current account to meet the daily requirements of the charity's expenditure. They do not consider there are funds in excess of this requirement available for investment.

Reserves policy

The management committee have established a policy whereby the unrestricted funds held by the charity should be between three and six months of the resources expended, which is currently being achieved. At this level, the management committee feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed.

Plans for future periods

The management committee plan to strengthen and consolidate their existing activities over the next two years, subject to satisfactory funding arrangements.

CASTLE ADVICE SERVICE
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
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TRUSTEES' ANNUAL REPORT

Responsibilities of the management committee

The trustees (who are also directors of Castle Advice Service for the purposes of company law) are responsible for preparing the Trustees' 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 management committee to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity at the end of the financial year and of the incoming resources and application of resources, including income and expenditure, of the charity for the year. In preparing those financial statements, the management committee are required to:-

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable 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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report is prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the management committee on 19th August 2009 and signed on its behalf by:

..... *L. Hydes*

Mrs L Hydes
Secretary

CASTLE ADVICE SERVICE
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2009
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CASTLE ADVICE SERVICE

I report on the accounts of the charity for the year ended 31st March 2009 which are set out on pages 5 to 12.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

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

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

Basis of independent examiner's statement

My examination was carried out in accordance with 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

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 requirements:
 - to keep accounting records in accordance with section 221 of the Companies Act 1985; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 226A of the Companies Act 1985 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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



.....
Brendan Ashmore ACA
Tingle Ashmore Ltd
Chartered Accountants & Registered Auditors
Enterprise House
Broadfield Court
Sheffield
S8 0XF

Dated: 28th August 2009

CASTLE ADVICE SERVICE
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2009
STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted funds	Restricted funds	Total funds 2009	Total funds 2008
		£	£	£	£
Incoming resources from charitable activities:					
Grants and contract income	1	108,835	156,680	265,515	259,962
Interest receivable		1,046	-	1,046	2,099
Miscellaneous income		492	-	492	583
Total incoming resources		<u>110,373</u>	<u>156,680</u>	<u>267,053</u>	<u>262,644</u>
Resources expended:					
Charitable activities					
Staff costs		77,254	150,206	227,460	217,793
Recruitment		941	-	941	732
Travel		82	245	327	332
Premises		11,236	6,946	18,182	19,042
Communications		10,497	916	11,413	10,637
Legal and professional fees		827	-	827	747
Training and conferences		1,064	568	1,632	1,672
Volunteer expenses		3,827	52	3,879	2,537
Depreciation		603	3,812	4,415	5,442
Miscellaneous expenses		4,028	69	4,097	4,358
		<u>110,359</u>	<u>162,814</u>	<u>273,173</u>	<u>263,292</u>
Governance costs:					
Bank charges		65	-	65	33
Room hire		185	-	185	90
Audit and accountancy		1,184	42	1,226	2,952
		<u>1,434</u>	<u>42</u>	<u>1,476</u>	<u>3,075</u>
Total resources expended		<u>111,793</u>	<u>162,856</u>	<u>274,649</u>	<u>266,367</u>
Net expenditure for the year	2	(1,420)	(6,176)	(7,596)	(3,723)
Balances brought forward at 1st April 2008		85,084	21,185	106,269	109,992
Balances carried forward at 31st March 2009		<u>£83,664</u>	<u>£15,009</u>	<u>£98,673</u>	<u>£106,269</u>

CASTLE ADVICE SERVICE

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

BALANCE SHEET

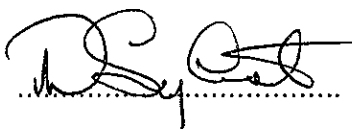
	Notes	2009	2008
		£	£
Fixed assets			
Tangible assets	3	3,721	<u>3,503</u>
Current assets			
Debtors	4	35,832	15,643
Cash at bank and on hand		<u>88,896</u>	<u>110,012</u>
		124,728	125,655
Creditors - amounts falling due within one year	5	<u>29,776</u>	<u>22,889</u>
Net current assets		<u>94,952</u>	<u>102,766</u>
Net assets		<u>£98,673</u>	<u>£106,269</u>
The funds of the charity			
Unrestricted funds	7	83,664	85,084
Restricted funds	7	<u>15,009</u>	<u>21,185</u>
Total funds	8	<u>£98,673</u>	<u>£106,269</u>

The charity is entitled to exemption under section 249A(2) from the requirements of Part VII of the Companies Act 1985 relating to the audit of accounts. No notice has been deposited under section 249B(2) of the Act in relation to its accounts for the year ended 31st March 2009. The trustees acknowledge their responsibility for:

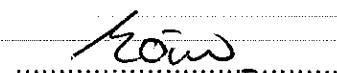
- a) ensuring that the charity keeps accounting records which comply with section 221 of the Act, and
- b) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its net income or expenditure for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the charity.

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The financial statements were approved by the trustees on 19th August 2009 and signed on their behalf by



D Sylvester
Chair



E Oliver
Vice chair

CASTLE ADVICE SERVICE
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2009
PRINCIPAL ACCOUNTING POLICIES

These financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007), the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005 and the Companies Act 1985. The following is a summary of the more important accounting policies used by the charity.

Incoming resources

All income is accounted for as soon as the charity has entitlement to the income, there is certainty of receipt and the amount can be quantified with reasonable accuracy.

Income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Grants receivable

Grants in respect of revenue items are written off to the income and expenditure account in the period to which they relate. Grants in respect of specific projects are credited to a restricted fund, against which relevant expenditure is charged.

Contract income

The substance of the Legal Services Commission contract is that the contractual obligations are performed gradually over time. Revenue is recognised as contract activity progresses to reflect the partial performance of our contractual obligations. The amount of revenue included reflects the proportion of each case completed.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot fully be recovered, and is reported as part of the expenditure to which it relates.

- Charitable activities includes those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.
- Governance costs include those costs incurred in meeting the constitutional and statutory requirements of the charity.

Pension costs

The charity makes defined contributions into personal pension schemes of the employees' choice. The pension charge in the Statement of Financial Activities is the amount of contributions payable by the charity.

CASTLE ADVICE SERVICE
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
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PRINCIPAL ACCOUNTING POLICIES

Tangible fixed assets

The cost of tangible fixed assets is their purchase cost, together with any incidental expenses of acquisition. Items of equipment are capitalised where the purchase price exceeds £100.

Depreciation is calculated so as to write off the cost of fixed assets over their expected useful life. The rates of depreciation used are as follows:

Building alterations	20% per annum, straight line
Fixtures, furniture and fittings	20% per annum, straight line
Office equipment	33% per annum, straight line

Leasing commitments

Rentals paid under operating leases are charged to the statement of financial activities as the rentals accrue.

Fund accounting

Funds held by the charity are either:-

- Unrestricted funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- Restricted funds - these are funds that can only be used for particular restricted purposes, imposed by the donor or through the terms of an appeal.

CASTLE ADVICE SERVICE
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
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NOTES TO THE FINANCIAL STATEMENTS

	Unrestricted funds	Restricted funds	Total funds 2009	Total funds 2008
	£	£	£	£
1 Grants and contracts for the operation of the advice and information service:-				
Legal Service Commission	107,335	-	107,335	102,607
Sheffield City Council - Revenue Grant	-	68,552	68,552	66,554
Lloyds TSB Foundation	-	10,534	10,534	9,742
Community Legal Advice Service for South Yorkshire Ltd	-	44,618	44,618	36,920
The British Gas Energy Trust	-	11,115	11,115	-
The Scottish Power Energy People Trust	-	3,094	3,094	-
Department for Work and Pensions	-	867	867	-
Sheffield Town Trust	-	2,300	2,300	-
Abbey National Trust	-	9,147	9,147	-
HBOS Foundation	-	3,453	3,453	-
Beatrice Laing Trust	-	2,000	2,000	-
Yorkshire Bank Charitable Trust	500	-	500	-
JG Graves Charitable Trust	-	1,000	1,000	-
Freshgate Trust Foundation	1,000	-	1,000	-
Big Lottery Fund	-	-	-	22,639
South Yorkshire Community Foundation	-	-	-	5,000
Awards for All	-	-	-	10,000
Arbourthorne Centre & Forum Limited	-	-	-	5,000
Centre for Full Employment	-	-	-	1,500
	<u>£108,835</u>	<u>£156,680</u>	<u>£265,515</u>	<u>£259,962</u>

2 Net expenditure for the year				
This is stated after charging:-				
Accountancy - Tingle Ashmore Ltd			1,438	-
Accountancy - The Accounting Shop			(212)	952
Auditor's remuneration - The Accounting Shop			-	2,000
Depreciation			4,415	5,442
Salaries			194,629	188,392
Employers national insurance			17,668	14,299
Contributions to employee pension schemes			15,163	15,102
			<u>243,115</u>	<u>241,285</u>

No remuneration was paid nor expenses reimbursed to members of the management committee during either year.

No employee received remuneration of more than £60,000 in either year.

The average number of staff employed during the year was:

	2009	2008
Advice and administration	<u>9</u>	<u>9</u>

CASTLE ADVICE SERVICE
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
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NOTES TO THE FINANCIAL STATEMENTS

3	Tangible assets	Building alterations	Fixtures and fittings	Office equipment	Total
		£	£	£	£
	Cost				
	As at 1st April 2008	8,089	14,242	37,793	60,124
	Additions	-	-	4,633	4,633
	As at 31st March 2009	<u>8,089</u>	<u>14,242</u>	<u>42,426</u>	<u>64,757</u>
	Depreciation				
	As at 1st April 2008	8,089	11,720	36,812	56,621
	Charge for the year	-	1,915	2,500	4,415
	As at 31st March 2009	<u>8,089</u>	<u>13,635</u>	<u>39,312</u>	<u>61,036</u>
	Net book value				
	As at 31st March 2009	<u>£-</u>	<u>£607</u>	<u>£3,114</u>	<u>£3,721</u>
				2009	2008
				£	£
4	Debtors				
	Grants and contract income receivable			30,059	9,050
	Other debtors and prepayments			5,773	6,593
				<u>£35,832</u>	<u>£15,643</u>
5	Creditors - amounts falling due within one year				
	Taxation			634	1,680
	Grants and contract income received in advance			8,971	-
	Deferred income (note 6)			17,523	17,138
	Other creditors and accruals			2,648	4,071
				<u>£29,776</u>	<u>£22,889</u>
6	Deferred income				
	Balance at 1st April 2008			17,138	16,638
	Amount released to incoming resources			(17,138)	(16,638)
	Amount deferred in the year			17,523	17,138
	Balance at 31st March 2009			<u>£17,523</u>	<u>£17,138</u>

Deferred income comprises the first quarter's revenue grant for 2009/10 from Sheffield City Council received in advance.

CASTLE ADVICE SERVICE
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
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NOTES TO THE FINANCIAL STATEMENTS

7 The funds of the charity

	Balance at 1st April 2008	Movement in resources		Balance at 31st March 2009
	£	Incoming	Outgoing	£
Unrestricted funds				
General funds	85,084	110,373	(111,793)	83,664
Restricted funds				
Advice service	18,892	138,780	(153,412)	4,260
Capital fund	2,293	17,900	(9,444)	10,749
Total restricted funds	21,185	156,680	(162,856)	15,009
Total funds	£106,269	£267,053	£(274,649)	£98,673

Purpose of restricted funds:

Advice service - To provide a community based advice service giving information, advice and assistance to members of the public.

Capital fund - Grants received for capital acquisitions and the net book value of assets purchased from capital grants.

8 Analysis of net assets between funds

Fund balances at 31st March 2009 are represented by:-

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Fixed assets	607	3,114	3,721
Current assets	95,310	29,418	124,728
Less current liabilities	(12,253)	(17,523)	(29,776)
Net assets	£83,664	£15,009	£98,673

9 Pension commitments

The charity makes defined contributions into personal pension schemes of the employee's choice in accordance with their contracts of employment. At the balance sheet date the unpaid contributions amounted to £7 (2008 - £67), which are included in other creditors and accruals.

CASTLE ADVICE SERVICE
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2009
NOTES TO THE FINANCIAL STATEMENTS

10 Operating lease commitments

At 31st March 2009, the charity had an annual commitment under an operating lease for buildings as follows:

	2009	2008
	£	£
Operating lease which expires:		
Within one year	5,500	-
Within two to five years	-	5,500
	<u>£5,500</u>	<u>£5,500</u>