

Company registration number: 06532431  
Charity registration number: 1125068

# Monmouthshire County Citizens Advice Bureau Ltd

(A company limited by guarantee)

Annual Report and Financial Statements  
for the Year Ended 31 March 2022

bdhc Chartered Accountants  
11 Moor Street  
Chepstow  
Monmouthshire  
NP16 5DD

# **Monmouthshire County Citizens Advice Bureau Ltd**

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**Monmouthshire County Citizens Advice Bureau Ltd**  
**Reference and Administrative Details**

<b>Charity name</b>	Monmouthshire County Citizens Advice Bureau Ltd
<b>Charity registration number</b>	1125068
<b>Company registration number</b>	06532431
<b>Registered office</b>	Gate House High Street Chepstow Monmouthshire NP16 5LH
<b>Trustees</b>	B W Counsell (resigned Dec 2021)  R C Chater  P S Davey (resigned Sept 2022)  P R McGahey (resigned 3 August 2021) P Farley (resigned 7 December 2021) S D Hodgson (resigned 3 August 2021) C L McIntyre L P Ross  G Jones (resigned May 2022) C Archer (appointed 13 January 2022) C Du Toit (appointed 7 December 2021) M Roderick (appointed 7 December 2021) S Read (appointed Feb 2022) N Fletcher (appointed May 2022) G Wilde (appointed Sept 2022)
<b>Accountant</b>	bdhc Chartered Accountants 11 Moor Street Chepstow Monmouthshire NP16 5DD

**Monmouthshire County Citizens Advice Bureau Ltd**  
**Trustees' Report**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing documents, Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Risk management**

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

**Small company provisions**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board and signed on its behalf by:

.....

R C Chater  
Trustee

Date:.....

**Independent Examiner's Report to the Trustees                      of**  
**Monmouthshire County Citizens Advice Bureau Ltd**

I report on the accounts of the company for the year ended 31 March 2022, which are set out on pages 4 to 13.

**Respective responsibilities of       trustees   and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

- examine the accounts under section 145 of the 2011 Act ;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act ; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1)    which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2)    to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
bdhc Chartered Accountants

Date:.....

11 Moor Street  
Chepstow  
Monmouthshire

NP16 5DD

**Monmouthshire County Citizens Advice Bureau Ltd**  
**Statement of Financial Activities (including Income and Expenditure Account)**  
**for the Year Ended 31 March 2022**

		Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	Note	£	£	£	£
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income	2	127,996	168,252	296,248	232,076
Investment income	4	322	-	322	324
Incoming resources from charitable activities	5	7,700	-	7,700	7,000
Total incoming resources		<u>136,018</u>	<u>168,252</u>	<u>304,270</u>	<u>239,400</u>
<b>Resources expended</b>					
Charitable activities	6	110,611	171,135	281,746	206,941
Governance costs	6	866	-	866	11,033
Total resources expended		<u>111,477</u>	<u>171,135</u>	<u>282,612</u>	<u>217,974</u>
Net movements in funds		24,541	(2,883)	21,659	21,426
<b>Reconciliation of funds</b>					
Total funds brought forward		260,707	(128,028)	132,679	111,253
Transfers between funds		(130,911)	130,911		
Total funds carried forward		<u>154,337</u>	<u>-</u>	<u>154,337</u>	<u>132,679</u>

All incoming resources and resources expended derive from continuing activities.

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

The notes on pages 7 to 13 form an integral part of these financial statements.

**Monmouthshire County Citizens Advice Bureau Ltd (Registration number:  
06532431)**

**Balance Sheet as at 31 March 2022**

		<b>2022</b>		<b>2021</b>	
	<b>Note</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Current assets</b>					
Debtors	10	4,500		20,153	
Cash at bank and in hand		<u>171,445</u>		<u>184,865</u>	
			175,945		205,018
<b>Creditors: Amounts falling due within one year</b>	11		<u>(21,608)</u>		<u>(12,841)</u>
<b>Net current assets</b>			154,337		192,177
<b>Creditors: Amounts falling due after more than one year</b>	12		<u>-</u>		<u>(59,498)</u>
<b>Net assets</b>			<u><u>154,337</u></u>		<u><u>132,679</u></u>
<b>The funds of the charity:</b>					
<b>Restricted funds in deficit</b>					
Better advice better lives			(-)		(44,791)
Better advice better health			(-)		(56,863)
Monmouth			(-)		(20,953)
Saf			(-)		(5,036)
Hmpt			(-)		(385)
CWY			(-)		
FIM			(-)		
Warmer Monmouthshire			<u>(-)</u>		
<b>Total restricted funds</b>			(-)		(128,028)
<b>Unrestricted funds</b>					
Unrestricted income funds			154,337		260,707
<b>Total charity funds</b>			<u><u>154,337</u></u>		<u><u>132,679</u></u>

The notes on pages 7 to 13 form an integral part of these financial statements.

**Monmouthshire County Citizens Advice Bureau Ltd (Registration number:  
06532431)**

**Balance Sheet as at 31 March 2022**

..... *continued*

For the financial year ended 31 March 2022, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Approved by the Board on ..... and signed on its behalf by:

.....

R C Chater  
Trustee

The notes on pages 7 to 13 form an integral part of these financial statements.



# **Monmouthshire County Citizens Advice Bureau Ltd**

## **Notes to the Financial Statements for the Year Ended 31 March 2022**

### **1 Accounting policies**

#### **Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, applicable accounting standards and the Companies Act 2006.

#### **Fund accounting policy**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 16.

#### **Incoming resources**

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

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

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

#### **Resources expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure 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 necessary to support them.

#### **Governance costs**

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

# Monmouthshire County Citizens Advice Bureau Ltd

## Notes to the Financial Statements for the Year Ended 31 March 2022

..... continued

### Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Office equipment 20% reducing balance basis

### Pensions

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

## 2 Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Donations and legacies</b>				
Donations	744	-	744	2,224
<b>Grants</b>				
Grants - various	127,252	168,252	295,504	229,852
	127,996	168,252	296,248	232,076

**Monmouthshire County Citizens Advice Bureau Ltd**

**Notes to the Financial Statements for the Year Ended 31 March 2022**

..... continued

**3 Grants receivable**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2022</b>	<b>Total Funds 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grants - various	4,857	-	4,857	16,039
Chepstow Town Council Grant	20,950	-	20,950	20,950
Monmouthshire CC Grant	51,945	-	51,945	51,945
Caerwent CC Grant	2,500	-	2,500	2,500
Abergavenny Town Council	12,000	-	12,000	12,000
Caldicot TC	15,000	-	15,000	23,000
Claim What's Yours	-	28,500	28,500	-
Portskewett Community Council	1,500	-	1,500	1,250
Magor and Undy Community Council	3,000	-	3,000	3,000
FIM	-	19,941	19,941	-
Warmer Monmouthshire	-	12,135	12,135	-
Trellech Community Council	3,500	-	3,500	3,500
Monmouth Town Council	12,000	-	12,000	-
SAF	-	78,119	78,119	71,309
Covid grants	-	-	-	10,000
VSEF	-	-	-	1,916
HMPT	-	29,557	29,557	12,443
	<u>127,252</u>	<u>168,252</u>	<u>295,505</u>	<u>229,852</u>

**4 Investment income**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2022</b>	<b>Total Funds 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Interest on cash deposits	322	-	322	324

**5 Incoming resources from charitable activities**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2022</b>	<b>Total Funds 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Charitable activities</b>				
Room hire	7,000	-	7,000	7,000
Other income	700	-	700	-

**Monmouthshire County Citizens Advice Bureau Ltd**

**Notes to the Financial Statements for the Year Ended 31 March 2022**

..... continued

**6 Total resources expended**

	Charitable activities	Governance	Total
	£	£	£
Direct costs	164,287	-	164,287
Repairs and maintenance	118,325	-	118,325
	<u>282,612</u>	<u>-</u>	<u>282,612</u>
<b>Support costs</b>			
Employment costs	35,049	-	35,049
Other support costs	82,410	-	82,410
Accountancy fees	-	866	866
	<u>117,459</u>	<u>866</u>	<u>118,325</u>

**7 Employees' remuneration**

The aggregate payroll costs of these persons were as follows:

	2022 £	2021 £
Wages and salaries	126,265	126,265
Social security	4,881	4,881
Other pension costs	1,514	1,514
	<u>132,660</u>	<u>132,660</u>

**8 Taxation**

The company is a registered charity and is, therefore, exempt from taxation.

**Monmouthshire County Citizens Advice Bureau Ltd**

**Notes to the Financial Statements for the Year Ended 31 March 2022**

..... *continued*

**9 Tangible fixed assets**

	<b>Fixtures, fittings and equipment £</b>
<b>Cost</b>	
As at 1 April 2021 and 31 March 2022	<u>6,700</u>
<b>Depreciation</b>	
As at 1 April 2021 and 31 March 2022	<u>6,700</u>
<b>Net book value</b>	
As at 31 March 2022	-
As at 31 March 2021	<u><u>-</u></u>

**10 Debtors**

	<b>2022 £</b>	<b>2021 £</b>
Trade debtors	<u>4,500</u>	<u>20,153</u>

**11 Creditors: Amounts falling due within one year**

	<b>2022 £</b>	<b>2021 £</b>
Trade creditors	-	1,853
Taxation and social security	3,763	2,288
Accruals and deferred income	<u>17,845</u>	<u>8,700</u>
	<u><u>21,608</u></u>	<u><u>12,841</u></u>

**Monmouthshire County Citizens Advice Bureau Ltd**  
**Notes to the Financial Statements for the Year Ended 31 March 2022**

..... *continued*

**12 Creditors: Amounts falling due after more than one year**

	<b>2022</b> £	<b>2021</b> £
Accruals and deferred income	<u>-</u>	<u>59,498</u>

Creditors amounts falling due after more than one year includes deferred income:

	<b>2022</b> £	<b>2021</b> £
Amount deferred in the year	<u>-</u>	<u>59,498</u>
As at 31 March 2022	<u>-</u>	<u>59,498</u>

**13 Members' liability**

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

**14 Pension scheme**

**Defined contribution pension scheme**

The charity operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the charity to the scheme and amounted to £1,514 (2021 - £1,700).

There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

**Monmouthshire County Citizens Advice Bureau Ltd**  
**Notes to the Financial Statements for the Year Ended 31 March 2022**

..... *continued*

**15 Related parties**

**Controlling entity**

The charity is controlled by the trustees who are all directors of the company.

**16 Analysis of funds**

	At 1 April 2021	Incoming resources	Resources expended	At 31 March 2022
	£	£	£	£
<b>General Funds</b>				
General fund	234,895	155,648	(129,836)	260,707
<b>Restricted Funds</b>				
Better Advice Better Lives	(44,791)	-	-	(44,791)
Better Advice Better Health	(56,863)	-	-	(56,863)
Monmouth	(20,953)	-	-	(20,953)
SAF	(1,035)	71,309	(75,310)	(5,036)
HMPT	-	12,443	(12,828)	(385)
	<u>(123,642)</u>	<u>83,752</u>	<u>(88,138)</u>	<u>(128,028)</u>
	111,253	239,400	(217,974)	132,679
	<u><u>111,253</u></u>	<u><u>239,400</u></u>	<u><u>(217,974)</u></u>	<u><u>132,679</u></u>

**17 Net assets by fund**

**Monmouthshire County Citizens Advice Bureau Ltd**

**Statement of financial activities by fund      Year Ended 31 March 2022**

	<b>General fund 2022</b>	<b>General fund 2021</b>
	<b>£</b>	<b>£</b>
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	127,996	148,324
Investment income	322	324
Incoming resources from charitable activities	7,700	7,000
Total incoming resources	<u>136,018</u>	<u>155,648</u>
<b>Resources expended</b>		
Charitable activities	110,644	118,803
Governance costs	833	11,033
Total resources expended	<u>111,477</u>	<u>129,836</u>
 Net movements in funds	 24,541	 25,812
<b>Reconciliation of funds</b>		
Total funds brought forward	260,707	234,895
Transfer to restricted funds re deficit balances	(130,911)	
Total funds carried forward	<u>154,337</u>	<u>260,707</u>

This page does not form part of the statutory financial statements.



**Monmouthshire County Citizens Advice Bureau Ltd**  
**Statement of financial activities by fund      Year Ended 31 March 2022**

..... *continued*

	<b>Better Advice Better Lives 2022</b>	<b>Better Advice Better Lives 2021</b>
	<b>£</b>	<b>£</b>
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	-	-
Total incoming resources	<u>-</u>	<u>-</u>
<b>Resources expended</b>		
Charitable activities	-	-
Governance costs	-	-
Total resources expended	<u>-</u>	<u>-</u>
Net movements in funds	-	-
<b>Reconciliation of funds</b>		
Total funds brought forward	(44,791)	(44,791)
Total funds carried forward (transfer from unrestricted to bring to zero)	<u>-</u>	<u>(44,791)</u>

This page does not form part of the statutory financial statements.

**Monmouthshire County Citizens Advice Bureau Ltd**  
**Statement of financial activities by fund      Year Ended 31 March 2022**

..... *continued*

	<b>Better Advice Better Health 2022</b>	<b>Better Advice Better Health 2021</b>
	<b>£</b>	<b>£</b>
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	-	-
Total incoming resources	<u>-</u>	<u>-</u>
<b>Resources expended</b>		
Charitable activities	-	-
Governance costs	-	-
Total resources expended	<u>-</u>	<u>-</u>
Net movements in funds	-	-
<b>Reconciliation of funds</b>		
Total funds brought forward	(56,863)	(56,863)
Total funds carried forward (transfer from unrestricted to bring to zero)	<u>-</u>	<u>(56,863)</u>

This page does not form part of the statutory financial statements.

**Monmouthshire County Citizens Advice Bureau Ltd**  
**Statement of financial activities by fund      Year Ended 31 March 2022**

..... *continued*

	<b>Monmouth 2022</b>	<b>Monmouth 2021</b>
	<b>£</b>	<b>£</b>
Net movements in funds – transfer from unrestricted fund to bring to zero	-	-
<b>Reconciliation of funds</b>		
Total funds brought forward	(20,953)	(20,953)
Total funds carried forward	<u>-</u>	<u>(20,953)</u>

This page does not form part of the statutory financial statements.

**Monmouthshire County Citizens Advice Bureau Ltd**  
**Statement of financial activities by fund      Year Ended 31 March 2022**

..... *continued*

	<b>SAF 2022</b>	<b>SAF 2021</b>
	<b>£</b>	<b>£</b>
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	78,119	71,309
Transfer from unrestricted fund	5,611	
Total incoming resources	83,730	71,309
<b>Resources expended</b>		
Charitable activities	78,694	75,310
Governance costs	-	-
Total resources expended	78,694	75,310
Net movements in funds	5,036	(4,001)
<b>Reconciliation of funds</b>		
Total funds brought forward	(5,036)	(1,035)
Total funds carried forward	-	(5,036)

This page does not form part of the statutory financial statements.

**Monmouthshire County Citizens Advice Bureau Ltd**  
**Statement of financial activities by fund      Year Ended 31 March 2022**

..... *continued*

	HMPT 2022	HMPT 2021
	£	£
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	29,557	12,443
Transfer from unrestricted fund	993	
Total incoming resources	<u>30,550</u>	<u>12,443</u>
<b>Resources expended</b>		
Charitable activities	<u>30,165</u>	<u>12,828</u>
Total resources expended	<u>30,165</u>	<u>12,828</u>
<b>Reconciliation of funds</b>		
Total funds carried forward	<u>-</u>	<u>(385)</u>

This page does not form part of the statutory financial statements.