

**CARMARTHENSHIRE CITIZENS ADVICE BUREAU**

**(A company limited by guarantee)**

**TRUSTEE REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR TO 31 MARCH 2025**

**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 2025**

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**CARMARTHENSHIRE CITIZENS ADVICE BUREAU**  
**(A company limited by guarantee)**

**REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Charity Name</b>	Carmarthenshire Citizens Advice Bureau
<b>Registered Charity Number</b>	1141755
<b>Registered Company Number</b>	07600945 (Registered in England and Wales)
<b>Financial Conduct Authority</b>	617542
<b>Registered Office</b>	19 Murray Street Llanelli SA15 1AQ
<b>Directors/Trustees</b>	Howard Neil Llewellyn (Chair) (resigned 27 November 2025) Richard John Edwards Hamish William Laughland Fioled Meirion Jones (resigned 27 November 2025) Huw Wyn Lloyd (resigned 17 March 2025) Hayley Linda Price (Chair) Janice Kay Richards Evans OBE (appointed 11 March 2025)
<b>Company Secretary</b>	G Butler (appointed 24 March 2025)
<b>Senior Management Team</b>	Suzanne Gainard - Chief Executive G Butler - Finance Manager
<b>Independent Examiners</b>	Harris Bassett Limited Chartered Accountants 19 Murray Street Llanelli SA15 1AQ
<b>Bankers</b>	HSBC 4A Vaughan Street Llanelli Carmarthenshire SA15 3TY

**CARMARTHENSHIRE CITIZENS ADVICE BUREAU**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR TO 31 MARCH 2025**

The Trustees who are Directors of the Charity for the purposes of the Companies Act 2006 where indicated, present their report together with the financial statements of the Charity for the year ended 31<sup>st</sup> March 2025. The financial statements comply with Charities Act 2011, the Company's Act 2006, the Memorandum and Articles of Association and 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 2022) Section 1A.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 12<sup>th</sup> April 2011 and registered as a charity on 6<sup>th</sup> May 2011 and commenced its activities on 1<sup>st</sup> 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 and Vice Chairman 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.

**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.

**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.

**CARMARTHENSHIRE CITIZENS ADVICE BUREAU**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR TO 31 MARCH 2025**

**Relationships with other organizations**

The Charity has links with Carmarthenshire County Council, Carmarthenshire Social Services, Citizens Advice Cymru, and Welsh Government. We have approximately 71 partner organisations who make daily referrals into our service.

**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 LCA is subject to regular audit by Citizens Advice.

**OBJECTIVES AND ACTIVITIES**

The aims and objects of the Charity are to provide the following:-

Free, independent, confidential and impartial advice to everyone on their rights and responsibilities.

It values diversity, promotes equality and challenges discrimination.

The service aims:

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

**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**

Having lost several of our volunteers at the beginning of the Pandemic the Bureau currently has one active volunteer, who has a lengthy service exceeding 10 years and volunteers three days per week. The Trustees Board would like to thank her for her substantial work during the period.

**ACHIEVEMENTS AND PERFORMANCE**

**Review of activities**

This year like any other has been both demanding and challenging. However once again the staff have worked tirelessly to meet the needs of our clients, endeavouring delivering a service that is accessible to all. Whilst ensuring that we work within the aims and principles for the Citizens Advice Service.

Demand for our service is still very high, reaching people and ensuring they can reach us has always been a challenge. We offer a range of digital services: Web Chat, email, Facebook messaging, video call drop-in accessible on our website – people choose their virtual waiting room e.g.: debt, welfare benefits, energy or generalist advice, they are then greeted by an advisor.

We have received funding from the "Moondance Foundation" for the third year running to work with the Gypsy & Traveler community in Carmarthenshire. Working in partnership with the Carmarthenshire County Council "Liaison Officer" and the "Community Development Officer" of Hywel Dda, has made a significant difference to our being welcomed on their sites and building confidence within the Gypsy and Traveler community.

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**TRUSTEES' REPORT**  
**FOR THE YEAR TO 31 MARCH 2025**

We have attended events, visited sites and received referrals. We estimate we have identified an approx. value of **£119,250** for the community in benefits gains, energy vouchers and debt written off.

In October 2024, as Mid & West Wales Region (Carmarthenshire, Ceredigion, Powys and Pembrokeshire) and across the Citizens Advice Wales Network submitted a bid to the Welsh Government to deliver the three-year project "Advicelink Cymru".

I am pleased to say we were successful and have been delivering the project since 1<sup>st</sup> April 2025. In the Mid & West Wales region we have worked together tirelessly to prepare for the project. Staff across the region have developed regional debt, welfare benefit and energy groups too.

We have regional Debt, Welfare Benefits and Energy groups lead by the staff across the region. Where sharing best practise, addressing issues client and the service are facing and looking at ways of reducing waiting times and nonattendance.

**FINANCIAL REVIEW**

The charity relies largely on grants received which were of a satisfactory level in the sum of £709,108 (2024: £733,362). Overall the fund balances (including assets and liabilities) carried forward are £132,445 made up of £524,551 restricted funds and (£392,106) unrestricted funds. An overall deficit of (£49,147) (2024: Surplus £18,717) was made in the year on total funds before transfers and unrealized gains.

**Reserves policy**

Total funds held at 31 March 2025 amounted to £132,445 made up of £524,551 restricted funds and (£392,106) 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.

**Remote working**

We continue to deliver a remote service through the following advice channels: Telephone, Web Chat, Video Call, Drop-in Video Call and Email. We continue to provide the following equipment, laptop, phone, desk, support equipment and IT support. We have achieved the 'Cyber Essentials Plus' Certificate for the second consecutive year.

**Face-to-Face Services**

Working in partnership with Carmarthenshire County Council we deliver advice from the three Hwb's Carmarthen (Monday) Ammanford (Tuesday) Llanelli (alternate Wednesday and Thursday). We attend 'Advice Events' held by AM's, MP's and Partner Organisations building a trusted pathway to advice.

**Future Developments**

During the financial year we had one volunteer, and we are seeking to increase the number of volunteers during the 2025-26 Financial Year.

Develop a relationship with the local gypsy and traveller community, working in partnership with Carmarthen County Council Liaison Officer and Hywel Health Board Community Manager.

Continue to seek more funding opportunities with a view to ensuring the financial security of the service and to ensure that we can continue to provide much needed advice and support within the region. In particular,

**CARMARTHENSHIRE CITIZENS ADVICE BUREAU**  
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***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 2025, which are set out on pages 5 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.



Nicholas Bassett  
Chartered Accountant  
Harris Bassett Ltd Chartered Accountants  
19 Murray Street  
Llanelli  
Carmarthenshire  
SA15 1AQ

Date: 22/12/2025

**CARMARTHENSHIRE CITIZENS ADVICE BUREAU**  
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**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR TO 31 MARCH 2025**

		<b>Unrestricted Funds 2025</b>	<b>Restricted Funds 2025</b>	<b>Total Funds 2025</b>	<b>Total Funds 2024</b>
	<i>Notes</i>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME FROM:</b>					
<b>Charitable activities</b>	<i>2</i>	146,000	563,108	<b>709,108</b>	733,362
<b>Donations</b>	<i>3</i>	190	-	<b>190</b>	50
<b>Investment income</b>	<i>4</i>	9,460	-	<b>9,460</b>	8,478
Total income		<u>155,650</u>	<u>563,108</u>	<b>718,758</b>	<u>741,890</u>
<b>EXPENDITURE ON:</b>					
Charitable activities	<i>5</i>	(309,939)	(467,861)	<b>(777,800)</b>	(723,173)
Exceptional item	<i>14</i>	(306,071)	-	<b>(306,071)</b>	-
Total expenditure		<u>(616,010)</u>	<u>(467,861)</u>	<b>(1,083,871)</b>	<u>(723,173)</u>
<b>NET (EXPENDITURE) INCOME</b>		(460,360)	95,247	<b>(365,113)</b>	18,717
<b>Gross transfers between funds</b>	<i>12</i>	1,875	(1,875)	<b>-</b>	-
Net movement in funds		<u>(458,485)</u>	<u>93,372</u>	<b>(365,113)</b>	<u>18,717</u>
<b>RECONCILIATION OF FUNDS:</b>					
<b>Total funds brought forward</b>				<b>497,558</b>	478,841
Total funds carried forward				<b>132,445</b>	<b>497,558</b>

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



**CARMARTHENSHIRE CITIZENS ADVICE BUREAU**  
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**BALANCE SHEET AS AT 31 MARCH 2025**

	<i>Notes</i>	<b>Total Funds 2025 £</b>	<b>Total Funds 2024 £</b>
<b>FIXED ASSETS</b>			
Tangible Assets	<i>8</i>	<u>12,006</u>	16,008
<b>CURRENT ASSETS</b>			
Debtors	<i>9</i>	<b>27,735</b>	46,559
Bank and Cash		<b>430,476</b>	452,112
		<b>458,211</b>	498,671
<b>CREDITORS</b>			
Amounts falling due within one year	<i>10</i>	<b>(65,701)</b>	(17,121)
<b>NET CURRENT ASSETS</b>		<u><b>392,510</b></u>	451,550
<b>CREDITORS</b>			
Amounts falling due after one year	<i>11</i>	(272,071)	-
<b>NET ASSETS</b>		<u><b>132,445</b></u>	497,558
<b>CHARITY FUNDS</b>	<i>12</i>		
Unrestricted funds		<b>(392,106)</b>	66,379
Restricted funds		<b>524,551</b>	431,179
<b>TOTAL FUNDS</b>		<u><b>132,445</b></u>	497,558

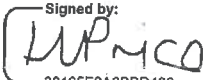
The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

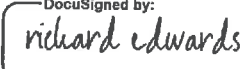
The trustees acknowledge their responsibilities for:

- 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 2025 and signed on their behalf, by

Signed by:  
  
 .....38195E2A68BD426.....  
 Miss H L Price – Acting Chair  
 (Director/Trustee)

DocuSigned by:  
  
 .....0B56ADBA63CB462.....  
 Mr R J Edwards  
 (Director/Trustee)

**CARMARTHENSHIRE CITIZENS ADVICE BUREAU**  
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**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2025**

	<i>Notes</i>	<b>2025</b> <b>£</b>	<b>2024</b> <b>£</b>
<b>Cash flows from operating activities</b>			
Net cash (expenditure)/income		<b>(365,113)</b>	<b>18,717</b>
Adjustments to cash flows from non-cash items			
Depreciation		4,002	4,883
Investment income	4	(9,460)	(8,478)
Working capital adjustments			
Decrease/(increase) in debtors	9	18,824	(29,474)
Increase/(decrease) in creditors	10	320,651	(36,432)
Net cash flows from operating activities		<u>(31,096)</u>	<u>(50,784)</u>
<b>Cash flows from investing activities</b>			
Interest receivable and similar income	4	9,460	8,478
Purchase of tangible fixed assets	8	-	(5,762)
Net cash flows from investing activities		<u>9,460</u>	<u>2,716</u>
<b>Net decrease in cash and cash equivalents</b>		<u>(21,636)</u>	<u>(48,068)</u>
Cash and cash equivalents at 1 April 2024		452,112	500,180
Cash and cash equivalents at 31 March 2025		<b><u>430,476</u></b>	<b><u>452,112</u></b>
<b>Reconciliation of net cash flow to movements in net funds</b>			
Decrease in cash		(21,636)	(48,068)
Net funds at 1 April 2024		452,112	500,180
Net funds at 31 March 2025		<b><u>430,476</u></b>	<b><u>452,112</u></b>

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 1.4.24 £	Cash flow £	At 31.3.25 £
<b>Net Cash</b>			
Cash at bank and in hand	452,112	(21,636)	<b>430,476</b>
<b>Debt</b>			
Debts falling due within 1 year	(17,121)	(48,580)	<b>(65,701)</b>
<b>Total</b>	<u>434,991</u>	<u>(70,216)</u>	<b><u>364,775</u></b>

**CARMARTHENSHIRE CITIZENS ADVICE BUREAU**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR TO 31 MARCH 2025**

**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 2022) – (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 the service of one fully trained volunteer who carries 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 the volunteer 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.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR TO 31 MARCH 2025**

**Taxation**

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

**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**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Contracts and fees – Citizens Advice & Welsh Office	548,452	572,706
Grants – Carmarthenshire County Council	160,656	160,656
	<b>709,108</b>	<b>733,362</b>

**3. DONATIONS**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Donations	190	50

**4. INVESTMENT INCOME**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Interest receivable	9,460	8,478

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR TO 31 MARCH 2025**

**5. EXPENDITURE ON CHARITABLE ACTIVITIES**

	<b>Governance</b>	<b>Support Costs</b>	<b>2025 Total</b>	<b>2024 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Employment costs	-	686,791	686,791	655,267
Establishment	-	2,893	2,893	8,486
Office and administrative expenses	-	79,578	79,578	50,245
Sundry and other costs	-	125	125	124
Cost of Trustee meetings, travel and training	128		128	-
Legal and professional fees	-	203	203	268
Accountancy and Independent Examination	4,080	-	4,080	3,900
Depreciation of tangible fixed assets	-	4,002	4,002	4,883
	<b>4,208</b>	<b>773,592</b>	<b>777,800</b>	<b>723,173</b>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2025.  
Reimbursement of travel expenses and training were made totaling £128 (2024 £ 0).

**7. EMPLOYEES**

<b>Number of employees</b>	<b>2025 No.</b>	<b>2024 No.</b>
The average monthly number of employees during the year was:		
Manager and project caseworkers	20	20
Management and administration of the charity	2	2
	<b>22</b>	<b>22</b>

<b>Employment costs</b>	<b>2025 £</b>	<b>2024 £</b>
Gross wages and salaries	615,108	582,493
National insurance	55,814	47,807
Pension costs	13,797	22,830
Staff training and conferences	2,072	2,137
	<b>686,791</b>	<b>655,267</b>

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

**CARMARTHENSHIRE CITIZENS ADVICE BUREAU**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR TO 31 MARCH 2025**

**8. FIXED ASSETS**

	<b>Office equipment and furniture £</b>
<b>Cost</b>	
At 1 April 2024	29,610
Additions in year	-
Disposals	-
At 31 March 2025	<u>29,610</u>
<b>Depreciation</b>	
At 1 April 2024	13,602
Depreciation charge for the year	4,002
Elimination on disposals	-
At 31 March 2025	<u>17,604</u>
<b>Net Book Value</b>	
<b>At 31 March 2025</b>	<u><b>12,006</b></u>
At 31 March 2024	<u>16,008</u>

**9 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Debtor – Charitable income	27,250	44,004
Prepayments	485	2,555
	<u><b>27,735</b></u>	<u><b>46,559</b></u>

**10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Taxation & Social Security	12,758	12,055
Accruals	18,152	5,066
Other creditors	34,791	-
	<u><b>65,701</b></u>	<u><b>17,121</b></u>

**11 CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Other creditors (see note 14)	<u>272,071</u>	<u>-</u>
Amount included above that is due after five years	184,944	-

**CARMARTHENSHIRE CITIZENS ADVICE BUREAU**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR TO 31 MARCH 2025**

**12 MOVEMENT IN FUNDS**

	At 01.04.24	Net movement in funds	Transfers	At 31.03.25
	£	£	£	£
<b>Unrestricted funds</b>				
General Advice Fund & Universal Support	66,379	(460,360)	1,875	(392,106)
<b>Restricted funds</b>	431,179	95,247	(1,875)	524,551
<b>TOTAL FUNDS</b>	<b>497,558</b>	<b>(365,113)</b>	<b>-</b>	<b>132,445</b>

**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 01.04.24	Movement in funds			Balance at 31.03.25
	£	Income	Expenditure	Transfers	£
Welfare Rights		14,656	(57,785)	43,129	-
Central Fund	431,179	123,443	(30,071)	-	524,551
Single Advice Fund		290,910	(303,507)	12,597	-
Carbon Monoxide Advice		67,500	(21,339)	(46,161)	-
Warmer Wales		41,479	(30,670)	(10,809)	-
Basic Income Pilot		25,120	(24,489)	(631)	-
	<b>431,179</b>	<b>563,108</b>	<b>(467,861)</b>	<b>(1,875)</b>	<b>524,551</b>

**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 - unrestricted.
- Welfare Rights - Funded by Carmarthenshire County Council for benefits advice.
- Single Adviceline (SAS) – Welsh Government funding to provide social welfare rights based information and advice services together with specialised debt advice.
- Energy advice programmes – projects to give energy advice – included in central funds.

**CARMARTHENSHIRE CITIZENS ADVICE BUREAU**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR TO 31 MARCH 2025**

**13 RELATED PARTY TRANSACTIONS**

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 2025. 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 EXCEPTIONAL ITEM - POST-EMPLOYMENT BENEFITS**

The company has entered into an agreement to pay a employee a monthly amount upon retirement.

Payments will commence on retirement of the related employee, with an annual increase determined by the Consumer Price Index. The obligation represents a defined benefit arrangement and has been measured at the present value of expected future payments, discounted using a rate based on high-quality corporate bonds.

Key assumptions used in the valuation include:

- Discount rate: 4.7% per annum
- Annual increase in payments: 3.6%
- Estimated life expectancy based on standard UK mortality tables

The present value of the obligation at 31 March 2025 is £306,071. This amount has been recognized as a liability in the statement of financial position. The obligation is subject to actuarial assumptions and will be reassessed annually. Any changes in assumptions will be recognized in other comprehensive income.



**CARMARTHENSHIRE CITIZENS ADVICE BUREAU**  
(A company limited by guarantee)

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR TO 31 MARCH 2025**

	2025 £	2024 £
<b>INCOME FROM:</b>		
<b>Charitable Activities</b>		
Contracts and fees – Citizens Advice & Welsh Office	548,452	572,706
Grants – Carmarthenshire County Council	160,656	160,656
	<u>709,108</u>	<u>733,362</u>
<b>Donations</b>	<u>190</u>	<u>50</u>
<b>Investment Income</b>		
Deposit account interest	<u>9,460</u>	<u>8,478</u>
<b>TOTAL INCOME</b>	<u><b>718,758</b></u>	<u><b>741,890</b></u>
<b>EXPENDITURE ON CHARITABLE ACTIVITIES:</b>		
<b>Support Costs</b>		
Wages – salaries	670,922	630,300
Staff pension costs	13,797	22,830
Staff training and conferences	2,073	2,137
Staff travel and expenses	7,401	6,524
Rent	1,479	7,500
Water rates	369	-
Heating and lighting	-	400
Insurance	2,925	4,593
Postage, stationery and computer costs	9,659	8,451
I T equipment support, telephone & internet	34,074	28,022
Reference materials	4,150	1,775
Cleaning, repairs and maintenance	1,045	586
Legal and professional	203	268
Bank charges	125	124
General expenses	21,368	880
Depreciation	4,002	4,883
	<u>773,592</u>	<u>719,273</u>
<b>Governance costs</b>		
Trustees training and travel costs	128	-
Accountancy	4,080	3,900
	<u>4,208</u>	<u>3,900</u>
<b>EXCEPTIONAL ITEM</b>	306,071	-
<b>TOTAL EXPENDITURE</b>	<u><b>1,083,871</b></u>	<u><b>723,173</b></u>
<b>NET INCOME / (EXPENDITURE)</b>	<u><b>(365,113)</b></u>	<u><b>18,717</b></u>

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