

REGISTERED COMPANY NUMBER: 06654115 (England and Wales)
REGISTERED CHARITY NUMBER: 1126473

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022
FOR
MERTHYR TYDFIL CITIZENS ADVICE BUREAU

Baker Knogle Accountancy Limited
Chartered Accountants & Statutory Auditors
Orbit Business Centre
Merthyr Tydfil
CF48 1DL

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

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FOR THE YEAR ENDED 31 MARCH 2022

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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

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 2022. 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).

The Trustee Report includes the Report of the Directors' as required by company law.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects of the Charity are set out in the Memorandum of Association.

The Charity's objects are 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 Merthyr Tydfil, and surrounding areas.

The aims of the Charity are identical to the aims of Citizens Advice:

To ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities or of the service available to them or through an inability to express their needs effectively.

And equally:

'to exercise a responsible influence on the development of social policies and services, both locally and nationally'.

Funding and Projects delivered April 2021-March 2022

Help to Claim

We continued to provide the Help to Claim service. This was rolled out fully in April 2019 and helps people to make a first claim for Universal Credit via telephone/web-chat/email. The phone and digital services are delivered from our office at Post Office Lane and from advisers working remotely.

Help to Claim: Best Practice Leads

The new Help to Claim service started in April 2019. As part of the delivery of the service the DWP funded Citizens Advice to set up a network of 31 regional Best Practice Leads, across England and Wales to gather and share information about the performance of Universal Credit and Help to Claim, building local relationships to develop and share best practice. CA Merthyr Tydfil delivered the service across SE and SW Wales.

Public Health Wales

This was delivered in collaboration with Citizens Advice Bridgend and RCT. The purpose of the Project was to deliver welfare benefits and employment advice to 16-24 year olds who had been economically affected by the impact of Covid-19 within the Cwm Taff region.

SAF: Claim What's Yours

The purpose of this funding is to provide additional telephony capacity to support the Welsh Government's 'Claim What's Yours' income maximisation and benefit take up campaign. The funding forms part of the Single Advice Fund and provides free to client social welfare rights-based information and/or adviser services that meet the key aims of Advicelink Cymru. Citizens Advice Merthyr Tydfil is required to deliver from our office at Post Office Lane and adviser working remotely generalist welfare benefits advice via telephone to clients calling the Claim What's Yours helpline.

SAF: Discretionary Assistance Fund

Citizens Advice Merthyr Tydfil worked in collaboration with Citizens Advice Rhondda Cynon Taff on this project. The purpose of the Project was to deliver an enhanced pilot initiative focusing on the delivery of welfare benefits and debt advice to vulnerable clients that were directly referred to Advicelink Cymru from the Welsh Government's Discretionary Assistance Fund (DAF) service ("the Project"). This was a six-month pilot commencing in October 2021-31st March 2022.

SAF: Employment Capacity

CA Merthyr Tydfil worked in collaboration with Citizens Advice Bridgend and Citizens Advice Rhondda Cynon Taff, to increase its capacity to provide employment advice, through its existing provision of Advicelink Cymru services.

SAF: Test & Learn

The purpose of the project was to enable LCA's across CTM to offer income maximisation initiatives to boost the incomes of households, targeting clients that were or had been affected by domestic violence.

- Provide additional services targeted to clients affected by domestic violence.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

- Cover a range of welfare benefits issues including; Universal Credit, Personal Independence Payment, and Employment Support Allowance.
- Work in collaboration with local partner organisations such as Women's Aid RCT, Oasis Centre, Calan DVS, and Safer Merthyr Tydfil

SAF: Advicelink Cymru: Community Focussed, Specialist & Debt

In 2018 the Welsh Government decided to change how they commission advice services across Wales to improve the quality and availability of advice services and encourage collaboration between advice providers -the new funding available was called the Single Advice Fund. In September 2019, Citizens Advice Merthyr Tydfil was awarded the funding for the generalist (Community Focussed) and specialist services for the Merthyr Tydfil area from 1 January 2020. The new services are called Advicelink Cymru

British Gas Energy Trust. BGET

The purpose of the Project was to provide advice and assistance to consumers with a view to:

- enabling them to manage their debts and budgets
- maximising their income and ability to afford to pay their bills
- enabling them to have warm homes through improving energy efficiency and health and well-being.

AIF: Youth Funded by WCVA

"You're Hired Youth!" supports the under 25's with work limited health conditions who lack confidence & experience by supporting them into employment through paid placements at Citizens Advice Merthyr Tydfil. It aids them to become economically active, closer to employment, developing transferable skills e.g. business administration, IT skills, customer service.

AIF 4

"You're Hired 4!" Support over 25's with Work limited health conditions in Merthyr Tydfil back into work through supported paid placements. It supports participants who are LTU and EI with skills and confidence to enter employment and develop transferable skills e.g. business administration, customer service.

AIF 5

"You're Hired 5!" Support over 25's with either economically inactive or long term unemployed in Merthyr Tydfil back into work through supported paid placements. It supports participants with skills and confidence to enter employment and develop transferable skills e.g. business administration, customer service.

EAP: Energy Advice Programme

The Energy Advice Programme provides one-to-one advice to clients in fuel poverty, or in a fuel poverty risk group, who visit their local Citizens Advice and present an energy problem, or to clients who have been referred to their local Citizens Advice for energy advice support by local voluntary/public organisations. The project aims to proactively target fuel poor clients. The majority of advice sessions will be delivered via telephone or web platforms.

BEIS

The purpose of the project is to enable local offices to increase their capacity to deliver, in light of the increased demand for advice across all channels caused by COVID-19.

CAB 4 Carers

CAB 4 Carers has been operating since 2018 and is funded by Cwm Taf Morgannwg UHB. It supports Carers both at home and in hospital settings.

- Provides information and support to Carers
- Provide a link with nursing staff to signpost Carers and families to information and support and have a greater understanding of Carers issues.
- Raises awareness
- Link the Carer into other third sector organisations and recommendations for statutory services.
- Provides a link to the Social Services Teams across Cwm Taf (i.e. to refer Carers for a Carers Assessment).
- Provides generic support to Carers of older people, people with learning disabilities, people with mental health issues, people with physical disability and people with children, making it a fair and equitable service.
- Provide information and support to staff who are Carers.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

Help Through Hardship

CA Merthyr Tydfil worked , in collaboration with Citizens Advice Ynys Mon to deliver the Help through Hardship project. The purpose of the project is a service designed to give advice and information on income maximisation to clients and issue a foodbank voucher if they're unable to afford food.

BT Skills: Good things Foundation

CAMT received funds from BT skills as part of their Skills for Tomorrow programme, to support older and vulnerable people through free face-to-face support, which has helped them to get online and make the most of the digital tools modern life increasingly depends on.

Energy Re-Dress: Charis Grants

CAMT secured funding in May 2020 from the Energy Redress Scheme for 565 fuel vouchers to be given out to local residents with a Pre-Payment Meter (PPM) who are in need. The fund was used to pay for emergency fuel credit vouchers up to a value of £49, to households in Merthyr Tydfil.

Carers Trust

The purpose of the funding is to provide free to client social welfare rights-based information for clients referred by Carers Trust South East Wales.

Ffos-y-fran Community Fund

The Fund supports expenditure of a capital nature including building works at Post Office Lane.

Communities and Facilities Grant (Welsh Government)

The Purpose of the funding was to completely refurbish the premises at Post Office Lane. Including new windows, roof heating and lighting, toilets and ventilation system.

Public benefit

The Trustees are aware that the Charity has a responsibility under the Charities Act to demonstrate that it has charitable aims that meet the public benefit requirement and are therefore charitable. The Trustees confirm that they have had regard to the Charity Commission's guidance on public benefit and comply with S17 Charities Act 2011 when considering, planning and implementing the activities of the charity. As Trustees, we believe that the aims of our organisation are charitable and for the public benefit. Furthermore, in our view, no detriment or harm arises from our Charity carrying out its work and we are not aware of any widespread views among others that such detriment or harm might arise.

We have complied with the duty in section 17 of the 2011 Charities Act to have due regard to guidance published by the Commission in respect of our duty to provide public benefit.

Volunteers

Volunteers contribute a considerable amount of time and expertise to the organisation. They provide face to face, telephone and web-chat advice, and reception services. Although the numbers of hours vary, it is estimated that volunteer hours in the organisation this year have amounted to approximately the equivalent to approximately 7 FTE posts including administration and generalist advisors.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Merthyr Tydfil Citizens Advice Bureau is a professionally managed Bureau offering high levels of specialist advice in debt/welfare benefits in addition to advice on any subject matter at its main Bureau office and also has a wide coverage at various locations throughout the County Borough area (Please refer to our website for updated information).

Fundraising activities

We do not carry out fundraising activities other than funding bids for projects. During this year we have both maintained current services and extended into new areas across the Borough.

All our work is dependent on core funding. Without this we are precluded from applying for further funding.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

FINANCIAL REVIEW

Principal funding sources

Principal funding sources for the financial period 2021/22 is listed in the section **Funding and Projects delivered April 2021-March 2022**

Financial Management Policies

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time, the financial position of the charity. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Reserves policy

Reserves are needed to bridge the funding gaps between spending and receiving funding, to cover sickness and maternity payments, and in the event of the LCA closing, to cover redundancy payments and 2.1 months running costs. Targeted reserves for 2022 were £220,000. The free reserves as at 31.3.2022 were £264,690 (2021 were £244,756). Free Reserves are therefore in excess of targeted reserves.

There are no funds in deficit. The Finance Sub-Committee ensures this.

FUTURE PLANS

The Trustee Board will endeavour in the coming months to secure additional funding to retain the staffing levels of the Bureau Management Team. This is in order to ensure that the Quality of Advice will not suffer as a result of the huge client demand on the Bureau and Outreach Advice Centres. In addition both Bureau Team and the Trustee Board will be working to comply with Citizens Advice Bureau Membership and Standard.

Premises:

The purchase of Post Office Lane was completed in January 2020 and was funded by the Ffos-y-Fran Development Fund. This completed Phase 1.

Phase 2: In October 2020 we received funding from Cwm Taf Morgannwg Health Board to create a Carers Hub. This would sit alongside our CAB 4 Carers project which is also funded by CTMUHB.

Phase 3 is our final stage of works at Post Office Lane and has secured funding from Welsh Governments Communities and Facilities Grant. The works for Phase 3 commenced in June 2021. Expenditure in this year was £418,460.

Review of the Charity's Financial Position

Citizens Advice Merthyr Tydfil has secured over £1.2 million of funding excluding capital grants for the period April 2021- March 22 from a variety of funders including: Welsh Government, MTCBC, CTMUHB, British Gas Energy trust, DWP and WCVA.

Relationship between Expenditure and the Charity's Key Objectives:

Our objectives are highlighted in each funding bid that is submitted and we have to inform our funders if there is any deviation in the applications.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Merthyr Tydfil Citizens Advice Bureau is a Company limited by guarantee. It is governed by the Memorandum and Articles of Association. The Bureau must comply with the Membership Scheme of the Citizens Advice Audit Service.

Recruitment and appointment of new trustees

The organisation advertises in the local press, in Community Newsletters, and recruitment agencies, to obtain people with relevant experience who can offer a range of key skills to support the objectives of our Business Plan.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Board of Trustees, which can have up to 15 members, administers the charity. The Board meets, at least four times per year. There is a sub-committee made up of officers which can meet more frequently when necessary to cover development, membership, finance and audit.

Induction and training of new trustees

New Trustees must be interviewed and take part in an orientation day to brief them on their legal obligations under charity law, the committee and decision making processes, the Business Plan and recent financial performance of the LCA. During the induction day they meet the senior management team and other trustees, key employees and other trustees. Trustees are encouraged to attend appropriate Citizens Advice Cymru or external training events. Records of all Trustee Board members training are held in a central Bureau file, as are their qualifications, experience and training prior to taking on their role as a Trustee.

Key management remuneration

The board of trustees set the pay and remuneration for key management. Bench marks are also taken into account and the board compare salaries across the wider network/other local Citizens advice offices in combination with the local authority NJC scales.

Wider network

Our affiliation to National Citizens Advice and working in collaboration with National Citizens Advice means that we are strategically aligned to the national priorities in Citizens Advice and therefore work to achieve a sustainable network, for which we play a key role at national and local level.

Related parties

Merthyr Tydfil County Borough Council provide Core Funding and have an elected member on the Board of Trustees.

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.

The Trustees have a risk management strategy which comprises:-

- an annual review of the risks the charity may face
- the establishment of systems and procedures to mitigate those risks identified in the plan
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise
- A key element in the management of financial risk is the setting up of a reserve policy and its regular review by the Trustees.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06654115 (England and Wales)

Registered Charity number

1126473

Registered office

1 Post Office Lane
Merthyr Tydfil
CF47 8BE

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

Trustees

K Williams
L Goodwin (resigned 29.7.22)
Dr S Ganesh
G Davies Secretary (resigned 19.5.22)
R Holdaway Elected Member (resigned 18.8.22)
L Guard Treasurer from July 21 to Sept 2022
B Heggie Vice Chair
D Jones Chair to June 21 (resigned 16.6.21)
J Morgan Treasurer to July 21; Chair July 21
A Davies (appointed 7.7.21)
C Thomas (appointed 21.9.22)

Auditors

Baker Knoyle Accountancy Limited
Chartered Accountants & Statutory Auditors
Orbit Business Centre
Merthyr Tydfil
CF48 1DL

Bankers

Barclays Bank PLC
High Street
Merthyr Tydfil
CF47 8DL

Chairperson

Mr David Jones (to June 21)
Mr J Morgan (June 21 to present)
Mr B Heggie - Vice Chair

Treasurer

Mr J Morgan (to June 21)
Mrs L Guard (June 21 to September 2022)
Mr C Thomas (September 2022 to present)

Secretary

Mrs Lisa Howell-Morgan

Chief Executive

Mrs Lisa Howell-Morgan

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Merthyr Tydfil Citizens Advice Bureau 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) 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 in business.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

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.

AUDITORS

The auditors, Baker Knole Accountancy Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 30 November 2022 and signed on its behalf by:

K Williams - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
MERTHYR TYDFIL CITIZENS ADVICE BUREAU

Opinion

We have audited the financial statements of Merthyr Tydfil Citizens Advice Bureau (the 'charitable company') for the year ended 31 March 2022 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), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

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 2022 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, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; 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.

The 2021 comparative figures have not been audited.

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.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
MERTHYR TYDFIL CITIZENS ADVICE BUREAU

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.

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.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our sector experience through discussion with the Officers and other management (as required by auditing standards).
- We had regard to laws and regulations in areas that directly affect the financial statements including financial reporting (including related trade union legislation) and taxation legislation. We considered that extent of compliance with those laws and regulations as part of our procedures on the related financial statement items.
- With the exception of any known or possible non-compliance, and as required by auditing standards, our work in respect of these was limited to enquiry of the Officers.
- We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit.
- We addressed the risk of fraud through management override of controls, by testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

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. This description forms part of our Report of the Independent Auditors.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
MERTHYR TYDFIL CITIZENS ADVICE BUREAU

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.

Huw Baker FCA (Senior Statutory Auditor)
for and on behalf of Baker Knogle Accountancy Limited
Chartered Accountants & Statutory Auditors
Orbit Business Centre
Merthyr Tydfil
CF48 1DL

30 November 2022

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

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

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	37,126	1,618,245	1,655,371	881,016
Other trading activities	3	-	-	-	50
Investment income	4	177	-	177	419
Other income	5	934	-	934	901
Total		<u>38,237</u>	<u>1,618,245</u>	<u>1,656,482</u>	<u>882,386</u>
EXPENDITURE ON					
Raising funds	6	2,853	-	2,853	3,083
Charitable activities	7				
Advice Services		<u>38,351</u>	<u>1,135,538</u>	<u>1,173,889</u>	<u>765,634</u>
Total		<u>41,204</u>	<u>1,135,538</u>	<u>1,176,742</u>	<u>768,717</u>
NET INCOME/(EXPENDITURE)					
Transfers between funds	20	(2,967) <u>55,991</u>	482,707 <u>(55,991)</u>	479,740 <u>-</u>	113,669 <u>-</u>
Net movement in funds		53,024	426,716	479,740	113,669
RECONCILIATION OF FUNDS					
Total funds brought forward		301,361	266,238	567,599	453,930
TOTAL FUNDS CARRIED FORWARD		<u><u>354,385</u></u>	<u><u>692,954</u></u>	<u><u>1,047,339</u></u>	<u><u>567,599</u></u>

The notes form part of these financial statements

BALANCE SHEET
31 MARCH 2022

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	15	722,637	321,881
CURRENT ASSETS			
Debtors	16	91,171	70,071
Cash at bank and in hand		277,938	319,177
		<hr/> 369,109	<hr/> 389,248
CREDITORS			
Amounts falling due within one year	17	(44,407)	(143,530)
NET CURRENT ASSETS		<hr/> 324,702	<hr/> 245,718
TOTAL ASSETS LESS CURRENT LIABILITIES		<hr/> 1,047,339	<hr/> 567,599
NET ASSETS		<hr/> 1,047,339	<hr/> 567,599
FUNDS	20		
Unrestricted funds		354,385	301,361
Restricted funds		692,954	266,238
TOTAL FUNDS		<hr/> 1,047,339	<hr/> 567,599

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 30 November 2022 and were signed on its behalf by:

K Williams - Trustee

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	2021 £
Cash flows from operating activities			
Cash generated from operations	1	377,044	234,968
Net cash provided by operating activities		377,044	234,968
Cash flows from investing activities			
Purchase of tangible fixed assets		(418,460)	(135,019)
Interest received		177	419
Net cash used in investing activities		(418,283)	(134,600)
Change in cash and cash equivalents in the reporting period		(41,239)	100,368
Cash and cash equivalents at the beginning of the reporting period		319,177	218,809
Cash and cash equivalents at the end of the reporting period		277,938	319,177

The notes form part of these financial statements

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2022

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2022 £	2021 £
Net income for the reporting period (as per the Statement of Financial Activities)	479,740	113,669
Adjustments for:		
Depreciation charges	17,704	12,084
Interest received	(177)	(419)
Increase in debtors	(21,100)	(8,976)
(Decrease)/increase in creditors	(99,123)	118,610
Net cash provided by operations	<u>377,044</u>	<u>234,968</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/4/21 £	Cash flow £	At 31/3/22 £
Net cash			
Cash at bank and in hand	319,177	(41,239)	277,938
	<u>319,177</u>	<u>(41,239)</u>	<u>277,938</u>
Total	<u>319,177</u>	<u>(41,239)</u>	<u>277,938</u>

The notes form part of these financial statements

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

1. 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.

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.

The following specific policies are applied:

Voluntary Income

Voluntary income received by way of grants, gifts or donation is included in full on receipt unless it is subject to a condition when it is treated as deferred income.

Government Grant Income is included in full on receipt unless it is subject to a condition when it is treated as deferred income.

Deferred Income

Income or grants received in advance are held as deferred income and carried forward to future accounting periods to be released when the defined purposes of the work or project have been completed, approved or certified.

Gifts in Kind

Gifts in kind are included in the income and expenditure account where they are applied in carrying out charitable activities, where the company would otherwise have to purchase the donated facility and the benefit is both quantifiable and material. The quantifiable benefit is shown as both incoming and expended resources within the appropriate funds. Where the gift is an asset it is treated as income and taken to stock or fixed assets as appropriate.

The value of services provided by volunteers is not quantified.

Investment Income

Investment income is included when receivable.

Trading Income

Trading Income is recognised when earned.

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 includes any VAT which cannot be fully recovered.

Costs of generating funds

Costs of generating funds include the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

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

1. ACCOUNTING POLICIES - continued

Expenditure

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes the costs that can be attributed directly to those activities and those costs of an indirect nature necessary to support them.

All expenditure

All expenditure is allocated between the categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned between categories on a basis that fairly reflects their usage.

Pension costs

Contributions are made to the employees own personal pension schemes. The pension cost charge represents those contributions payable to individual schemes.

Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs and overheads, finance, personnel, payroll and governance costs which support the charities Advice Service activities. The basis on which support costs have been allocated are set out in note 8.

Tangible fixed assets

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

Freehold property improvements	- 4% on cost
Freehold Property	- 2% on cost
Plant and machinery	- 25% on reducing balance

Tangible fixed assets are included in the balance sheet at historic cost less accumulated depreciation. Grant receipts which fund fixed asset acquisitions are taken to restricted funds and the appropriate depreciation charge is made against those funds over the expected useful life of the asset.

Capital grants are recognised when the associated expenditure has been incurred.

Taxation

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

Fund accounting

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are those unrestricted funds set aside for a specific purpose by the Board.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Fixed assets acquired under finance leases are included in the balance sheet at historic cost less accumulated depreciation. The present value of future rentals is shown as a liability. Interest payable in each period is charged as an expended resource in proportion to the amount outstanding under the lease. Operating lease rental are charged as expended resources as incurred.

Organisational Status

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES - continued

The organisation is a company limited by guarantee and a registered charity. The directors are the trustees and are set out on page 3, they form a Board of Trustees which is the executive body of the charity. The aims and objectives and rules for governance are set out in the charitable company's Memorandum and Articles of Association.

Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price.

Ex-Gratia Termination Payment

Termination benefits are payable when employment is terminated by the Charity before the normal retirement date, or whenever an employee accepts voluntary redundancy in exchange for these benefits. The Charity recognises termination benefits when it is demonstrably committed to either

(i) terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or (ii) providing termination benefits as a result of an offer made to encourage voluntary redundancy.

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist.

2. DONATIONS AND LEGACIES

	2022 £	2021 £
Donations	300	300
Grants	1,655,071	880,716
	<u>1,655,371</u>	<u>881,016</u>

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

	2022 £	2021 £
National Citizens Advice	597,939	363,011
British Gas Energy Trust	20,034	19,869
Merthyr Tydfil County Borough Council (SLA)	34,382	34,382
Energy Best Deal	-	5,880
WCVA	137,760	81,889
Cwm Taf Health Board	77,488	10,000
Ffos y Fran	208,009	22,102
Supporting People (MTCBC)	277,862	213,681
BT	5,314	10,000
Good Things Foundation	-	2,500
WCVA - Flood Project	-	4,920
Charis Grants Ltd	4,201	28,979
Advice Link	-	3,100
Test & Trace	-	25,000
Voluntary Action Merthyr Tydfil	1,444	4,020
WCVA - Youth	-	15,608
Voluntary Services Emergency Fund	-	35,775
Torfaen Citizens Advice	10,000	-
Ynysmon Citizens Advice	36,582	-
Welsh Government	243,056	-
Age Concern Morgannwg	1,000	-
	<u>1,655,071</u>	<u>880,716</u>

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

3. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Rent Received	-	50
	<u> </u>	<u> </u>

4. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	177	419
	<u> </u>	<u> </u>

5. OTHER INCOME

	2022	2021
	£	£
Other income	934	901
	<u> </u>	<u> </u>

6. RAISING FUNDS

Raising donations and legacies

	2022	2021
	£	£
Staff costs	2,853	3,083
	<u> </u>	<u> </u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 8) £	Totals £
Advice Services	1,148,035	25,854	1,173,889
	<u> </u>	<u> </u>	<u> </u>

8. SUPPORT COSTS

	Management £	Finance £	Human resources £	Governance costs £	Totals £
Advice Services	3,266	2,450	1,632	18,506	25,854
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

9. NET INCOME/(EXPENDITURE)

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

	2022	2021
	£	£
Depreciation - owned assets	17,704	12,084
Pension contributions	28,109	21,797
	<u> </u>	<u> </u>

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

There are no employees whose emoluments exceed £60,000.

Trustees' expenses

One trustee received expense payments totalling £50 (2021: £Nil) for the year. These payments were reimbursement of travelling expenses.

11. STAFF COSTS

	2022 £	2021 £
Wages and salaries	896,647	620,039
	<u>896,647</u>	<u>620,039</u>

The average monthly number of employees during the year was as follows:

	2022	2021
Advice Services	47	32
	<u>47</u>	<u>32</u>

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

	2022 £	2021 £
Wages and Salaries	816,373	560,172
Social Security Costs	52,165	38,070
Pension Costs	28,109	21,797
	<u>896,647</u>	<u>620,039</u>

Pension Costs

The Charity contributes to employee's own personal pension schemes together with the government work place pension scheme. The pension cost charge represents contributions paid by the Charity to the individual schemes.

Key management remuneration

The key management of the charity comprises the Chief Executive Officer. The total benefits of the the key management personnel of the charity was £57,382 (2021: £54,598).

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	52,101	828,915	881,016
Other trading activities	50	-	50
Investment income	419	-	419
Other income	901	-	901
Total	53,471	828,915	882,386
EXPENDITURE ON			
Raising funds	3,083	-	3,083
Charitable activities			
Advice Services	32,497	733,137	765,634
Total	35,580	733,137	768,717
NET INCOME	17,891	95,778	113,669
Transfers between funds	(30,327)	30,327	-
Net movement in funds	(12,436)	126,105	113,669
RECONCILIATION OF FUNDS			
Total funds brought forward	313,795	140,135	453,930
TOTAL FUNDS CARRIED FORWARD	301,359	266,240	567,599

13. INDEPENDENT EXAMINERS' REMUNERATION

	2022 £	2021 £
Fees payable to the charity's Independent examiners for the independent examination of the charity's financial statements	-	1,910

14. AUDITORS' REMUNERATION

	2022 £	2021 £
Fees payable to the charity's Independent auditors for the independent audit of the charity's financial statements	3,600	-

Amounts payable to Independent Auditors in relation to payroll, pension administration and other services provided to the charity were £13,230 (2021: £3,966).

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

15. TANGIBLE FIXED ASSETS

	Freehold property improvements £	Freehold Property £	Plant and machinery £	Totals £
COST				
At 1 April 2021	221,261	95,880	45,117	362,258
Additions	418,460	-	-	418,460
At 31 March 2022	639,721	95,880	45,117	780,718
DEPRECIATION				
At 1 April 2021	13,654	2,388	24,335	40,377
Charge for year	10,592	1,917	5,195	17,704
At 31 March 2022	24,246	4,305	29,530	58,081
NET BOOK VALUE				
At 31 March 2022	615,475	91,575	15,587	722,637
At 31 March 2021	207,607	93,492	20,782	321,881

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Other debtors	89,851	69,591
Prepayments	1,320	480
	91,171	70,071

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Other creditors	44,407	78,432
Accruals and deferred income	-	65,098
	44,407	143,530

Deferred Income

Included in Accruals and Deferred Income above, is the following movement relating to Deferred Income.

	2022 £	2021 £
Opening balance	65,098	10,050
Movement in the year	(65,098)	55,048
Deferred income carried forward	-	65,098
Being:		
Partnership Reserve	-	1,000
Good Things Census	-	3,354
BEIS	-	27,000
Cwm Taf Carers Grant	-	33,744
	-	65,098

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

18. LEASING AGREEMENTS

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

	2022	2021
	£	£
Within one year	2,197	810
Between one and five years	7,231	600
In more than five years	1,260	-
	<u>10,688</u>	<u>1,410</u>

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Fixed Assets	89,695	632,943	722,638	321,881
Net Current Assets	264,690	60,011	324,701	245,718
	<u>354,385</u>	<u>692,954</u>	<u>1,047,339</u>	<u>567,599</u>

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

20. MOVEMENT IN FUNDS

	At 1/4/21 £	Net movement in funds £	Transfers between funds £	At 31/3/22 £
Unrestricted funds				
General fund	244,756	3,978	15,956	264,690
Designated fixed asset fund	56,605	(6,945)	(48)	49,612
Church Act Asset Fund	-	-	40,083	40,083
	<u>301,361</u>	<u>(2,967)</u>	<u>55,991</u>	<u>354,385</u>
Restricted funds				
Church Act Fund (Asset Fund)	42,069	(1,986)	(40,083)	-
Supporting People Fund	-	(5,781)	5,781	-
Citizens Advice Help to Claim Fund	-	50	(50)	-
Ffos y Fran (Property Asset Fund)	116,494	202,262	(79,231)	239,525
Supporting People Fund 2020	961	-	(961)	-
Cwm Taf CAB 4 Carers	-	39,948	-	39,948
SAF - Community Focus	-	(38)	38	-
SAF - Debt Fund	-	(60)	60	-
SAF - Specialist fund	-	(48)	48	-
AIF Youth	-	(3,910)	3,910	-
BEIS	-	(515)	515	-
ICF Discretionary Fund (CAB HUB Capital)	106,714	(4,268)	(15,946)	86,500
Ffos y Fran (Roof & Window)	-	-	68,207	68,207
Active Inclusion 5	-	369	(369)	-
Active Inclusion 4	-	(6,586)	6,586	-
Active Inclusion Placements	-	2,528	(2,528)	-
Active Inclusion Placements Youth	-	(5,117)	5,117	-
BESN (Big Energy Saving Network)	-	1,750	(1,750)	-
Best Practice Lead - SE	-	(440)	440	-
Best Practice Lead SW	-	346	(346)	-
British Gas Energy Trust	-	(119)	119	-
British Telecom Census	-	5,314	(5,314)	-
Specialist Debt Fund	-	5,862	(14)	5,848
Carers Trust	-	5	(5)	-
PHW Fund	-	17	(17)	-
Trussell Trust	-	7	(7)	-
SAF DAF	-	85	(85)	-
SAF CWY	-	1	(1)	-
SAF - Domestic Abuse	-	(825)	825	-
SAF - Employment Capacity Building	-	(361)	361	-
Supporting People - Covid	-	(1,319)	1,319	-
EAP Energy	-	12,480	(12,480)	-
WAG Phase 3 Capital Fund	-	238,711	-	238,711
Ffos y Fran Fund	-	-	9,870	9,870
WAG Phase 3	-	4,345	-	4,345
	<u>266,238</u>	<u>482,707</u>	<u>(55,991)</u>	<u>692,954</u>
TOTAL FUNDS	<u>567,599</u>	<u>479,740</u>	<u>-</u>	<u>1,047,339</u>

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

20. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	38,238	(34,260)	3,978
Designated fixed asset fund	(1)	(6,944)	(6,945)
	<hr/> 38,237	<hr/> (41,204)	<hr/> (2,967)
Restricted funds			
Church Act Fund (Asset Fund)	-	(1,986)	(1,986)
Supporting People Fund	201,848	(207,629)	(5,781)
Citizens Advice Help to Claim Fund	43,283	(43,233)	50
Ffos y Fran (Property Asset Fund)	208,009	(5,747)	202,262
Cwm Taf CAB 4 Carers	77,488	(37,540)	39,948
SAF - Community Focus	58,303	(58,341)	(38)
SAF - Debt Fund	47,239	(47,299)	(60)
SAF - Specialist fund	11,213	(11,261)	(48)
AIF Youth	18,126	(22,036)	(3,910)
BEIS	27,000	(27,515)	(515)
ICF Discretionary Fund (CAB HUB Capital)	-	(4,268)	(4,268)
Active Inclusion 5	16,728	(16,359)	369
Active Inclusion 4	42,534	(49,120)	(6,586)
Active Inclusion Placements	33,791	(31,263)	2,528
Active Inclusion Placements Youth	16,514	(21,631)	(5,117)
Active Inclusion5 Placements	10,067	(10,067)	-
BESN (Big Energy Saving Network)	1,750	-	1,750
Best Practice Lead - SE	39,978	(40,418)	(440)
Best Practice Lead SW	39,978	(39,632)	346
British Gas Energy Trust	20,034	(20,153)	(119)
British Telecom Census	5,314	-	5,314
Specialist Debt Fund	15,848	(9,986)	5,862
Carers Trust	10,000	(9,995)	5
PHW Fund	81,000	(80,983)	17
Trussell Trust	36,582	(36,575)	7
SAF DAF	83,117	(83,032)	85
SAF CWY	78,750	(78,749)	1
SAF - Domestic Abuse	28,000	(28,825)	(825)
SAF - Employment Capacity Building	30,000	(30,361)	(361)
Supporting People - Covid	76,014	(77,333)	(1,319)
EAP Energy	12,480	-	12,480
Energy Voucher Fund	4,201	(4,201)	-
WAG Phase 3 Capital Fund	238,711	-	238,711
WAG Phase 3	4,345	-	4,345
	<hr/> 1,618,245	<hr/> (1,135,538)	<hr/> 482,707
TOTAL FUNDS	<hr/> <hr/> 1,656,482	<hr/> <hr/> (1,176,742)	<hr/> <hr/> 479,740

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

20. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/20 £	Net movement in funds £	Transfers between funds £	At 31/3/21 £
Unrestricted funds				
General fund	253,891	17,893	(27,028)	244,756
Designated fixed asset fund	59,904	-	(3,299)	56,605
	<u>313,795</u>	<u>17,893</u>	<u>(30,327)</u>	<u>301,361</u>
Restricted funds				
British Gas Energy Trust Fund	-	(56)	56	-
Energy Best Deal EBD/EBDx	-	(277)	277	-
Church Act Fund (Asset Fund)	43,642	-	(1,573)	42,069
Best Practice Lead - Universal Credit	-	299	(299)	-
Citizens Advice Help to Claim Fund	161	(102)	(59)	-
Ffos y Fran (Property Asset Fund)	95,400	22,102	(1,008)	116,494
Supporting People Fund 2020	932	29	-	961
Cwm Taf CAB 4 Carers	-	(137)	137	-
AIF 3 Fund	-	(15,929)	15,929	-
SAF - Community Focus	-	(54)	54	-
SAF - Debt Fund	-	(10)	10	-
SAF - Specialist fund	-	(2)	2	-
AIF Youth	-	(2,366)	2,366	-
Advice Link	-	(6)	6	-
Voluntary Services Emergency Fund	-	(130)	130	-
BEIS	-	(20)	20	-
SAF Debt 2	-	(29)	29	-
SAF - Employment Capacity	-	497	(497)	-
DU Test & Learn	-	(204)	204	-
Test & Learn Fund	-	26	(26)	-
Softphones fund	-	(368)	368	-
Charis Grants Fund (FEIS)	-	2,693	(2,693)	-
BPL Licence Fund	-	(295)	295	-
Supporting People - Debt	-	12	(12)	-
ICF Discretionary Fund (CAB HUB Capital)	-	90,103	16,611	106,714
	<u>140,135</u>	<u>95,776</u>	<u>30,327</u>	<u>266,238</u>
TOTAL FUNDS	<u>453,930</u>	<u>113,669</u>	<u>-</u>	<u>567,599</u>

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

20. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	53,471	(35,578)	17,893
Restricted funds			
British Gas Energy Trust Fund	19,870	(19,926)	(56)
Energy Best Deal EBD/EBDx	5,880	(6,157)	(277)
Best Practice Lead - Universal Credit	79,553	(79,254)	299
Citizens Advice Help to Claim Fund	42,872	(42,974)	(102)
Ffos y Fran (Property Asset Fund)	22,102	-	22,102
Supporting People Fund 2020	190,667	(190,638)	29
Cwm Taf CAB 4 Carers	10,001	(10,138)	(137)
AIF 3 Fund	81,889	(97,818)	(15,929)
SAF - Community Focus	57,871	(57,925)	(54)
SAF - Debt Fund	47,240	(47,250)	(10)
SAF - Specialist fund	11,212	(11,214)	(2)
AIF Youth	15,608	(17,974)	(2,366)
Advice Link	3,100	(3,106)	(6)
Voluntary Services Emergency Fund	35,775	(35,905)	(130)
BEIS	4,999	(5,019)	(20)
SAF Debt 2	17,528	(17,557)	(29)
SAF - Employment Capacity	10,334	(9,837)	497
DU Test & Learn	1,500	(1,704)	(204)
Test & Learn Fund	23,500	(23,474)	26
Softphones fund	1,300	(1,668)	(368)
Charis Grants Fund (FEIS)	28,978	(26,285)	2,693
BPL Licence Fund	-	(295)	(295)
Voluntary Action Merthyr Tydfil	4,020	(4,020)	-
Supporting People - Debt	23,013	(23,001)	12
ICF Discretionary Fund (CAB HUB Capital)	90,103	-	90,103
	<hr/>	<hr/>	<hr/>
	828,915	(733,139)	95,776
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>882,386</u>	<u>(768,717)</u>	<u>113,669</u>

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

20. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/20 £	Net movement in funds £	Transfers between funds £	At 31/3/22 £
Unrestricted funds				
General fund	253,891	21,871	(11,072)	264,690
Designated fixed asset fund	59,904	(6,945)	(3,347)	49,612
Church Act Asset Fund	-	-	40,083	40,083
	<hr/> 313,795	<hr/> 14,926	<hr/> 25,664	<hr/> 354,385
Restricted funds				
British Gas Energy Trust Fund	-	(56)	56	-
Energy Best Deal EBD/EBDx	-	(277)	277	-
Church Act Fund (Asset Fund)	43,642	(1,986)	(41,656)	-
Supporting People Fund	-	(5,781)	5,781	-
Best Practice Lead - Universal Credit	-	299	(299)	-
Citizens Advice Help to Claim Fund	161	(52)	(109)	-
Ffos y Fran (Property Asset Fund)	95,400	224,364	(80,239)	239,525
Supporting People Fund 2020	932	29	(961)	-
Cwm Taf CAB 4 Carers	-	39,811	137	39,948
AIF 3 Fund	-	(15,929)	15,929	-
SAF - Community Focus	-	(92)	92	-
SAF - Debt Fund	-	(70)	70	-
SAF - Specialist fund	-	(50)	50	-
AIF Youth	-	(6,276)	6,276	-
Advice Link	-	(6)	6	-
Voluntary Services Emergency Fund	-	(130)	130	-
BEIS	-	(535)	535	-
SAF Debt 2	-	(29)	29	-
SAF - Employment Capacity	-	497	(497)	-
DU Test & Learn	-	(204)	204	-
Test & Learn Fund	-	26	(26)	-
Softphones fund	-	(368)	368	-
Charis Grants Fund (FEIS)	-	2,693	(2,693)	-
BPL Licence Fund	-	(295)	295	-
Supporting People - Debt	-	12	(12)	-
ICF Discretionary Fund (CAB HUB Capital)	-	85,835	665	86,500
Ffos y Fran (Roof & Window)	-	-	68,207	68,207
Active Inclusion 5	-	369	(369)	-
Active Inclusion 4	-	(6,586)	6,586	-
Active Inclusion Placements	-	2,528	(2,528)	-
Active Inclusion Placements Youth	-	(5,117)	5,117	-
BESN (Big Energy Saving Network)	-	1,750	(1,750)	-
Best Practice Lead - SE	-	(440)	440	-
Best Practice Lead SW	-	346	(346)	-
British Gas Energy Trust	-	(119)	119	-
British Telecom Census	-	5,314	(5,314)	-
Specialist Debt Fund	-	5,862	(14)	5,848
Carers Trust	-	5	(5)	-
PHW Fund	-	17	(17)	-
Trussell Trust	-	7	(7)	-
SAF DAF	-	85	(85)	-
SAF CWY	-	1	(1)	-
SAF - Domestic Abuse	-	(825)	825	-

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

20. MOVEMENT IN FUNDS - continued

SAF - Employment Capacity Building	-	(361)	361	-
Supporting People - Covid	-	(1,319)	1,319	-
EAP Energy	-	12,480	(12,480)	-
WAG Phase 3 Capital Fund	-	238,711	-	238,711
Ffos y Fran Fund	-	-	9,870	9,870
WAG Phase 3	-	4,345	-	4,345
	<u>140,135</u>	<u>578,483</u>	<u>(25,664)</u>	<u>692,954</u>
TOTAL FUNDS	<u>453,930</u>	<u>593,409</u>	<u>-</u>	<u>1,047,339</u>

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

20. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	91,709	(69,838)	21,871
Designated fixed asset fund	(1)	(6,944)	(6,945)
	<hr/>	<hr/>	
	91,708	(76,782)	14,926
Restricted funds			
British Gas Energy Trust Fund	19,870	(19,926)	(56)
Energy Best Deal EBD/EBDx	5,880	(6,157)	(277)
Church Act Fund (Asset Fund)	-	(1,986)	(1,986)
Supporting People Fund	201,848	(207,629)	(5,781)
Best Practice Lead - Universal Credit	79,553	(79,254)	299
Citizens Advice Help to Claim Fund	86,155	(86,207)	(52)
Ffos y Fran (Property Asset Fund)	230,111	(5,747)	224,364
Supporting People Fund 2020	190,667	(190,638)	29
Cwm Taf CAB 4 Carers	87,489	(47,678)	39,811
AIF 3 Fund	81,889	(97,818)	(15,929)
SAF - Community Focus	116,174	(116,266)	(92)
SAF - Debt Fund	94,479	(94,549)	(70)
SAF - Specialist fund	22,425	(22,475)	(50)
AIF Youth	33,734	(40,010)	(6,276)
Advice Link	3,100	(3,106)	(6)
Voluntary Services Emergency Fund	35,775	(35,905)	(130)
BEIS	31,999	(32,534)	(535)
SAF Debt 2	17,528	(17,557)	(29)
SAF - Employment Capacity	10,334	(9,837)	497
DU Test & Learn	1,500	(1,704)	(204)
Test & Learn Fund	23,500	(23,474)	26
Softphones fund	1,300	(1,668)	(368)
Charis Grants Fund (FEIS)	28,978	(26,285)	2,693
BPL Licence Fund	-	(295)	(295)
Voluntary Action Merthyr Tydfil	4,020	(4,020)	-
Supporting People - Debt	23,013	(23,001)	12
ICF Discretionary Fund (CAB HUB Capital)	90,103	(4,268)	85,835
Active Inclusion 5	16,728	(16,359)	369
Active Inclusion 4	42,534	(49,120)	(6,586)
Active Inclusion Placements	33,791	(31,263)	2,528
Active Inclusion Placements Youth	16,514	(21,631)	(5,117)
Active Inclusion5 Placements	10,067	(10,067)	-
BESN (Big Energy Saving Network)	1,750	-	1,750
Best Practice Lead - SE	39,978	(40,418)	(440)
Best Practice Lead SW	39,978	(39,632)	346
British Gas Energy Trust	20,034	(20,153)	(119)
British Telecom Census	5,314	-	5,314
Specialist Debt Fund	15,848	(9,986)	5,862
Carers Trust	10,000	(9,995)	5
PHW Fund	81,000	(80,983)	17
Trussell Trust	36,582	(36,575)	7
SAF DAF	83,117	(83,032)	85
SAF CWY	78,750	(78,749)	1
SAF - Domestic Abuse	28,000	(28,825)	(825)

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

20. MOVEMENT IN FUNDS - continued

SAF - Employment Capacity Building	30,000	(30,361)	(361)
Supporting People - Covid	76,014	(77,333)	(1,319)
EAP Energy	12,480	-	12,480
Energy Voucher Fund	4,201	(4,201)	-
WAG Phase 3 Capital Fund	238,711	-	238,711
WAG Phase 3	4,345	-	4,345
	<u>2,447,160</u>	<u>(1,868,677)</u>	<u>578,483</u>
TOTAL FUNDS	<u>2,538,868</u>	<u>(1,945,459)</u>	<u>593,409</u>

Funds

Transfers between funds

Transfers between funds arise where unrestricted funds have been used to fund shortfalls in restricted projects.

Unrestricted Funds

The free reserves are available to provide funds to cashflow projects funded on a retrospective basis and are available with the approval of the trustees to fund any expenditure on projects or expenses which fall within the organisations general aims and objectives. They are accumulated in accordance with the reserve policy as stated in the trustees report.

Designated Funds

Analysis of Designated Funds

	2022	2021
	£	£
Designated Fixed Assets	49,612	56,605
Church Act Asset Fund	40,083	-
	<u>89,695</u>	<u>56,605</u>

Designated fixed asset funds

This fund represent the amounts set aside to write down the remaining net book value of fixed assets held against unrestricted funds.

Church Act Asset Fund

At the end of the year, the previously restricted asset fund was transferred to unrestricted reserves as the five year period of potential repayment had ended.

Restricted Funds

Restricted funds represent balances held to fund future projects where the resources have been received and are required by the donors to fund a specific project.

Activities undertaken within each major restricted fund

The restricted funds of the charity have been applied during the year or are held for future expenditure in the following area:

Citizens Advice Help to Claim Fund (H2C)

We continued to provide the Help to Claim service. This was rolled out fully in April 2019 and helps people to make a first claim for Universal Credit via telephone/web-chat/email We deliver the face to face service, including a presence at the local jobcentre. The phone and digital services are delivered from our office at Post office Lane.

British Gas Energy Trust

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

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

20. MOVEMENT IN FUNDS - continued

Funds - continued

The purpose of the Project is to provide advice and assistance to consumers with a view to enabling them to manage their debts and budgets, maximising their income and ability to afford to pay their bills and enabling them to have warm homes through improving energy efficiency and health and well-being.

CAB4CARERS Cwm Taf Health Board

CAB 4 Carers has been operating since 2018 and is funded by Cwm Taf Morgannwg UHB. It supports Carers both at home and in hospital settings.

- Provides information and support to Carers identified.
- Provide a link with nursing staff to signpost Carers and families to information and support and have a greater understanding of Carers issues.
- Raise awareness
- Link the Carer into other third sector organisations and recommendations for statutory services.
- Provides a link to the Social Services Teams across Cwm Taf (i.e. to refer Carers for a Carers Assessment).
- Provides generic support to Carers of older people, people with learning disabilities, people with mental health issues, people with physical disability and people with children, making it a fair and equitable service.
- Provide information and support to staff who are Carers.

Supporting People 2020

To advise, assist and support people in the Borough with benefit/housing issues.

Church Act Fund (Asset Fund)

The Fund supports expenditure of a capital nature including building works and purchase of items of equipment, to which CAMT received funds to refurbish the ground floor of its premises in post office Lane in 2017.

Best Practice Lead - Universal Credit

The new Help to Claim service started in April 2019. As part of the delivery of the service the DWP funded Citizens Advice to set up a network of 31 regional Best Practice Leads, to gather and share information about the performance of Universal Credit and Help to Claim, build local relationships and to develop and share best practice. CAMT have 2 BPL's that cover the SE and SW Wales.

Ffos y Fran (Property Asset Fund)

This was capital funding from MTCBC to purchase the premises of the organisation at Post Office Lane.

AIF Youth

"You're Hired Youth!" supports the under -25's with work limited health conditions who lack confidence & experience by supporting them into employment through paid placements at Citizens Advice Merthyr Tydfil. It aids them to become economically active, closer to employment, developing transferable skills e.g. business administration, IT skills, customer service.

SAF: Advicelink Cymru: Community Focussed, Specialist & Debt

In 2018 the Welsh Government decided to change how they commission advice services across Wales to improve the quality and availability of advice services and encourage collaboration between advice providers -the new funding available was called the Single Advice Fund. In September 2019, Citizens Advice Merthyr Tydfil was awarded the funding for the generalist (Community Focussed) and specialist services for the Merthyr Tydfil area from 1 January 2020. The new services are called Advicelink Cymru.

BEIS

The purpose of the project is to enable local offices to increase their capacity to deliver, in light of the increased demand for advice across all channels caused by COVID-19.

SAF - Employment Capacity

The Local Office will, in collaboration with Citizens Advice Bridgend and Citizens Advice Rhondda Cynon Taff, increase its capacity to provide employment advice, through its existing provision of Advicelink Cymru services.

MERTHYR TYDFIL CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

20. MOVEMENT IN FUNDS - continued

Funds - continued

CAB HUB (Capital)

The Carers Hub creates a dedicated hub for Carers in Merthyr Tydfil, to come and obtain advice and support. It also drives forward integrated and collaborative working between social services departments, health board, third sector and other organisations fusing resources and support for carers. It was completed in the summer of 2021 and will become the central "core" for agencies involved in supporting and advising carers to test new approaches and to work collectively and efficiently to help regional partnership boards to pilot new approaches with service delivery models.

The Carers Hub - Care for Carers will provide support to carers of all ages in Merthyr Tydfil, which is a key principle of the Cwm Taf Carers Strategy.

WAG Phase 3

This was a capital grant from Welsh Government to support property improvements for the new building.

21. EMPLOYEE BENEFIT OBLIGATIONS

The Charity operates a defined contribution pension scheme.

During the year the charity was committed to pay £28,109 (2021: £21,979) to the employees personal schemes.

At the year end contributions of £Nil (2021: £Nil) were unpaid.

22. RELATED PARTY DISCLOSURES

The Chief Executives daughter was employed by the charity during the year. She was paid at rates commensurate with her position and in line with other members of staff. The appointment process was open and at arms length and the Trustees were fully informed of the relationship before the appointment.

23. ULTIMATE CONTROLLING PARTY

The ultimate controlling party is the Trustees/Directors.

24. GIFTS IN KIND

Volunteer Time

The value of volunteer time is not quantified in terms of money but the time contributed by volunteers is an invaluable resource in terms of the outstanding contribution made by them.

The number of hours contributed by volunteers in the year was 840 (2021: 42).