

**REGISTERED COMPANY NUMBER: 06030995**  
**REGISTERED CHARITY NUMBER: 1118855**

**REPORT OF THE TRUSTEES AND**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023**  
**FOR**  
**NEWPORT CAB**

MHA  
Statutory Auditor  
Elfed House  
Oak Tree Court  
Cardiff Gate Business Park  
CARDIFF  
CF23 8RS

**NEWPORT CAB**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

---

	<b>Page</b>
<b>Report of the Trustees</b>	<b>1 to 7</b>
<b>Report of the Independent Auditors</b>	<b>8 to 10</b>
<b>Statement of Financial Activities</b>	<b>11</b>
<b>Balance Sheet</b>	<b>12</b>
<b>Cash Flow Statement</b>	<b>13</b>
<b>Notes to the Cash Flow Statement</b>	<b>14</b>
<b>Notes to the Financial Statements</b>	<b>15 To 27</b>

---

## **NEWPORT CAB**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023**

---

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. 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).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objects**

The charity's objects are to promote any charitable purpose for the public benefit of the community 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 Wales and England.

##### **The service aims:**

- to provide the advice people need for the problems they face
- to improve the policies and practices that affect people's lives

##### **Public benefit**

The organisations trustees can confirm that they have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission. Significant activities that we undertook during the year that demonstrate public benefit are set out below.

#### **OBJECTIVES AND ACTIVITIES**

##### **Significant activities, achievements and performance**

During 2022-23 the organisation achieved the following:

- Delivery of continued strong performance across all the services of the organisation.
- Obtained continuation of funding across most aspects of the organisation's services and secured additional funding some of a temporary nature in response to the cost of living crisis.
- Continued on a programme of significant change, to conform with the Performance Quality Framework required for membership of Citizens Advice.
- Annual income gains for clients of more than £4.4 million.
- Debts written off amounted to over £900,000.
- During the year we saw nearly 10,000 clients and provided advice on over 38,000 issues.

##### **Cost of Living Crisis**

The cost of living crisis has made a serious impact on advice services with large numbers of clients contacting the service for emergency help with fuel costs, money and food. We have risen to this challenge despite the strain it has placed on resources.

##### **Summary of main activities of the charity in relation to its objects:**

#### **GENERALIST ADVICE**

##### **Open Access**

The open door service is open to the public during part of the week for advice on all subjects and have been providing services mainly by the use of booked same day appointment slots provided, face to face and less frequently, remotely. 3,450 clients were seen through the open- door/core service, many of which will also have been provided specialist help.

##### **Single Advice Fund (Generalist Service)**

This service is funded by the Welsh Government to provide outreach-based services but was re-purposed to a general service during the year. The service which worked alongside the Open Door provided same day appointments and booked appointments, for more complex issues.

In the year 1,710 clients were seen dealing with over 5,000 issues. Gains in this period amounted £0.44 million.

##### **Newport Support Service - Information, Advice and Assistance (IAA)**

The service continues to provide advice to help prevent or delay the development of peoples need for care and support. In 2022-23 The project provided service to 836 clients in the year clients and this generated financial gains of £1.37million.

## **NEWPORT CAB**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023**

---

#### **OBJECTIVES AND ACTIVITIES**

##### **Help to Claim (Universal Credit Support)**

This project is funded by the Department for Work and Pensions, contracted through national Citizens Advice. The purpose of the funding was to provide support to clients wishing to make a claim for Universal Credit with support up to the first regular payment of Universal Credit. This service is provided by phone and webchat.

Performance is measured by availability on phones and webchat and performed satisfactorily.

##### **Claim What's Yours/Advicelink**

This is Welsh Government funded service intended as a phone service to allow people across Wales to check that they are getting all the benefits and Tax Credits to which they may be entitled. The service also operates as an overflow service for the Welsh telephone Advicelink service which offers a fuller general advice service. In the year 1,971 were served by this service.

#### **SPECIALIST ADVICE**

##### **Debt Team**

This is a Welsh Government funded project to provide specialist debt advice to Newport and South Monmouthshire. Whilst not thought to be representative of overall community debt need it has returned client numbers closer to pre-covid levels.

In the full year debt specialist advisers provided services to 676 clients. Some temporary additional funding was granted, Newport City Council, for a short period in the year to provide additional debt advice. This was partly to address issues around Covid 19 and also early intervention funding. Under these strands of funding an additional 269 clients were helped.

##### **Basic Income Pilot**

This is a pan Wales initiative funded by the Welsh Government to provide on a pilot basis (until March 2024) a basic income as they left Local Authority care. The work needed upfront support initially and regular contact with participants until the pilot ends. The project has been assisting 33 recent care leavers.

##### **EU Settlement Project**

This is a Welsh Government funded project to assist EU nationals with settlement and pre-settlement applications and all other issues arising from Brexit. There are 2 strands to the funding. The generalist service provides advice and assistance with settlement applications and the specialist service provides advice and casework on employment and discrimination issues affecting EU/EEA nationals. The service delivered by Newport Citizens Advice covered the South East Wales region.

During the year, 238 clients and their families were assisted by the generalist service mainly to complete settlement applications. 127 clients were assisted by the specialist service. The generalist service wound down and had ended on 31 March 2023.

##### **Employment and Discrimination Team**

The Welsh Government provides funding for employment and employment/non-employment related discrimination. This is casework orientated and takes referrals from mid, south and west Wales. The service normally would provide outreach services and these are now available for local office use.

This service takes referrals from across mid, south and west Wales.

In addition, the Welsh Government also funds a telephone based advice service to clients across Wales.

A total of 1,588 clients were provided employment and/or discrimination advice and/or casework during the year. The project recorded financial gains for clients of over £0.4 million as well as good, other positive outcomes with employment and discrimination disputes.

## **NEWPORT CAB**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023**

---

#### **OBJECTIVES AND ACTIVITIES**

##### **Employment Task Force**

This was a Welsh Government funded pilot initiative operated in conjunction with the Welsh TUC. It aimed to facilitate employment and advice issues arising across Wales where there are significant redundancy issues arising from current economic circumstances. The project ended in June 2022, but we are hopeful of future funding.

##### **Families First**

The Families First project, funded by Welsh Government via Newport City Council, provides specialist support and income maximisation help to families with disabilities. Clients are referred from external organisations and internally. During 2022-23 211 clients were assisted. The income gains for this project are very high with gain of nearly £0.9 million of additional income secured for clients in a single year.

##### **Warmer Wales**

This project is intended to provide a wide range of advice services covering energy use. This includes fuel poverty, debt and efficiency. In the part-year of operation it has seen 343 clients and is funded by the Moondance Foundation.

##### **Single Advice Fund Test and Learn**

This service was funded by the Welsh Government and was established during Covid 19 and aimed to assist clients with Learning and cognitive issues with income maximisation. This was in wind down at the start of the year and 10 clients were assisted. Newport was a partner in a project funded across South East Wales.

##### **Aneurin Bevan University Health Board Project**

This project commissioned by the Health Board attempts to provide a holistic approach to advice mainly for those in patient mental health facilities but also to those under the care of secondary mental health services. The advice work can involve one-off type advice or casework eg benefit appeals or debt. This organisation leads this project but is partnered with Caerphilly/Blaenau Gwent Citizens Advice and Torfaen Citizens Advice. During the year the Newport office saw 455 clients and made financial gains over £0.5 Million.

##### **Neighbourhood Care Network (East and West) Pilot Project**

This project was funded by primary healthcare services to provide advice following referrals from certain GP practices, with services provided at the practice concerned. The pilot lasted for 6 months and currently funding has not been made available to continue. In the period 62 clients were assisted.

##### **Newport City Council Early Intervention Outreach Service**

This was a short-term temporary funding to get advice services into harder to reach parts of Newport. This involved a "pop up" model going to venues or to groups not usually served by other services. In the roughly 6 months of funding 60 venues were visited and 298 clients were assisted.

##### **Other Services and Clinics**

Newport Citizens Advice hosts a number of other services that can be accessed by our clients and are provided by external organisations. These services have been accessible via face to face and remotely.

- Housing advice by Shelter Cymru
- Trussell Trust foodbank
- POBL Homelessness Service
- Polish Embassy passport clinics
- Immigration Advice Service (local firm of Solicitors)
- Family Law (local firm of Solicitors)
- Pension wise

##### **Performance & Monitoring**

Quarterly performance related monitoring is produced and reported to relevant funders for each project. Outcomes are measured against targets - as detailed above, most projects either meet or exceed their targets. Any under-performance is addressed appropriately.

##### **Volunteers**

The volunteer team make a significant and valued contribution to the bureau service, but the pandemic has meant that volunteer involvement has fallen very sharply and we are in a continuous process of re-building our volunteer force.

## NEWPORT CAB

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

---

#### OBJECTIVES AND ACTIVITIES

##### Fundraising activities

The charity attracts limited donations from members of the public. However, the majority of funding is via grants or contracts from statutory and other bodies.

##### Employment of disabled persons

The charity is an equal opportunities employer and encourages applications from all members of the community. The charity follows the policies and principles of Citizens Advice, the nationwide umbrella organisation for all local Citizens Advice organisations in the England and Wales.

#### FINANCIAL REVIEW

##### Principal funding sources

The principal funding sources of the charity:

- Newport City Council
- Welsh Government
- Aneurin Bevan University Health Board
- DWP through National Citizens Advice
- British Gas Energy Trust, through Citizens Advice Cymru

##### Reserves policy

Newport Citizens Advice will seek to maintain sufficient reserves to ensure that the service can continue to meet all its statutory and other legal commitments for a minimum of three months. Reserves are held to ensure smooth running of the organisation following payments received in arrears from funders. Having reviewed the risks faced by the bureau, trustees believe that this level of reserves would normally be sufficient to cover risks such as:

- potential redundancy
- increase in premises costs
- reliability of income sources
- underperformance on contracted funds
- other opportunities, contingencies or unforeseen costs

The Board will consider the need for any revisions to the content of this policy at the same time as assessing the level of reserves required.

A detailed cash flow forecast is used to ensure financial risks are monitored closely and kept to an absolute minimum.

The aim is to set aside reserves amounting to three months operating costs, including a contingency to cash flow funded projects as and when required, which would equate to approximately £280,000.

##### Current reserves position

Unrestricted funds stand at £610,593. The Board have approved designated funds for redundancy costs of £90,000 and staff for cost of living support of £41,410 to be carried forward into 2023/24. The general fund stands at £457,822. Tangible fixed assets represent £22,317 leaving £435,505 as the charities free reserves.

At 31 March 2023 the amount of restricted funds was £21,361.

Trustees have agreed that reserves in excess of the stated policy amounts should only be held for specific and designated purposes. Any additional reserves should be applied to support activities in keeping with the charity's objects.

##### Going concern

The Board have considered the charity's ability to continue as a going concern. Several factors have been considered by the Board when forming their conclusions as to whether the use of the going concern basis is appropriate when preparing these statements including liquidity, cash resources, liabilities, future funding and support available from various government initiatives.

The trustees have concluded that the charity has a reasonable expectation that there will be adequate resources to continue to operate for at least 12 months from the date of signing these financial statements.

## **NEWPORT CAB**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023**

---

#### **FUTURE DEVELOPMENTS**

In 2023-2024 Newport Citizens Advice is committed to:

- Developing Newport Citizens advice as a place where people feel valued, want to work and stay working, where staff wellbeing is prioritised and where people can develop and enjoy a positive working culture and environment
- Continue to develop services that are responsive to need and are accessible for all our communities and further develop our market leading products in employment and discrimination, health and wellbeing
- Develop and organisation that is seen as a highly valued and trusted partner both within Newport and beyond, whose achievements are recognised and celebrated
- Ensuring our organisation is robust in its governance, structures and systems, forward thinking and sustainable

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

Newport Citizens Advice Bureau, also known as Newport Citizens Advice, is a registered charity and a company limited by guarantee. The charity is governed by its Memorandum and Articles of Association.

##### **Recruitment and appointment of new trustees**

The charity actively seeks new trustees from the general public, users of the service and appropriate organisations, via direct contact and distribution of promotional materials. Trustees are selected on the basis of the skills, knowledge and experience they are able to bring to the bureau.

##### **Organisational structure**

Overall responsibility for the management of the bureau rests with the Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. Board members are both charity trustees and company directors. The trustees carry the ultimate responsibility for the conduct of the bureau and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meeting as a minimum quarterly. Day-to-day operational responsibility for the organisation is delegated to the Chief Executive Officer.

Remuneration of all staff, including key management personnel is set by the Trustee Board in line with Local Authority pay scales and market rates within Citizens Advice and the local area.

##### **Induction and training of new trustees**

Newly appointed trustees are provided with a comprehensive induction to the bureau through the provision of induction material, training courses and mentoring by established trustees. The charity adopts the policies and procedures produced by Citizens Advice.

##### **Wider network**

The charity is a member of Citizens Advice, a nationwide umbrella organisation for all local Citizens Advice in the UK, which provides a framework for standards of advice and casework management as well as monitoring compliance with these standards.

##### **Risk management**

The principal risk to the charity is a change in its current funding. Performance is scrutinised by the Board of Trustees to ensure maintenance of current funding. The charity actively seeks to diversify its funding sources.

Both internal and external risks have been evaluated and steps taken to mitigate these risks. Internal risks have been reduced by the development and implementation of sound financial and other procedures. External risk has been addressed by diversification of our funding base and promotion of the benefits of the service we offer at a local and regional level.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

06030995 (Not specified/Other)

##### **Registered Charity number**

1118855

##### **Registered office**

8 Corn Street  
NEWPORT  
Newport  
NP20 1DJ

## **NEWPORT CAB**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023**

---

#### **Trustees**

A Blackmore	Chair	
C Suller	Vice Chair	
D Reed	Treasurer	
J Hine		
J Harris		
D Jouvenat		
G Pankhurst		- resigned 26/06/2023
T Jones		- resigned 23/02/2023

#### **Key Management Personnel**

C S Lane	Chief Officer
S Collis	Resources Manager
R Hustler	Specialist Services Manager
D Miliken	Generalist Services Manager

#### **Company Secretary**

C S Lane

#### **Auditors**

MHA  
Statutory Auditor  
Elfed House  
Oak Tree Court  
Cardiff Gate Business Park  
CARDIFF  
CF23 8RS

#### **Bankers**

Unity Trust Bank PLC  
Nine Brindleyplace  
BIRMINGHAM  
B1 2HB

#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors of Newport CAB for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 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 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.



**NEWPORT CAB**


**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2023**

---

**STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued**

On 30 June 2023 as a result of a recent merger, Watts Gregory LLP resigned as auditors in accordance with Section 516 of the Companies Act 2006 and re-engaged its services as MHA.

Approved by order of the Board of Trustees on ..... 12.12.22 ..... and signed on its behalf by:



.....  
A Blackmore - Trustee

## REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF NEWPORT CAB

---

### Opinion

We have audited the financial statements of Newport CAB (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

### Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

## REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF NEWPORT CAB

---

### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks were related to posting inaccurate journals. We addressed these risks by carrying out specifically targeted procedures, which included:

- Enquiries of management, those charged with governance around actual and potential litigation and claims;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness and evaluating the business rationale of significant transactions outside the normal course of business;
- Reviewing minutes of meetings of those charged with governance;
- Evaluating the reasons for any large or unusual transactions;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations to underlying supporting documentation.

Because of the inherent limitations of an audit there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. The risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentations.

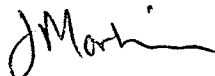
A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
NEWPORT CAB**

---

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members 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 members as a body, for our audit work, for this report, or for the opinions we have formed.



Julia Mortimer (Senior Statutory Auditor)  
for and on behalf of MHA  
Statutory Auditor  
CARDIFF  
CF23 8RS

Date: 13 December 2023

MHA is the trading name of MacIntyre Hudson LLP, a limited liability partnership in England and Wales (registered number OC312313)

NEWPORT CAB

STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	3	128,677	-	128,677	127,048
<b>Charitable activities</b>					
Generalist Advice	6	13,200	669,100	682,300	614,470
Specialist Advice		190,000	524,818	714,818	682,312
Other trading activities	4	1,600	-	1,600	650
Investment income	5	385	-	385	355
<b>Total</b>		<u>333,862</u>	<u>1,193,918</u>	<u>1,527,780</u>	<u>1,424,835</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Generalist Advice	7	61,746	656,161	717,907	645,218
Specialist Advice		255,386	523,457	778,843	719,376
<b>Total</b>		<u>317,132</u>	<u>1,179,618</u>	<u>1,496,750</u>	<u>1,364,594</u>
<b>NET INCOME</b>					
Transfers between funds	18	16,730 (3,422)	14,300 3,422	31,030 -	60,241 -
<b>Net movement in funds</b>		13,308	17,722	31,030	60,241
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		575,924	3,639	579,563	519,322
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>589,232</u>	<u>21,361</u>	<u>610,593</u>	<u>579,563</u>

The notes form part of these financial statements

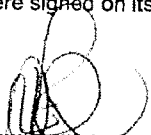
**NEWPORT CAB (REGISTERED NUMBER: 06030995)**


**BALANCE SHEET  
31 MARCH 2023**

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	14	22,317	-	22,317	41,386
<b>CURRENT ASSETS</b>					
Debtors	15	57,493	82,939	140,432	85,809
Cash at bank		<u>601,533</u>	<u>(57,489)</u>	<u>544,044</u>	<u>514,940</u>
		659,026	25,450	684,476	600,749
<b>CREDITORS</b>					
Amounts falling due within one year	16	(92,111)	(4,089)	(96,200)	(62,572)
<b>NET CURRENT ASSETS</b>		<u>566,915</u>	<u>21,361</u>	<u>588,276</u>	<u>538,177</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		589,232	21,361	610,593	579,563
<b>NET ASSETS</b>		<u>589,232</u>	<u>21,361</u>	<u>610,593</u>	<u>579,563</u>
<b>FUNDS</b>	18				
Unrestricted funds				589,232	575,924
Restricted funds				<u>21,361</u>	<u>3,639</u>
<b>TOTAL FUNDS</b>				<u>610,593</u>	<u>579,563</u>

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 12.12.22 and were signed on its behalf by:

  
D F Reed - Trustee

  
A Blackmore - Trustee

The notes form part of these financial statements

**NEWPORT CAB****CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	2023 £	2022 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>30,736</u>	<u>173,495</u>
Net cash provided by operating activities		<u>30,736</u>	<u>173,495</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(2,017)	(16,345)
Interest received		<u>385</u>	<u>355</u>
Net cash used in investing activities		<u>(1,632)</u>	<u>(15,990)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		29,104	157,505
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>514,940</u>	<u>357,435</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>544,044</u>	<u>514,940</u>

The notes form part of these financial statements

**NEWPORT CAB****NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2023****1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2023 £	2022 £
Net income for the reporting period (as per the Statement of Financial Activities)	31,030	60,241
Adjustments for:		
Depreciation charges	20,955	20,218
Loss on disposal of fixed assets	131	-
Interest received	(385)	(355)
(Increase)/decrease in debtors	(54,623)	231,020
Increase/(decrease) in creditors	<u>33,628</u>	<u>(137,629)</u>
Net cash provided by operations	<u>30,736</u>	<u>173,495</u>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1/4/22 £	Cash flow £	At 31/3/23 £
Net cash			
Cash at bank	<u>514,940</u>	<u>29,104</u>	<u>544,044</u>
	<u>514,940</u>	<u>29,104</u>	<u>544,044</u>
Total	<u>514,940</u>	<u>29,104</u>	<u>544,044</u>

The notes form part of these financial statements



## NEWPORT CAB

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

---

#### 1. STATUTORY INFORMATION

Newport CAB is a registered charity and private company limited by guarantee having no share capital. Members have agreed to contribute £1 in the event of a winding up. The company is incorporated in Wales in the United Kingdom. The registered office is 8 Corn Street, Newport, NP20 1DJ. The nature of the company's operations and principal activities is disclosed within the Report of the Trustees.

The financial statements are presented in Sterling (£), the company's functional currency, and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

#### 2. ACCOUNTING POLICIES

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

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

There have been no material departures from Financial Reporting Standard 102.

##### **Going concern**

The trustees have assessed the charity's ability to continue as a going concern.

The charity has no external borrowings and manages its activities with positive unrestricted bank balances.

The trustees regularly review and manage short-term fluctuations in income streams and have established a minimum level of free reserves to allow for such fluctuations.

The charity's forecasts and projections show that the charity should be able to continue to operate and is well placed to manage its risks successfully in the coming 12 months.

The trustees, therefore, have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis of accounting in preparing these financial statements.

##### **Income**

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

This includes capital grants.

Donations and legacies income includes donations, gifts and grants that provide core funding or are of a general nature are recognised where there is entitlement, probability of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies it must be used in future accounting periods or the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions. This income is recognised where there is entitlement, when the receipt is probable, and the amount can be measured reliably. Income is deferred when the amounts received are in advance of the performance of the service or event to which they relate.

Income from other trading activities is recognised as the related services are provided and there is entitlement, probability of receipt and the amount can be measured with sufficient reliability. Income is deferred when the amounts received are in advance of the delivery of the service or event to which it relates.

Investment income is recognised on a receivable basis.

**2. ACCOUNTING POLICIES - continued**

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Expenditure on charitable activities comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature to support them.

Support costs are those costs that, whilst necessary to deliver an activity, do not themselves produce or constitute the output of the charitable activity. This includes governance costs which are those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fees and costs linked to the strategic management of the charity as well as a proportion of salaries based on an approximation of time spent in this area.

Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

**Allocation and apportionment of costs**

All costs are allocated between the expenditure categories on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis.

**Operating lease commitments**

Rentals applicable to operating leases where substantially all of the benefits and risks of the ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

The benefits of lease incentives are recognised in the profit and loss account over the lease period.

**Taxation**

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

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

The charity contributes to the personal pension schemes of some of its employees. Contributions payable to the schemes are charged to the statement of financial activities in the period to which they relate.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures & Fittings	- 20% straight line
Equipment	- 25% - Straight line

Fixed assets are initially recorded at cost.

**Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Debtors**

Trade and other debtors are recognised at the settlement amount due and prepayments are valued at the amount prepaid.

**Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**NEWPORT CAB**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2023**

**2. ACCOUNTING POLICIES - continued**

**Funds structure**

**Unrestricted funds**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

**Designated funds**

Designated funds are created at the discretion of the board.

**Restricted funds**

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure, which meets these criteria, is charged to the fund, together with a fair allocation of support and governance costs.

**3. DONATIONS AND LEGACIES**

	2023	2022
	£	£
Donations	-	150
Grants	125,700	125,699
Other sundry income	2,977	1,199
	<u>128,677</u>	<u>127,048</u>

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

	2023	2022
	£	£
Newport City Council - core grant	<u>125,700</u>	<u>125,699</u>

**4. OTHER TRADING ACTIVITIES**

	2023	2022
	£	£
Shelter Cymru - service charge	<u>1,600</u>	<u>650</u>

**5. INVESTMENT INCOME**

	2023	2022
	£	£
Bank interest receivable	<u>385</u>	<u>355</u>

**6. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	2023	2022
		£	£
Grants	Generalist Advice	582,300	514,470
Newport City Council - Information, Advice and Assistance	Generalist Advice	100,000	100,000
Grants	Specialist Advice	524,818	490,551
Aneurin Bevan University Health Board	Specialist Advice	<u>190,000</u>	<u>191,761</u>
		<u>1,397,118</u>	<u>1,296,782</u>

**NEWPORT CAB**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2023**

**6. INCOME FROM CHARITABLE ACTIVITIES - continued**

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

	2023	2022
	£	£
Newport City Council	144,424	93,194
Welsh Government	885,772	805,062
Citizens Advice	21,922	76,731
Citizens Advice/Moondance Foundation	41,500	-
NCN - East and West Cluster	13,500	-
British Gas Energy Trust	-	20,034
Carers Trust	-	10,000
	<u>1,107,118</u>	<u>1,005,021</u>

**7. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 8)	Support costs (see note 9)	Totals
	£	£	£
Generalist Advice	645,905	72,002	717,907
Specialist Advice	713,457	65,386	778,843
	<u>1,359,362</u>	<u>137,388</u>	<u>1,496,750</u>

**8. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2023	2022
	£	£
Staff costs	1,126,665	976,397
Rent, rates and water	37,564	39,102
Insurance	3,965	4,589
Repairs and maintenance	3,685	6,894
Premises - Outreach room hire	413	375
Other staff and volunteer costs	9,850	10,080
Telephone	6,547	25,104
Printing, postage, stationery and general office	19,227	28,624
Sundry expenses	566	770
Disbursements	3,448	2,969
Training and conferences	2,967	3,369
IT and computer expenses	20,025	24,116
Subscriptions	4,025	6,165
Publicity and promotion	208	-
Restricted funding due to be repaid	6,922	984
Partnership funding	113,285	162,266
	<u>1,359,362</u>	<u>1,291,804</u>

**NEWPORT CAB**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2023**

**9. SUPPORT COSTS**

	Staff costs £	Other costs £	Depreciation £	Governance costs £	Totals £
Generalist Advice	42,629	7,105	11,131	11,137	72,002
Specialist Advice	<u>38,124</u>	<u>7,347</u>	<u>9,955</u>	<u>9,960</u>	<u>65,386</u>
	<u>80,753</u>	<u>14,452</u>	<u>21,086</u>	<u>21,097</u>	<u>137,388</u>

**10. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2023 £	2022 £
Auditors' remuneration	5,016	4,416
Auditors' remuneration for non-audit work	2,113	1,909
Depreciation - owned assets	20,955	20,218
Deficit on disposal of fixed assets	131	-
Pension contributions	79,896	66,206
Lease payments recognised as an expense	<u>55,467</u>	<u>55,900</u>

**11. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 or for the year ended 31 March 2022.

**Trustees' expenses**

Expenses were paid by the charity on behalf of one trustee during the year of £334 (2022 - £292 to one trustee).

**12. STAFF COSTS**

	2023 £	2022 £
Wages and salaries	1,058,350	878,942
Social security costs	82,790	71,393
Other pension costs	<u>79,896</u>	<u>66,206</u>
	<u>1,221,036</u>	<u>1,016,541</u>

No employees received emoluments in excess of £60,000.

The average number of full-time and part-time staff were as follows:

	2023	2022
Average number of full time staff	24	22
Average number of part time staff	24	20
Equivalent number of full time staff	39	34

The total key management personnel remuneration benefits during the year was £205,261 (2022 - £198,292).

NEWPORT CAB

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2023

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	127,048	-	127,048
<b>Charitable activities</b>			
Generalist Advice	10,000	604,470	614,470
Specialist Advice	191,761	490,551	682,312
Other trading activities	650	-	650
Investment income	355	-	355
<b>Total</b>	<u>329,814</u>	<u>1,095,021</u>	<u>1,424,835</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Generalist Advice	28,475	616,743	645,218
Specialist Advice	228,190	491,186	719,376
<b>Total</b>	<u>256,665</u>	<u>1,107,929</u>	<u>1,364,594</u>
<b>NET INCOME/(EXPENDITURE)</b>			
Transfers between funds	73,149	(12,908)	60,241
	<u>25,532</u>	<u>(25,532)</u>	<u>-</u>
<b>Net movement in funds</b>	98,681	(38,440)	60,241
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	477,243	42,079	519,322
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>575,924</u>	<u>3,639</u>	<u>579,563</u>

14. TANGIBLE FIXED ASSETS

	Fixtures & Fittings £	Equipment £	Totals £
<b>COST</b>			
At 1 April 2022	30,278	92,836	123,114
Additions	-	2,017	2,017
Disposals	-	(6,780)	(6,780)
At 31 March 2023	<u>30,278</u>	<u>88,073</u>	<u>118,351</u>
<b>DEPRECIATION</b>			
At 1 April 2022	22,063	59,665	81,728
Charge for year	4,873	16,082	20,955
Eliminated on disposal	-	(6,649)	(6,649)
At 31 March 2023	<u>26,936</u>	<u>69,098</u>	<u>96,034</u>
<b>NET BOOK VALUE</b>			
At 31 March 2023	<u>3,342</u>	<u>18,975</u>	<u>22,317</u>
At 31 March 2022	<u>8,215</u>	<u>33,171</u>	<u>41,386</u>

NEWPORT CAB

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2023

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade debtors	19,480	19,480
Prepayments and accrued income	<u>120,952</u>	<u>66,329</u>
	<u>140,432</u>	<u>85,809</u>

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	21,205	10,602
Social security and other taxes	20,195	17,175
VAT	6,567	5,818
Other creditors	3,871	1,338
Accruals and deferred income	<u>44,362</u>	<u>27,639</u>
	<u>96,200</u>	<u>62,572</u>

17. LEASING AGREEMENTS

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

	2023	2022
	£	£
Within one year	39,360	43,515
Between one and five years	150,238	152,098
In more than five years	<u>107,813</u>	<u>145,313</u>
	<u>297,411</u>	<u>340,926</u>

18. MOVEMENT IN FUNDS

	At 1/4/22	Net movement in funds	Transfers between funds	At 31/3/23
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	355,924	35,320	66,578	457,822
Designated fund - redundancy costs	90,000	-	-	90,000
Designated Fund - Business Development Manager	70,000	-	(70,000)	-
Designated Fund - staff for cost of living support	<u>60,000</u>	<u>(18,590)</u>	<u>-</u>	<u>41,410</u>
	575,924	16,730	(3,422)	589,232
<b>Restricted funds</b>				
Newport City Council - Information, advice and assistance	3,639	-	-	3,639
Help to Claim	-	(3,422)	3,422	-
EU Citizens Rights Project - Generalist	-	1,361	-	1,361
EU Citizens Rights Project - Specialist	-	1,361	-	1,361
Citizens Advice - Cost of Living	<u>-</u>	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	<u>3,639</u>	<u>14,300</u>	<u>3,422</u>	<u>21,361</u>
<b>TOTAL FUNDS</b>	<u>579,563</u>	<u>31,030</u>	<u>-</u>	<u>610,593</u>

NEWPORT CAB

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2023

18. 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	333,862	(298,542)	35,320
Designated Fund - staff for cost of living support	-	(18,590)	(18,590)
	333,862	(317,132)	16,730
<b>Restricted funds</b>			
Families First	70,174	(70,174)	-
Newport City Council - Information, advice and assistance	100,000	(100,000)	-
Help to Claim	143,663	(147,085)	(3,422)
EU Citizens Rights Project - Generalist	32,768	(31,407)	1,361
Welsh Government - Advice Link Cymru (Generalist Fund)	157,004	(157,004)	-
Welsh Government - Advice Link Cymru (Specialist Fund)	170,478	(170,478)	-
Welsh Government - Advice Link Cymru (Other Regions Fund)	81,899	(81,899)	-
Welsh Government - Advice Link Cymru (Remote Fund)	86,666	(86,666)	-
EU Citizens Rights Project - Specialist	32,768	(31,407)	1,361
Welsh Government - Advice Link			
Employment Capacity Taskforce	8,583	(8,583)	-
Welsh Government - Advicelink Claim			
What's Yours	135,000	(135,000)	-
Citizens Advice/Moondance Foundation -			
Warmer Wales	28,300	(28,300)	-
Newport City Council - Early Help	74,250	(74,250)	-
Welsh Government - Basic Income Pilot	43,865	(43,865)	-
Citizens Advice - Cost of Living	15,000	-	15,000
NCN - East and West Cluster	13,500	(13,500)	-
	1,193,918	(1,179,618)	14,300
<b>TOTAL FUNDS</b>	<u>1,527,780</u>	<u>(1,496,750)</u>	<u>31,030</u>



NEWPORT CAB

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2023

18. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/21 £	Net movement in funds £	Transfers between funds £	At 31/3/22 £
<b>Unrestricted funds</b>				
General fund	387,243	73,149	(104,468)	355,924
Designated fund - redundancy costs	90,000	-	-	90,000
Designated Fund - Business Development Manager	-	-	70,000	70,000
Designated Fund - staff for cost of living support	-	-	60,000	60,000
	<u>477,243</u>	<u>73,149</u>	<u>25,532</u>	<u>575,924</u>
<b>Restricted funds</b>				
Newport City Council - Information, advice and assistance	-	3,639	-	3,639
Help to Claim	-	87	(87)	-
EU Citizens Rights Project - Generalist	-	111	(111)	-
Welsh Government - Advice Link Cymru (Generalist Fund)	20,910	(20,910)	-	-
Welsh Government - Advice Link Cymru (Remote Fund)	5,524	-	(5,524)	-
EU Citizens Rights Project - Specialist	-	(635)	635	-
Wales COVID Resilience Fund	8,078	(6,278)	(1,800)	-
Welsh Government - Advice Link Employment Capacity Partners	7,567	-	(7,567)	-
Welsh Government - Advicelink Claim What's Yours	-	4,581	(4,581)	-
Newport City Council - COVID funding	-	6,497	(6,497)	-
	<u>42,079</u>	<u>(12,908)</u>	<u>(25,532)</u>	<u>3,639</u>
<b>TOTAL FUNDS</b>	<u>519,322</u>	<u>60,241</u>	<u>-</u>	<u>579,563</u>

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2023

## 18. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	329,814	(256,665)	73,149
<b>Restricted funds</b>			
Families First			
Newport City Council - Information, advice and assistance	47,574	(47,574)	-
British Gas Energy Trust	100,000	(96,361)	3,639
Help to Claim	20,034	(20,034)	-
EU Citizens Rights Project - Generalist	76,731	(76,644)	87
Welsh Government - Advice Link Cymru (Generalist Fund)	45,890	(45,779)	111
Welsh Government - Advice Link Cymru (Specialist Fund)	150,968	(171,878)	(20,910)
Welsh Government - Advice Link Cymru (Other Regions Fund)	163,924	(163,924)	-
Welsh Government - Advice Link Cymru (Remote Fund)	78,749	(78,749)	-
EU Citizens Rights Project - Specialist	83,333	(83,333)	-
Wales COVID Resilience Fund	46,885	(47,520)	(635)
Welsh Government - Income Maximisation	-	(6,278)	(6,278)
Welsh Government - Advice Link Employment Capacity Partners	90,000	(90,000)	-
Welsh Government - Advice Link Employment Capacity Taskforce	29,983	(29,983)	-
Homeless Prevention Debt Support Service	34,330	(34,330)	-
Welsh Government - Advicelink Claim What's Yours	35,756	(35,756)	-
Newport City Council - COVID funding	81,000	(76,419)	4,581
	9,864	(3,367)	6,497
	<u>1,095,021</u>	<u>(1,107,929)</u>	<u>(12,908)</u>
<b>TOTAL FUNDS</b>	<u>1,424,835</u>	<u>(1,364,594)</u>	<u>60,241</u>

**Designated funds**

Redundancy costs - the Board set aside an amount to be used in the event of redundancy costs being incurred.

Business development manager - the Board set aside funds to cover the salary of a business development manager in the prior year, this has been released back to general funds in 2023 as it is no longer required.

Staff for cost of living support - the Board set aside funds in anticipation of the extra staff needed to support the additional service levels during the cost of living crisis.

**Restricted funds****Newport City Council - Families First**

The aim of this service is to maximise the income of children and families with disabilities, so that they don't become disadvantaged by poverty.

**Newport City Council - Information, Advice & Assistance**

This is a service to provide an Advocacy and Preventative Social Care Service in Newport. IAA services are defined under the project as services which offer information and advice relating to accessing care and support.

**18. MOVEMENT IN FUNDS - continued**

**Citizens Advice - Help to Claim**

An agreement between The National Association of Citizens Advice Bureaux and the Local Citizens Advice on receipt of funding from The Department for Work and Pensions (DWP) to assist in helping to claim universal support.

**EU Citizens Rights Project**

Citizens Advice has been awarded funding by the Welsh Government for the provision of information and advice services for EU Citizens from April 2019 to March 2023.

**Advice Link Cymru - Generalist Fund**

Citizens Advice has been awarded funding by the Welsh Government to provide advice services across Wales from January 2020 until March 2024. Newport Citizens Advice Bureau have received a proportion of the funding allocation relating to the Gwent Region of Wales. Part of the grant relates to an underspend on Front Line Advice Services that has been reallocated to the Advice Link project with the funders permission to cover the costs of a generalist/benefits welfare worker.

**Advice Link Cymru - Specialist Fund**

Citizens Advice has been awarded funding by the Welsh Government to provide advice services across Wales from January 2020 until March 2024. Newport Citizens Advice Bureau have received a proportion of the funding allocation relating to the Gwent Region of Wales.

**Advice Link Cymru - Other Regions**

Citizens Advice has been awarded funding by the Welsh Government to provide advice services across Wales from January 2020 until March 2024. Newport Citizens Advice Bureau have received a proportion of the funding allocation relating to the Gwent Region of Wales.

**Advice Link Cymru - Remote**

Citizens Advice has been awarded funding by the Welsh Government to provide advice services across Wales from January 2020 until March 2024. Newport Citizens Advice Bureau have received a proportion of the funding allocation relating to the Gwent Region of Wales.

**Advice Link Employment Capacity Taskforce**

Funding received from Citizens Advice towards a new advisor from January 2021.

**Claim What's Yours**

Funding received from Citizens Advice to support the 'claim what's yours' income maximisation and benefit take up campaign.

**Newport City Council - Early Help**

Funding received in support of the delivery of the Welsh Government's Support for Early Help Programme which focuses on easing the pressure on and reducing waiting times for vital early help and support services in support of children and young people and parents in response to the pandemic.

**Welsh Government - SAF Basic Income Pilot**

Funding received in support of the delivery of the Basic Income for Care Leavers in Wales pilot which is available for those leaving care who are turning 18 years of age between 1 July 2022 and 30 June 2023. The programme will provide a monthly payment of £1,600 (£1,280, after-tax) to all eligible recipients choosing to participate in the pilot.

**Citizens Advice - Cost of Living**

Funding received to support the cost of living work which was previously funded from reserves.

**Citizens Advice/Moondance Foundation - Warmer Wales**

Funding received to ensure people in Wales get the crucial advice they need to manage their energy more efficiently and avoid fuel poverty.

**NCN - East and West Cluster**

Funding for 1 x 0.6wte link worker support for a 6 month period, the individual will offer social welfare advice support for patients referred by GP practices in the Newport East Cluster.

18. **MOVEMENT IN FUNDS - continued**

Prior year

**Newport County Council - Homeless Prevention Debt Support Service**

Funding from Newport City Council to fund a case worker to provide homeless prevention debt support to Newport residents.

**Newport City Council - COVID Support**

Additional funding received from Newport City Council to build on the community support put in place during COVID-19 in partnership with the third sector.

**Advice Link Employment Capacity Partners**

Funding received from Citizens Advice towards 1.5 FTE trainer supervisor for Caerphilly Citizens Advice and other costs to be split between Torfaen and Caerphilly. Newport Citizens Advice acted as lead on the project but none of the funding was for their use.

**British Gas Energy Trust**

An agreement between National Association of Citizens Advice Bureaux and the local Citizens Advice on receipt of funding from the British Gas Energy Trust. To provide advice and assistance to beneficiaries aimed at enabling them to manage their debts and budget going forward, maximise their income and ability to afford their bills, enabling people to have warm homes through improving energy efficiency and improving their health and wellbeing.

**Wales Coronavirus Resilience Fund**

Funding has been awarded from the Community Foundation Wales to support the working conditions of employees during the Coronavirus pandemic. The funding runs from June 2020 for a period of 12 months.

**Income Maximisation**

An agreement between The National Association of Citizens Advice Bureaux and the Local Citizens Advice on receipt of funding from the Welsh Government. The purpose of the project is to enable local offices to offer income maximisation initiatives to boost the incomes of households across Wales.

**Transfers between funds**

A transfer of £3,422 was made from the general fund to the Help to Claim fund due to overspend this year.

Prior year

During the prior year the following transfers were made from each of the following funds to the general fund to reflect capital spend:

- Wales COVID Resilience Fund £1,800
- Claim What's Yours £4,581
- EU Citizens Rights Project (Generalist) £731
- Newport City Council - COVID Support £6,497

The transfer below was made from restricted funds to general funds due to underspend during the prior year. The funder is not requesting for unspent funds to be returned:

- Help to Claim £87
- Welsh Government - Advice Link Cymru (Remote Fund) £5,524
- Advice Link Employment Capacity Partners £7,567

The following transfers were made from the general fund to restricted funds due to overspends in the prior year:

- EU Citizens Rights Project (Generalist) £620
- EU Citizens Rights Project (Specialist) £635

**19. EMPLOYEE BENEFIT OBLIGATIONS**

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in independently administered funds. The pension cost charge represents contributions paid by the charity to the fund and amounted to £79,896 (2022 - £66,206). At the year end there were outstanding contributions of £Nil (2022 - £NIL).

**20. RELATED PARTY DISCLOSURES**

There were no related party transactions for year ended 31 March 2023 (2022 - £NIL).