

REGISTERED COMPANY NUMBER: 04353734 (England and Wales)

REGISTERED CHARITY NUMBER: 1092359

## **CYNGOR AR BOPETH GWYNEDD CITIZENS ADVICE**

### **REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

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Registered Company Number: 04353734 (England and Wales)	
Registered Charity Number: 1092359	
Registered Office: Canolfan Lafan, 2 Glanrafon, BANGOR, LL57 1LH	

### **Trustees**

Peter Evans	Chair of the Board
Matthew Powell	Vice Chair
Ian Cuthbertson	Treasurer
Lesley Day	
Ifan Llewelyn Jones	
Very Revd Kathy Jones	(resigned 3/6/2021)
John Pollard	
Huw Llwyd Rowlands	
Lis Crompton	
Siôn Hughes	
Bethan Williams Price	

**President:** Betty Williams

### **Independent Examiner**

Barrie Buels, Crestmere Limited Chartered Certified Accountants  
Unit F1, Intec Ffordd Y Parc, Parc Menai, Bangor, Gwynedd LL57 4FG

### **Key Management**

Tal Michael – Chief Executive and Company Secretary

### **Bankers**

Barclays Bank Plc, 5-7 Bangor Street, Caernarfon, Gwynedd, LL55 1AE

Nationwide Building Society, 258 High Street, Bangor, LL57 1RS

The Charity Bank Limited, Fosse House, 182 High Street, Tonbridge, TN9 1BE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2022

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Cyngor ar Bopeth Gwynedd Citizens Advice (CAB Gwynedd) is a registered charity and a company limited by guarantee. It is governed by a board of trustees who are also directors for the purposes of the Companies Act 2006. This is their annual report and the financial statements of the charity for the year ended 31 March 2022.

### Objectives and activities

#### Objectives and aims

The charitable purpose of CAB Gwynedd is “to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Gwynedd and surrounding areas”.

The trustees have agreed the following aims:

- to provide the advice people need for the problems they face and to campaign to improve the policies and practices that affect people's lives;
- to provide a service that is free, independent, confidential and impartial; and
- to value diversity, promote equality and challenge discrimination.

In pursuing these aims we are focused on ensuring that advice is available when and where Gwynedd people need it and that they are able to access that advice face to face, by telephone or digitally in the way that best meets their needs. Our campaigning involves engaging with government agencies locally and nationally as both can have a significant impact on Gwynedd people and the problems they face.

In furtherance of these aims we seek to secure training and employment opportunities for local people providing bilingual digital advice, usually by phone, email or webchat, across Wales and England.

Our policy is that all staff should, once fully trained, be paid at least the Living Wage as defined by the Living Wage Foundation. From April 2022 this is set at £9.90 per hour.

#### Significant activities

We provide advice to clients across Gwynedd and beyond, usually by phone initially but with face-to-face appointments as required. Due to restrictions to tackle the Covid-19 pandemic our advice was almost exclusively delivered by phone, email, video call and webchat during 2021-22.

#### Public benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken during the year. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

#### Grants

The trustees have not made grants in furtherance of the Charity's objectives during 2021-22.

**REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2022****Achievement and performance****Charitable activities**

	2021-22	2020-21
Unique clients helped by CAB Gwynedd	4,776	3,301
Issues CAB Gwynedd helped with	14,980	10,313
Clients where outcome was recorded	798	659
Clients where an income gain was recorded	363	328
Total Income gains	£1.8m	£1.9m
Clients where debt was written off	18	25
Total value of debt written off	£261k	£235k

However, the recorded outcomes represent only a small fraction of the **impact** of our work as we do not have the resources to follow up with every client until their issue has been resolved. National research indicates that the value of our advice far exceeds the results formally recorded on the casebook system. Using the average outcomes from national research and comparing this with the number of clients we helped with different issues, we can estimate that overall for every **£100** invested in CAB Gwynedd, during 2021-22 we delivered:

- **£331** in savings to government and public services (fiscal benefits) (£159 in 20-21)

By helping stop problems occurring or escalating, we reduce the pressure on public services such as health, housing or out-of-work benefits. Total: **£1.9 million** (£786,000)

- **£2,276** in wider economic and social benefits (public value) (£1,576)

Solving problems improves lives – and this means better wellbeing, participation and productivity for the people we help. Total: **£13.2 million** (£7.8 million)

- **£1,451** in value to the people we help (financial outcomes following advice) (£1,066)

Through our advice, we can increase people's income. We can help them get debts written-off, take up benefits they're entitled to or get compensation for problems. Total: **£8.4 million** (£5.3 million)

**Financial review**

The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**Financial position**

There was an overall deficit for the year of £23,468. The surplus in the previous year was £30,265. As reported in the 2020-21 accounts, it was our intention to spend most of this surplus on service delivery in 2021-22 with the rest in 2022-23 and this has been achieved.

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2022**

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We have continued to deliver Advicelink Cymru in partnership with Citizens Advice charities across North Wales plus Shelter Cymru and SNAP Cymru. Advicelink Cymru is supported by the Welsh Government's Single Advice Fund.

We have continued to deliver Universal Credit Help to Claim on behalf of the UK Department of Work and Pensions.

### **Principal funding sources**

The principal funding sources for the year's operations were:

- Welsh Government for advice and information services, a proportion of which was raised from a levy from the financial services industry for the purpose of providing debt advice.
- Gwynedd Council for core activities and additional capacity to train volunteers.
- Department for Work and Pensions for Help to Claim Universal Credit (administered through Citizens Advice).
- Adra (previously Cartrefi Cymunedol Gwynedd) for advice and support to tenants with the aim of ensuring that tenancies are sustainable.
- Moondance Foundation to employ an additional part-time staff member to answer calls and provide advice
- The Asda Foundation (through Trussell Trust) to employ an additional part-time staff member to work with local Food Banks to ensure their clients receive appropriate advice
- Bangor City Council for advice and support to residents of their area.
- We received £2,500 grant funding from Caernarfon Royal Town Council on 1<sup>st</sup> April 2021 which was assumed to be accrued income, and was therefore accounted for in 2020-21 Accounts.

### **Investment policy and objectives**

Our policy is that funds not required for current expenditure will be deposited in interest-bearing bank accounts with one or more secure and reputable banks in accounts providing access within a reasonable notice period.

### **Reserves policy and going concern**

The reserves policy (agreed by trustees in October 2018 and reviewed annually): that the charity should hold unrestricted reserves of at least £160,000, based on 4 months anticipated running costs. With significant additional income, our running costs have increased and in February 2022 the Board agreed to revise its reserves policy to holding unrestricted reserves of £190,000. For 2022-23 this provides for at least 3 months anticipated running costs. This remains consistent with the financial health monitoring regime operated by Citizens Advice nationally, based on guidance from the Charity Commission.

As at 31 March 2022, the charity had unrestricted reserves totalling £208,549. Based on the above policy, the board has designated a contingency reserve fund of £190,000 to provide security for the charity in the event of a shortfall in revenues from funders.

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2022**

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The charity's ability to continue to provide current services is largely dependent on funding from local authorities and government agencies. The funding available for 2022-23 is projected to be around £750k. The financial statements are prepared on a going concern basis based on the risk assessment and cash flow forecasting exercises undertaken.

### **Looking forward**

The trustees are committed to ensuring that the funding available is used in the most effective way possible to meet our charitable objectives, ensuring that CAB Gwynedd remains a going concern. This requires us to ensure that the service offered matches the resources available. We are committed to working with other organisations to improve the effectiveness and efficiency of our operations – our commitment is to securing the advice services which the people of Gwynedd need and deserve not to a particular organisational structure. With this in mind and with Welsh Government funding expected to be allocated on a regional basis again in the near future, the Board has agreed to create a formal consortium with the other Citizens Advice charities in North Wales. The work we have undertaken in partnership with Cyngor ar Bopeth Cylch Conwy Citizens Advice has helped inform this process and we will continue to work closely with our colleagues in Conwy as well as participating fully in the new consortium.

### **Structure, governance and management**

The charity is a company limited by guarantee established by its Memorandum of Association dated 2001 and governed by Articles of Association which were updated in October 2016. It is registered with the Charity Commission. Anyone over the age of 18 years who is not a paid or volunteer worker of the Charity and any corporate body or unincorporated association interested in furthering the work of the charity, can become a member of the charity. The members each agree to contribute £1 in the event of the charity winding up. There are currently 27 individual members and 2 corporate members.

### **Organisational structure**

Citizens Advice Gwynedd is managed by a board of trustees who are ultimately responsible for all aspects of its activities and administration. The Chief Executive is appointed by the trustees to manage the day to day operations of the charity; authority for operational matters including finance and employment has been delegated by the trustees to the Chief Executive. The board meets quarterly and there is an executive committee comprising the chair, vice-chair and treasurer covering management issues which meets more regularly. No trustee receives any remuneration.

The executive committee comprises Peter Evans – Chair, Matthew Powell – Vice Chair, and Ian Cuthbertson – Treasurer. There were no changes during the year.

### **Wider network**

The charity is a member of Citizens Advice (National Association of Citizens Advice Bureaux). Membership of Citizens Advice confers rights and responsibilities. As a condition of membership the charity follows a performance and quality framework consisting of a combination of self-assessment and external checking. The charity agrees to submit itself to

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2022**

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periodic audits as is reasonably required and to provide access to Citizens Advice staff or any other person authorised by Citizens Advice. The charity has to ensure that its governing body can demonstrate responsibility, accountability, and compliance with statutory legislation and show that its decisions are based on clear understanding of the relevant issues.

### **Key management remuneration**

The remuneration of paid staff is set by reference to norms in the voluntary sector and in particular other local Citizens Advice offices.

### **Recruitment, training and appointment of trustees**

As set out in the Articles of Association, the maximum number of trustees is fifteen and there are currently ten. All trustees retire from office at the third annual general meeting following their election or appointment (in the case of co-opted trustees). They may all be re-elected or re-appointed. In line with best practice, vacancies for trustees are advertised and applicants are interviewed by a panel. However, any member can nominate an individual to be a trustee by giving notice of their intention to nominate that individual between fourteen days and thirty-five days before the AGM.

New trustees undergo an induction session to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan, and recent financial performance of the charity. During the induction they meet key employees and other trustees. Trustees are encouraged to attend appropriate external events.

### **Related parties**

As stated above Cyngor Ar Bopeth Gwynedd Citizens Advice 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. It also provides a secure electronic case management tool which must be used by the charity as a condition of membership. Operating policies are based on national guidance and model procedures where provided, but are independently determined by the trustee board of the charity, in order to fulfil its charitable objects and in compliance with national membership requirements.

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

### **Risk management**

The trustees have a duty to identify and review risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against e.g. fraud and error.

The trustees recognise that any major risk the charity is exposed to needs to be reviewed and systems put in place to mitigate those risks. To that end the charity has produced a risk register and action plan to address priority risks and set up a framework for the continuous

## REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2022

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management and monitoring of risks. Systems are in place to mitigate the risks as they are identified. The risk register is regularly reviewed and in response to medium risks improved emergency procedures and contingency plans are developed.

### **Statement of trustees' responsibilities**

The trustees (who are also directors of Cyngor ar Bopeth Gwynedd Citizens Advice for the purposes of company law) acknowledge their responsibility for preparing the report of the trustees and the financial statement in accordance with applicable law, and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice GAAP), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 those financial statements, the trustees are required to

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charity SORP
- 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 as a business.

The trustees are responsible for ensuring that proper accounting records are kept 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 2006. 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.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 1<sup>st</sup> November 2022

and signed on its behalf by:

**Peter Evans - Trustee, and Chair of the Board**



## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

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I report to the trustees on my examination of the financial statements of Cyngor ar Bopeth Gwynedd Citizens Advice (the charity) for the year ended 31 March 2022.

### Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2) the financial statements do not accord with those records; or
- 3) the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4) the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Barrie Buels FCCA FCIE  
Crestmere Limited,  
Chartered Certified Accountants  
Unit F1, Intec, Parc Menai, Bangor, LL57 4FG

Signed: 7 November 2022

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE REPORT) FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Income and Endowments from:</b>					
Donations and Legacies	2	8,315	-	8,315	529
Charitable Activities	3	168,803	473,373	642,176	526,739
Capital projects		-	-	-	665
Other	4	2,235	-	2,235	1,079
<b>Total Income</b>		<b>179,353</b>	<b>473,373</b>	<b>652,726</b>	<b>529,012</b>
<b>Expenditure on:</b>					
Charitable Activities	5	137,248	538,946	676,194	498,747
Capital projects		-	-	-	-
<b>Total Expenditure</b>		<b>137,248</b>	<b>538,946</b>	<b>676,194</b>	<b>498,747</b>
<b>Net Income/(Expenditure) for the financial year</b>		<b>42,105</b>	<b>(65,573)</b>	<b>(23,468)</b>	<b>30,265</b>
Transfers between Funds	13	(60,168)	60,168	-	-
<b>Net Movement in Funds</b>		<b>(18,063)</b>	<b>(5,405)</b>	<b>(23,468)</b>	<b>30,265</b>
<b>Reconciliation of Funds:</b>					
Total funds brought forward		226,612	5,405	232,017	201,752
<b>Total funds Carried Forward</b>	13	<b>208,549</b>	<b>-</b>	<b>208,549</b>	<b>232,017</b>

The statement of financial activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

The notes on pages 13 - 22 form part of these financial statements.

**STATEMENT OF CASH FLOWS AT 31 MARCH 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Operating activities</b>		
Net cash (used in)/provided by operating activities	34,035	74,986
Interest paid	(189)	(158)
	<u>33,846</u>	<u>74,828</u>
<b>Investing activities</b>		
Investment income	452	894
Net cash provided by investing activities	<u>452</u>	<u>894</u>
Change in cash and cash equivalents in the year	34,298	75,722
Cash and cash equivalents at beginning of the year	<u>202,044</u>	<u>126,322</u>
<b>Total cash and cash equivalents at end of the year</b>	<u>236,342</u>	<u>202,044</u>

**BALANCE SHEET AT 31 MARCH 2022**

	<b>Note</b>	<b>Total Funds</b>	<b>Total Funds</b>
		<b>31 March 2022</b>	<b>31 March 2021</b>
		<b>£</b>	<b>£</b>
<b>Current Assets</b>			
Debtors	12	14,166	79,265
Cash at bank and in hand		<u>236,342</u>	<u>202,044</u>
		250,508	281,309
<b>Liabilities</b>			
Creditors - amounts falling due within one year	13	<u>41,959</u>	<u>49,292</u>
<b>Net Current Assets</b>		208,549	232,017
<b>Net Assets</b>		<u>208,549</u>	<u>232,017</u>
<b>Funds of the Charity</b>	14		
Restricted funds		-	5,404
Unrestricted funds		18,549	66,612
Designated funds		<u>190,000</u>	<u>160,000</u>
		208,549	232,017

## **BALANCE SHEET AT 31 MARCH 2022 – continued**

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The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statement for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The Trustees acknowledge their responsibilities for:

- a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006, and
- b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the board of trustees on 1<sup>st</sup> November 2022 and signed on its behalf by:

**Peter Evans, Trustee & Chair of the Board**

**Ian Cuthbertson, Trustee & Treasurer**

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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### **1 Accounting policies**

#### **1.1 Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under Financial Reporting Standard 102, have been prepared in accordance with the Charities SORP (FRS102) 'Accounting and Reporting by Charities: Statement of Recommended Practice, applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The charitable company is not a member of a group and the financial statements cover its activities as an individual entity. The financial statements are prepared under the historical cost convention and in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The Trustees consider there are no material uncertainties about the charity's ability to continue as a going concern.

#### **1.2 Fund accounting**

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

Designated funds are unrestricted funds earmarked by the trustees for a particular purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors, or which have been raised by the company for specific purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

#### **1.3 Income**

All income is recognised in the Statement of Financial Activities (SOFA) once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donated services and facilities are included at the value to the charity where this can be quantified and is material. The value of services provided by volunteers has not been included in these accounts.

Voluntary income is received by way of grants (including Government grants), donations and gifts, including gift aid where applicable, and is included in full in the statement of financial activities when receivable. Income from grants, where related to performance and specific deliverables, is accounted for when it is probable that the income will be received and the amount can be measured reliably and it is not deferred.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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### 1.4 Expenditure

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

Charitable expenditure includes those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. The primary functional activity of the charity is the giving of free and confidential advice to the public. It includes both costs that can be allocated directly to this activity and those costs of an indirect nature necessary to support them. All costs have been allocated to activity cost categories on a basis consistent with the use of resources.

Support costs include all those overhead costs of office accommodation, utility services and other services and costs which support the charity's activities. Also the costs of meeting the constitutional and statutory requirements of the charity and costs linked to the strategic management of the charity.

### 1.5 Operating leases and hire purchase agreements

The charity classifies leases of property and printing and telecommunications equipment as operating leases; the title to the property and equipment remains with the lessor. Rental charges are expensed on a straight line basis over the term of the lease.

### 1.6 Tangible fixed assets and depreciation

Tangible fixed assets for use by the charity are stated at cost or, in cases where fixed assets have been donated, at valuation at time of acquisition, less depreciation. The cost of minor additions or those costing below £500 are not capitalised.

- Furniture and equipment is written off on a straight-line basis over an estimated useful life of four years.
- Computer equipment is written off on a straight-line basis over an estimated useful life of four years.
- Improvement to leasehold property is fully depreciated in the year the expense is incurred.

### 1.7 Transfers between funds

Any restricted funds that over-spent and are in deficit, are supported using core funding by means of a transfer between funds.

### 1.8 Pension costs and other post-retirement benefits

The charitable company enrolls staff in a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate. Differences between contributions payable in the year and contributions paid are shown as either accruals or prepayments in the balance sheet.

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

<b>2</b>	<b>Donations &amp; Legacies</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2022</b>	<b>Total 2021</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Voluntary Income</b>				
	Donations	8,315	-	8,315	529
		8,315	0	8,315	529

Donations includes £250 from C K Tools, and £7,500 from the late Miss LM Hughes

<b>3</b>	<b>Income from Charitable Activities</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2022</b>	<b>Total 2021</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Advice Services:</b>				
	Cyngor Gwynedd	166,303	-	166,303	132,579
	Citizens Advice	-	418,077	418,077	361,786
	Adra Tai Cyf (prev. CCG)	-	15,000	15,000	15,000
	Community Foundation Wales	-	-	-	13,100
	Other	2,500	-	2,500	1,773
	Cyngor Tref Caernarfon				2,500
	Banc Bwyd Arfon	0	12,000	12,000	
	Energy funds	0	28,296	28,296	
	<b>Capital projects</b>			-	
	Pwllheli leasehold improvements			-	665
		168,803	473,373	642,176	527,403

Citizens Advice includes funding to support Single Advice funding - Debt/Community Focus, Income Maximisation, Claim What's Yours, and Help to Claim projects

Note: a payment of £2,500 from Caernarfon Royal Town Council was received on 1st April 2021, and was assumed to be accrued income and therefore included in the accounts for 2020-21. This funding was actually intended to be for 2021-22.

Comparative year total income from charitable activities was stated as £524,903 but £2,500 was omitted from the total column. The revised total is £527,403, which concurs with income reported on SOFA for 2020/21 (charitable activities + capital).

<b>4</b>	<b>Other Income</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2022</b>	<b>Total 2021</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	Bank Interest	452	-	452	-
	Other Income	1,784	-	1,784	1,080
	<b>Total</b>	2,235	-	2,235	1,080

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

<b>5</b>	<b>Charitable Activities Costs</b>		<b>Total 2022</b>	<b>Total 2021</b>
		<b>Unrestricted Advice &amp; Information Services</b>	<b>Restricted Advice &amp; Information Services</b>	
	<b>Charitable activities</b>			
	Direct Costs	54,638	366,845	421,483
	Support costs (see below)	82,610	172,101	254,711
	<b>Total</b>	<b>137,248</b>	<b>538,946</b>	<b>676,194</b>
	<b>Support costs</b>			
	Salaries/management	43,987	100,009	143,996
	Governance	439	1,967	2,406
	Other	38,184	70,125	108,309
	<b>Total</b>	<b>82,610</b>	<b>172,101</b>	<b>254,711</b>

Support costs are shared overhead costs, shared on the basis of staff FTEs.

<b>6</b>	<b>Net Income or Expenditure for the year</b>	<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
	This is stated after charging:		
	Independent Examiner's fee	1,320	3,120
	Operating lease costs (buildings)	37,470	28,470
	Hire of office equipment	12,133	13,416

<b>7</b>	<b>Information about Trustees, Directors and Employees</b>	<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
	Wages and salaries	425,033	331,775
	Social Security costs	32,087	19,736
	Pension costs	17,563	12,683
	<b>Total</b>	<b>474,683</b>	<b>364,194</b>

The average number of FTE employees, analysed by function was:

	<b>2022</b>	<b>2021</b>
Chief Officer	1.0	0.8
Advice & Information Services	13.6	11.0
Admin. & Support	2.7	2.0
<b>Total</b>	<b>17.3</b>	<b>13.8</b>

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

The charity considers its key management personnel comprise the trustees and the chief executive. Total emoluments, including pension contributions and Employer's NI, of the key management personnel were £46,926 (2021 - £39,954).



**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022****8 Trustees**

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year (2021 – £nil).

No expenses were reimbursed to trustees during the year (2021 £nil)

The trustees had indemnity insurance in place throughout the year.

**9 Pensions**

The charitable company enrolls staff in a defined contribution pension scheme administered by Nest under auto-enrolment regulations. The pension cost charge for the year represents contributions payable by the charitable company to the fund and amount to £17,563 (2021: £12,056).

**10 Comparatives for the statement of financial activities – previous year**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2021 £</b>
<b>Income and Endowments from:</b>			
Donations and Legacies	529	-	529
Charitable Activities	136,362	390,376	526,739
Capital projects	-	665	665
Other - including Fundraising	1,079	-	1,079
<b>Total Income</b>	<b>137,970</b>	<b>391,041</b>	<b>529,012</b>
<b>Resources expended</b>			
Charitable activities	95,662	403,085	498,747
Capital projects	-	-	-
<b>Total resources expended</b>	<b>95,662</b>	<b>403,085</b>	<b>498,747</b>
 Net movements in Funds	 30,265	 -	 30,265
<b>Reconciliation of Funds:</b>			
Total funds brought forward	196,347	5,405	201,752
Total Funds carried forward	226,612	5,405	232,017

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

11	Fixed assets	Improvements to leasehold properties	Furniture & fittings	Total
	<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>
	At 1 April 2021 and 31 March 2022	345,858	44,040	389,898
	<b>Depreciation</b>			
	At 1 April 2021 and 31 March 2022	345,858	44,040	389,898
	<b>Net book value at end 2021 and 2022</b>	-	-	-

There were no changes to the fixed assets position during the year.

12	Debtors - amounts falling due within one year	2022	2021
		<b>£</b>	<b>£</b>
	Accrued Income	8,827	77,259
	Prepayments	4,647	-
	Trade Debtors	692	2,006
		14,166	79,265

13	Creditors - amounts falling due within one year	2022	2021
		<b>£</b>	<b>£</b>
	Accounts payable	434	-
	Other creditors including tax and social security	8,217	6,260
	Accruals	27,447	27,752
	Others	5,861	15,280
		41,959	49,292

14	Movement in Funds	At 1 April 2021	Net movement in funds	Transfers in funds	At 31 March 2022
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Restricted Funds:</b>				
	Advice services	5,405	(65,573)	60,168	-
		5,405	(65,573)	60,168	-
	<b>Unrestricted Funds:</b>				
	Designated reserve fund	160,000	-	30,000	190,000
	General fund	66,612	42,105	(90,168)	18,549
		226,612	42,105	(60,168)	208,549
	<b>Total Funds</b>	<b>232,017</b>	<b>(23,468)</b>	<b>-</b>	<b>208,549</b>

**Transfers between funds:** Any restricted funds that have overspent and are in deficit are supported by core funding by means of a transfer between funds.

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022****Purpose of restricted funds:**Advice services

The total for advice services comprises:

- Welsh Government for advice and information services, a proportion of which was raised from a levy from the financial services industry for the purpose of providing debt advice.
- Department for Work and Pensions for Help to Claim Universal Credit

Both are administered through Citizens Advice.

**Purpose of designated funds:**

Contingency Fund The purpose of the Contingency Fund is to ensure that we are able to cover our obligations in the event of loss of funding.

**15 Commitments under operating leases**

Minimum lease payments under non-cancellable leases fall due as follows:

**Operating Leases**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Within one year	26,780	40,603
Between two and five years	51,247	51,246
	<u>78,027</u>	<u>91,849</u>

**16 Related Party Transactions**

There were related party transactions between Cyngor Ar Bopeth Gwynedd Citizens Advice and Citizens Advice (National Association of Citizens Advice Bureaux) during the year.

The charity paid £12,375 to Citizens Advice in membership fees and to cover the cost of insurance, financial support, and information services.

No amounts were outstanding at the year end.

**17 Taxation**

The company, being a registered charity with minimal trading income, has been granted exemption from corporation tax under Section 505 of the Income and Corporation Taxes Act 1988. No provision for taxation has therefore been made in these accounts.

**18 Going concern**

As at 31 March 2022, the charity had unrestricted reserves totalling £208,549. The Board has decided that the charity should hold unrestricted reserves of at least £190,000, ensuring at least 3 months anticipated running costs.

Following risk assessments and cash flow exercises undertaken, the Trustees consider it appropriate to prepare the financial statements on a going concern basis.