

CARMARTHENSHIRE CITIZENS ADVICE BUREAU

(A company limited by guarantee)

TRUSTEE REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR TO 31 MARCH 2022

Registered Charity No 1141755

Company No 07600945

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

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THE YEAR TO 31 MARCH 2022

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CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name	Carmarthenshire Citizens Advice Bureau
Registered Charity Number	1141755
Registered Company Number	07600945 (Registered in England and Wales)
Financial Conduct Authority	617542
Registered Office	113 Lammas Street Carmarthen Carmarthenshire SA31 1AP
Directors/Trustees	Richard John Edwards (Chair) Hamish William Laughland Beverley Jayne Careless Howard Neil Llewellyn Fioled Meirion Jones
Company Secretary	R M Thomas
Senior Management Team	Suzanne Gainard - Chief Executive R M Thomas - Finance Manager
Independent Examiners	Rimmer & May Chartered Accountants 19 Murray Street Llanelli SA15 1AQ
Bankers	HSBC 4A Vaughan Street Llanelli Carmarthenshire SA15 3TY

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR TO 31 MARCH 2022

The Trustees, who are Directors for the purposes of the company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2022.

Trustees

Richard John Edwards (Chair)
Hamish William Laughland
Beverley Jayne Careless
Howard Neil Llewellyn
Fioled Meirion Jones

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 12th April 2011 and registered as a charity on 6th May 2011 and commenced its activities on 1st July 2011. The company was established and is governed under its Articles of Association which sets out its objects and powers.

Organisation and management

The Charity is administered and managed by the members of the Executive Committee which shall consist of not less than three members and not more than fifteen:- honorary office holders of Chairman, Vice Chairman and Treasurer elected by members from amongst themselves at the first meeting of Carmarthenshire Citizens Advice Bureau.

A member of the Executive Committee shall cease to hold office if they become disqualified, incapable, is absent from meetings, notifies the trustees of their wish to resign, ceases to be a member or fails to declare an interest in a contract of the Charity.

The Trustee Board which comprises of Trustees/Directors, Bureau County Director and other appropriate personnel meet on a regular basis to discuss issues and future plans and delegate the day-to-day operation of the organisation to senior management.

Recruitment and appointment of new trustees

The names of the Trustee Board are shown on the previous page. The Charity is a company limited by guarantee and none of the officers hold any shares in the company. The Charity is administered by a Trustee Board of between three and fifteen persons.

The Trustee Board members can either be elected at the Annual General Meeting or co-opted by the Trustee Board provided that the total number of co-opted nominated members does not exceed one third of the total members of the Trustee Board. No member of the Trustee Board can serve for more than three years without being formally re-elected.

Induction and training of new trustees

New Trustees are provided with a Trustee handbook and a follow up course of induction procedures.

The company was established and is governed under its Articles of Association which sets out its objects and powers. Under those Articles the members of the Trustee Board are elected at AGM. A member may be co-opted at any ordinary meeting, subject to the Articles, until the next AGM.

The charity is operated in accordance with its Articles of Association. The Trustee Board is responsible for all aspects of the Bureau. Sub committees are delegated the power to make some decisions on behalf of the Board. In other areas, recommendations are made to the Trustee Board, which makes the ultimate decision.

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
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TRUSTEES' REPORT
FOR THE YEAR TO 31 MARCH 2022 (Cont'd)

Arrangements for setting key management personal remuneration

The Directors, who are the trustees of the charity, and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. All Trustees give their time freely and none received remuneration in the year.

The pay of all staff is reviewed, usually annually, and any increases are based on the current public sector pay policy subject to the availability of the financial resources within the charity. Senior staff are awarded the same percentage increases. The Trustees also periodically compare the pay of senior staff with equivalent posts in other charities within the Citizens Advice network to provide a benchmark to inform future pay increases.

Wider network

Carmarthenshire Citizens Advice Bureau is a member of Citizens Advice (Cita), but is an independently registered Charity and company limited by guarantee. Citizens Advice provides support services to the Bureau in the form of information and training amongst others. The Bureau is required to adopt service wide policies and comply with Membership Scheme requirements.

Relationships with other organizations

The Charity has links with Carmarthenshire County Council, Carmarthenshire Social Services, Citizens Advice and Welsh Government, Money Advice Service and also receives additional funding from local councils across the county.

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.

During the year the Board has reviewed each of the Bureau's operations and activities as part of an overall risk assessment approach. All new ventures are appraised on the basis of the risks identified and the procedures and policies associated with the minimisation of such risks that are significant.

In addition, the Bureau is subject to regular audit by Citizens Advice.

OBJECTIVES AND ACTIVITIES

Objects and aims

The objects of the charitable company are set out in the Memorandum and Articles of Association. Its services are consistent with the twin aims of Citizens Advice namely: "to provide the advice people need for the problems they face" and "to improve the policies and practices that affect people's lives". Its services are also consistent with the four stated Principles of Citizens Advice namely: "Free, Independent, Impartial and Confidential".

Vision, Mission, Values

The Citizens Advice service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

Our service aims:-

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

Our Vision is to empower people to find a way forward and prevent issues escalating by providing free accessible advice.

Our Mission is to respond effectively to meet the need for free, confidential advice to help people resolve their problems and campaign on big issues when their voices need to be heard. We aim to deliver services of the highest quality and constantly seek to improve through listening, reflection, learning and action. Everything we do – and the way we work – benefits individuals and society. We are committed to ensuring organisational resources are responsibly invested.

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)
TRUSTEES' REPORT
FOR THE YEAR TO 31 MARCH 2022 (Cont'd)

Our Values:

- Responsible: We are accountable;
- Generous: We are empathetic and collaborative;
- Inventive: We are solutions focused and progressive;
- Inclusive: We are all encompassing; proud of our ethos.

We value the contribution of everyone associated with CA Carmarthenshire, funders and partner agencies whose support and effort sustain our work.

Charity's public benefit

The Charity exists to provide advice to members of the public. It is part of the Charity's ethos to meet the changing needs of the people of Carmarthenshire and to be responsive to their requests for advice. Any surplus generated from the provision of our services is reinvested for the benefit of the public in the future. We have referred to the guidance contained in the Charity commissioner's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

Volunteers

During the year an average of 19 staff were employed at the bureau. In addition approximately 4 volunteers provided support. The Trustees Board would like to thank the staff and volunteers for their substantial work during the period.

ACHIEVEMENTS AND PERFORMANCE

Review of activities

We have received additional funding from the following: -

- Utilities Project (Cita) to identify and report on fuel poverty.
- Single Advice Fund 1st April 2021 to 31st March 2022 to provide social welfare rights based information and advice services together with specialist debt advice.
- Homeloan Service Carmarthenshire County Council May 2016 ongoing

During the period 1st April 2021 to 31st March 2022 the Bureau achieved the following:-

- Number of clients seeking help 4643
- Number of enquiries opened 16451
- Number of issues dealt with 27587
- Predominant issues are still Debt, Welfare Benefits and Employment

FINANCIAL REVIEW

The charity relies largely on grants received which were of a satisfactory level in the sum of £728,300 (2021: £705,713). Overall the fund balances (including assets and liabilities) carried forward are £498,950 made up of £508,353 restricted funds and (£9,403) negative unrestricted funds. An overall surplus of £117,745 (2021: £93,397) was made in the year on total funds before transfers and unrealised gains.

The charity is actively involved in applying for additional and new sources of funding and is closely monitoring its running costs in order to minimize any possible future deficits.

Remote Working and Covid Pandemic

We continue to deliver a remote service through the following advice channels: Telephone, Web Chat, Video Call, drop-in Video Call and Email. Both Ammanford and Llanelli office are now closed; our face-to-face service will be delivered on request from partner-outreach venues.

We continue to supply/replace the following equipment, laptop, phone, desk, support equipment and IT support. Client interviews are made either by telephone or video call and subsequent client surveys indicate an overwhelming positive feedback for this system.

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
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TRUSTEES' REPORT
FOR THE YEAR TO 31 MARCH 2022 (Cont'd)

Reserves policy

Total funds held at 31 March 2022 amounted to £498,950 made up of £508,353 restricted funds and (£9,403) negative unrestricted funds.

It is the policy of the charity that reserves should be maintained where possible at a level equivalent of at least £120,000. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

Investment policy

The Charity invests its funds in bank deposits and is continually seeking to obtain better rates of return.

FUTURE DEVELOPMENTS

To continue to develop the service and re-introduce face-to-face appointments when identified or requested. To work with partners and continue the development of our "Digital Referral Scheme" expanding our reach into the rural communities. At present 35 of our partners, refer clients to us through our "digital referral scheme".

From April 2021 to March 2022, we received a month on month increase in the number of referrals made. April 2021 we received three partner referrals, March 2022 this increased to fifty-five, with a total 281 referrals.

By continuing to build our relationship with partners, we are able to bring together a variety of specialism, knowledge and expertise providing a stronger platform for clients.

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Carmarthenshire Citizens Advice Bureau for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006. The report also contains a director's report as required by Company Law.

Approved by the Executive Committee on

June 2022 and signed on its behalf by:

.....
Mr R J Edwards – Chair
Director/Trustee

.....
Mr H W Laughland
Director/Trustee

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

Independent examiner's report to the Trustees of Carmarthenshire Citizens Advice Bureau

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022, which are set out on pages 6 to 13.

Responsibilities and basis of report

As the charity's trustees of the company (who are also the directors of the company for the purpose of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent examiner's report

The company's gross income exceeded £250,000 and I confirm that I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe:

- (1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those accounting records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- (4) the accounts have not been prepared in accordance with the Charities SORP (FRS 102).

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

Alan Martin Evans F.C.A
Chartered Accountant
Rimmer & May Chartered Accountants
19 Murray Street
Llanelli
Carmarthenshire
SA15 1AQ

Date:

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR TO 31 MARCH 2022

	Notes	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
INCOME FROM					
Charitable activities	2	314,594	413,706	728,300	705,313
Donations	3	700	-	700	561
Investment income	4	40	-	40	121
Total income		<u>315,334</u>	<u>413,706</u>	<u>729,040</u>	<u>705,995</u>
 EXPENDITURE ON:					
Charitable activities	5	<u>302,535</u>	<u>308,760</u>	<u>611,295</u>	<u>612,598</u>
Total expenditure		<u>302,535</u>	<u>308,760</u>	<u>611,295</u>	<u>612,598</u>
 NET INCOME		12,799	104,946	117,745	93,397
Gross transfers between funds	11	-	-	-	-
Net movement in funds		<u>12,799</u>	<u>104,946</u>	<u>117,745</u>	<u>93,397</u>
 RECONCILIATION OF FUNDS:					
Total funds brought forward		(22,202)	403,407	381,205	287,808
Total funds carried forward		<u>(9,403)</u>	<u>508,353</u>	<u>498,950</u>	<u>381,205</u>

All activities relate to continuing operations and there are no gains or losses other than those shown above.

The notes form part of these financial statements

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)
Registered Number 07600945

BALANCE SHEET AS AT 31 MARCH 2022

	Notes	Total Funds 2022 £	Total Funds 2021 £
FIXED ASSETS			
Tangible Assets	8	<u>15,439</u>	<u>16,980</u>
CURRENT ASSETS			
Debtors	9	29,277	28,645
Bank and Cash		<u>486,631</u>	<u>350,650</u>
		515,908	379,295
CREDITORS			
Amounts falling due within one year	10	<u>(32,397)</u>	<u>(15,070)</u>
NET CURRENT ASSETS		<u>483,511</u>	<u>364,225</u>
NET ASSETS		<u>498,950</u>	<u>381,205</u>
CHARITY FUNDS	11		
Unrestricted funds		(9,403)	(22,202)
Restricted funds		<u>508,353</u>	<u>403,407</u>
TOTAL FUNDS		<u>498,950</u>	<u>381,205</u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for:

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the Small Companies regime and in accordance with FRS 102 Section 1A and the Charities SORP (FRS 102).

The financial statements were approved by the trustees on
by

June 2022 and signed on their behalf,

.....
Mr R J Edwards – Chair
(Director/Trustee)

.....
Mr H W Laughland
(Director/Trustee)

The notes form part of these financial statements

CARMARTHENSHIRE CITIZENS ADVICE BUREAU

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2022

	Note	2022 £	2021 £
Cash flows from operating activities			
Net cash income		117,745	93,397
Adjustments to cash flows from non-cash items			
Depreciation	8	4,302	4,645
Loss on disposal of tangible fixed assets		-	9,512
Investment income	4	(40)	(121)
		<u>122,007</u>	<u>107,433</u>
Working capital adjustments			
(Increase)/decrease in debtors	9	(632)	36,806
Increase/(decrease) in creditors	10	<u>17,327</u>	<u>(12,569)</u>
Net cash flows from operating activities		<u>138,702</u>	<u>131,670</u>
Cash flows from investing activities			
Interest receivable and similar income	4	40	121
Purchase of tangible fixed assets	8	(2,761)	(5,411)
Net cash flows from investing activities		<u>(2,721)</u>	<u>(5,290)</u>
Net increase/(decrease) in cash and cash equivalents		135,981	126,380
Cash and cash equivalents at 1 April 2021		<u>350,650</u>	<u>224,270</u>
Cash and cash equivalents at 31 March 2022		<u>486,631</u>	<u>350,650</u>
Reconciliation of net cash flow to movements in net funds			
Increase/(decrease) in cash		135,981	126,380
Net funds at 1 April 2021		<u>350,650</u>	<u>224,270</u>
Net funds at 31 March 2022		<u>486,631</u>	<u>350,650</u>

All of the cash flows are derived from continuing operations during the above two years.

Notes to the Cash Flow Statement

Analysis of changes in net debt

	At 1.4.21 £	Cash flow £	At 31.3.22 £
Net Cash			
Cash at bank and in hand	<u>350,650</u>	<u>135,981</u>	<u>486,631</u>
Debt			
Debts falling due within 1 year	<u>(15,070)</u>	<u>(17,327)</u>	<u>(32,397)</u>
Total	<u>335,580</u>	<u>118,654</u>	<u>454,234</u>

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

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

1 ACCOUNTING POLICIES

Summary of significant accounting policies and key accounting estimates

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

Statement of compliance

The financial statements have been prepared in accordance with 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 2015) – (Charities SORP (FRS 102)), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) section 1A. They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Carmarthenshire Citizens Advice Bureau meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are prepared in sterling which is the functional currency of the entity.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Income

Grants and donations are recognised on entitlement once conditions of certainty and measurement are met. Grant income is recognised on an accruals basis and is allocated on a strict basis to the period to which it relates.

Expenditure

All expenditure incurred by the charity relates to its charitable activities i.e., providing advice to the community and is allocated accordingly. Governance costs relate to the provision of accountancy fees and also trustees meetings expenses and are allocated accordingly. The accruals basis has been adopted for the recognition of liabilities.

Use of volunteers

The charity relies on up to 4 fully trained volunteers who carry out a wide range of advice work and administrative tasks, apart from the cost of training and reimbursement of travel expenses. The donated services of volunteers in the course of undertaking the charitable and income generating activities is not recognised within the Statement of Financial Activities.

Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

Pensions

The pension costs charged in the financial statements represent the contribution paid by the charity during the year to a defined contribution money purchase scheme.

Taxation

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

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2022 (Cont'd)

Tangible Fixed Assets and Depreciation

Tangible fixed assets are included at valuation on commencement in July 2011 and at cost thereafter less accumulated depreciation. Depreciation is provided to write down the net book value of the assets at the following rates:-

Fixtures, Fittings and Equipment – 25% reducing balance method

Trade Debtors

Trade debtors are amounts due from grant providers towards services provided in the financial year. Trade debtors are recognised at the transaction price.

Trade Creditors

Trade creditors are obligations to pay for goods and services that have been acquired in the ordinary course of business by suppliers. Trade creditors are recognized at the transaction price.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

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

2.	INCOME FROM CHARITABLE ACTIVITIES	<u>2022</u>	<u>2021</u>	
		£	£	
	Contracts and fees – Citizens Advice & Welsh Office	567,436	544,225	
	Grants – Carmarthenshire County Council	160,864	161,488	
	Hire of room for meetings – Shelter & Cardiff Vale CAB	-	(400)	
		<u>728,300</u>	<u>705,313</u>	
3.	DONATIONS	<u>2022</u>	<u>2021</u>	
		£	£	
	Donations	<u>700</u>	<u>561</u>	
4.	INVESTMENT INCOME	£	£	
	Interest receivable	<u>40</u>	<u>121</u>	
5.	EXPENDITURE ON CHARITABLE ACTIVITIES	Governance	Support Costs	Total £
	Employment costs		527,885	527,885
	Establishment costs		31,757	31,757
	Office and administrative expenses		42,219	42,219
	Support costs – volunteers expenses		245	245
	Sundry and other costs		137	137
	Cost of Trustee meetings, travel and training		-	-
	Legal and professional fees		1,150	1,150
	Accountancy and Independent Examination	3,600		3,600
	Depreciation of tangible fixed assets		4,302	4,302
		<u>3,600</u>	<u>607,695</u>	<u>611,295</u>

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2022 (Cont'd)

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022. Reimbursement of travel expenses and training were made totalling £0 (2021 £ 0).

7. EMPLOYEES	<u>2022</u>	<u>2021</u>
Number of employees		
The average monthly number of employees during the year was:		
Manager and project caseworkers	17	17
Management and administration of the charity	<u>2</u>	<u>2</u>
	<u>19</u>	<u>19</u>
 Employment costs	 <u>2022</u>	 <u>2021</u>
	£	£
Gross wages and salaries	476,177	443,708
National insurance	37,813	39,977
Pension costs	13,385	12,362
Staff training	<u>510</u>	<u>-</u>
	<u>527,885</u>	<u>490,047</u>

There were no employees whose annual remuneration was £60,000 or more. In addition, approximately four volunteers provided support during the year.

8. FIXED ASSETS	Office equipment and furniture £
Cost	
At 1 April 2021	24,953
Additions in year	2,761
Disposals	<u>-</u>
At 31 March 2022	<u>27,714</u>
Depreciation	£
At 1 April 2021	7,973
Depreciation charge for the year	4,302
Elimination on disposals	<u>-</u>
At 31 March 2022	<u>12,275</u>
 Net Book Value	
At 31 March 2022	<u>15,439</u>
At 31 March 2021	<u>16,980</u>

9 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	<u>2022</u>	<u>2021</u>
	£	£
Debtor – Charitable income	28,790	20,403
Prepayments	<u>487</u>	<u>8,242</u>
	<u>29,277</u>	<u>28,645</u>
 10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	 <u>2022</u>	 <u>2021</u>
	£	£
Taxation & Social Security	8,950	9,845
Accruals	<u>23,447</u>	<u>5,225</u>
	<u>32,397</u>	<u>15,070</u>

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2022 (Cont'd)

11 MOVEMENT IN FUNDS

	At 01.04.21 £	Net Movement in funds £	At 31.03.22 £
Unrestricted funds			
General Advice Fund & Universal Support	(22,202)	12,799	(9,403)
Restricted funds	<u>403,407</u>	<u>104,946</u>	<u>508,353</u>
TOTAL FUNDS	<u>381,205</u>	<u>117,745</u>	<u>498,950</u>

Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balance of grants and donations held on trust for specific purposes:-

	Balance at 1 April 2021 £	Income £	Movement in funds Expenditure £	Transfers £	Balance at 31 March 2022 £
Welfare Rights	63,083	14,656	(3,157)	-	74,582
Central/Masdap/Front Line advice	336,584	132,649	(60,909)	-	408,324
Single Advice Fund	<u>3,740</u>	<u>266,401</u>	<u>(244,694)</u>	<u>-</u>	<u>25,447</u>
	<u>403,407</u>	<u>413,706</u>	<u>(308,760)</u>	<u>-</u>	<u>508,353</u>

Transfers

Any restricted funds that are in deficit are supported by the central core fund. Any deficit made by a particular fund is absorbed by the core fund and any such funds are left with a nil retained reserve carried forward.

The specific purposes for which the funds are applied are as follows:

Generalist Advice – Funded by Carmarthenshire County Council for generalist advice.

Welfare Rights - Funded by Carmarthenshire County Council for benefits advice.

Help To Claim – Service funded by DWP to provide advice to clients when making an application for Universal Credit.

Claim what's Yours – Project to assist clients with obtaining benefits maximization.

Advicelink (SAS) – Welsh Government funding to provide social welfare rights based information and advice services together with specialised debt advice.

EAP – project to give energy advice.

British Gas – Funding to continue the delivery of advice and support through the Warmer Wales initiative.

Maximising Income – Funded by Welsh Government ensuring correct level of benefit take up.

Homeloan – Funded by Carmarthenshire County Council to assist clients in making applications for home improvements.

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2022 (Cont'd)

12 FINANCIAL COMMITMENTS

At 31 March 2022 the company had commitments under non-cancellable operating leases over the remaining life of those leases of £0 (2021 £0).

13 RELATED PARTY TRANSACTION

In April 2011 Citizens Advice Bureau, Ammanford were awarded substantial compensation monies of approximately £160,000 under the proceeds of crime act. No monies were received by the Bureau in the year ending 31 March 2022. HM Courts & Tribunals Services are currently unable to speculate as to the time scale for the balance of the compensation to be paid and as a result no provision has been made in these accounts for the recovery of the balance of the award. Apart from this the Trustees have considered the position and confirm that there are no other related party disclosures.

14 CONTINGENT LIABILITY

The trustees have been made aware of a claim by a former member of staff in relation to underpayment of wages. A provision for the amount apparently underpaid has been made in these accounts which at the present time has not been accepted by the claimant. The trustees consider that they have acted fairly in relation to the claim. It is not possible to determine whether any further provision will be required at this stage.

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR TO 31 MARCH 2022

	<u>2022</u>		<u>2021</u>
	£	£	£
INCOME FROM:			
Charitable Activities			
Contracts and fees – Citizens Advice & Welsh Office	567,436		544,225
Grants – Carmarthenshire County Council	160,864		161,488
Room hire – Shelter & Cardiff Vale CAB	-		(400)
	_____	728,300	_____
			705,313
Donations		700	561
Investment Income			
Deposit account interest		40	121
		_____	_____
TOTAL INCOME		729,040	705,995
 EXPENDITURE ON CHARITABLE ACTIVITIES:			
Support Costs			
Local partnership payment – Llandovery	-		5,000
Wages – salaries	513,990		477,685
Staff pension costs	13,385		12,362
Staff training	510		-
Staff travel	1,963		1,363
Volunteer travel and expenses	245		-
Subsistence and refreshments	73		20
Rent	14,825		35,804
Water rates	84		51
Heating and lighting	13,400		4,746
Insurance	4,655		3,693
Postage, stationery and computer costs	6,556		4,355
Licences – Video calling platform	3,109		9,600
I T equipment support, telephone & internet	21,530		30,471
Reference materials	4,320		3,335
Cleaning, repairs and maintenance	3,448		3,773
Equipment leasing	-		1,554
Legal and professional	1,150		258
Bank charges	137		144
General expenses	13		431
Depreciation	4,302		4,645
Loss on disposal of equipment	-		9,512
Carried Forward	607,695		608,802

This pages does not form part of the statutory financial statements

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR TO 31 MARCH 2022 (Cont'd)

	<u>2022</u>		<u>2021</u>	
	£	£	£	£
Brought Forward		607,695		608,802
Governance costs				
Trustees training and travel costs	-		-	
Accountancy	3,600		3,796	
		<u>3,600</u>		<u>3,796</u>
TOTAL EXPENDITURE		<u>611,295</u>		<u>612,598</u>
NET INCOME		<u>117,745</u>		<u>93,397</u>

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