

Charity number: XN4847
Company number: NI049516

ARMAGH AND DISTRICT CITIZENS ADVICE BUREAU

Trustees' report and financial statements

for the year ended 31 March 2017

ARMAGH AND DISTRICT CITIZENS ADVICE BUREAU

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ARMAGH AND DISTRICT CITIZENS ADVICE BUREAU

Legal and administrative information

Charity number XN4847

Company registration number NI049516

**Authorised & regulated by the
Financial Conduct Authority** FRN 616947

Registered office 9 McCrum's Court
ARMAGH
Co ARMAGH
BT61 7RS

Secretary	Donna Morris	Appointed 30 November 2016
	Valerie Jenkinson	Resigned 30 November 2016

Directors	Lynd Roper	
	Eamon Donnelly	
	Elaine Devlin	Resigned 20 June 2016
	Mary Curran	
	Anne Mallon	
	Sylvia McRoberts	
	Anne Donnelly	
	William George Smyth Parr	Appointed 7 September 2016
	Kathleen McGleenon	Appointed 22 June 2016

Ex-officio Members	Cllr Meala Campbell	SDLP
	Cllr Freda Donnelly	DUP

Volunteer Book-Keeper Eamon Donnelly

Auditors J M McAllister & Co Ltd
11 College Street
ARMAGH
BT61 9BT

Bankers Ulster Bank
ARMAGH Branch
7 Upper English Street
ARMAGH
BT61 7BL

ARMAGH AND DISTRICT CITIZENS ADVICE BUREAU

Statement of financial activities

For the year ended 31 March 2017

	Notes	Unrestricted funds £	Restricted funds £	2017 Total £	2016 Total £
Incoming resources					
Incoming resources from generating funds:					
Voluntary income	2	19,887	-	19,887	21,051
Investment income	3	17	-	17	7
Incoming resources from charitable activities	4	117,572	-	117,572	116,417
Total incoming resources		<u>137,476</u>	<u>-</u>	<u>137,476</u>	<u>137,475</u>
Resources expended					
Salaries & NIC	5	95,197	-	95,197	94,387
Staff Training		4,058	-	4,058	2,135
Rent, light, heat & insurance ACDC - (notional)		5,150	-	5,150	5,150
Outreach rental		696	-	696	775
Insurance		473	-	473	777
Cleaning		160	-	160	61
Volunteer expenses, travel, etc		1,677	-	1,677	2,028
Audit fees		1,380	-	1,380	1,320
General administration		1,954	-	1,954	2,513
Telephone		1,169	-	1,169	1,049
Sundry expenses		793	-	793	674
IT maintenance contracts		499	-	499	-
Interest payable and similar charges		60	-	60	70
Depreciation and impairment		724	-	724	905
NACAB subscription		4,614	-	4,614	3,880
Total resources expended		<u>118,604</u>	<u>-</u>	<u>118,604</u>	<u>115,724</u>
Net incoming resources for the year		<u>18,872</u>	<u>-</u>	<u>18,872</u>	<u>21,751</u>
Total funds brought forward		<u>40,012</u>	<u>(2,215)</u>	<u>37,797</u>	<u>16,046</u>
Total funds carried forward		<u>58,884</u>	<u>(2,215)</u>	<u>56,669</u>	<u>37,797</u>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 10 to 13 form an integral part of these financial statements.

ARMAGH AND DISTRICT CITIZENS ADVICE BUREAU

Income and expenditure account

For the year ended 31 March 2017

	Notes	2017 £	2016 £
Income		137,459	137,468
Operating expenditure		(118,544)	(115,654)
Operating surplus		<u>18,915</u>	<u>21,814</u>
Other income			
Interest receivable and similar income		17	7
		<u>17</u>	<u>7</u>
Interest payable and similar charges		(60)	(70)
Retained surplus for the financial year		<u>18,872</u>	<u>21,751</u>

All activities derive from continuing operations.

The notes on pages 10 to 13 form an integral part of these financial statements.

ARMAGH AND DISTRICT CITIZENS ADVICE BUREAU

Balance Sheet

as at 31 March 2017

	Notes	£	2017 £	£	Restated 2016 £
Fixed assets					
Tangible assets	6		2,895		3,619
Current assets					
Debtors	7	-		1,097	
Cash at bank and in hand		59,824		33,166	
		<u>59,824</u>		<u>34,263</u>	
Creditors: amounts falling due within one year	8	(5,963)		-	
Net current assets			<u>53,861</u>		<u>34,263</u>
Total assets less current liabilities			<u>56,756</u>		<u>37,882</u>
Restricted funds paid in advance			87		85
Net assets			<u>56,669</u>		<u>37,797</u>
Funds	9				
Restricted income funds			(2,215)		(2,215)
Unrestricted income funds			58,884		40,012
Total funds			<u>56,669</u>		<u>37,797</u>

The financial statements were approved by the trustees on 23 August 2017 and signed on its behalf by

Lynd Roper
Director

Eamon Donnelly
Director

The notes on pages 10 to 13 form an integral part of these financial statements.

ARMAGH AND DISTRICT CITIZENS ADVICE BUREAU

Notes to financial statements for the year ended 31 March 2017

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Charities Act (Northern Ireland) 1964.

1.2. Cashflow

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity.

1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included. Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment - 20% straight line

ARMAGH AND DISTRICT CITIZENS ADVICE BUREAU

Notes to financial statements for the year ended 31 March 2017

2. Voluntary income

	Unrestricted funds £	2017 Total £	2016 Total £
Southern Health & Social Care Trust	19,485	19,485	19,292
Advice NI Benefit Take-up	-	-	915
Donations (grateful clients)	402	402	844
	<u>19,887</u>	<u>19,887</u>	<u>21,051</u>

3. Investment income

	Unrestricted funds £	2017 Total £	2016 Total £
Bank interest receivable	17	17	7
	<u>17</u>	<u>17</u>	<u>7</u>

4. Incoming resources from charitable activities

	Unrestricted funds £	2017 Total £	2016 Total £
Armagh City & District Council	98,620	98,620	87,500
Armagh City & District Council (Notional)	5,150	5,150	5,150
ADSP	-	-	1,755
Pension Wise	5,668	5,668	22,012
CAB Regional Office	8,134	8,134	-
	<u>117,572</u>	<u>117,572</u>	<u>116,417</u>

ARMAGH AND DISTRICT CITIZENS ADVICE BUREAU

Notes to financial statements for the year ended 31 March 2017

5. Employees

Employment costs

	2017 £	2016 £
Wages and salaries	95,197	94,387
	<u>95,197</u>	<u>94,387</u>

No employee received emoluments of more than £60,000 (2016 : None).

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2017 Number	2016 Number
Staff	5	5
Voluntary Staff	4	4
	<u>9</u>	<u>9</u>

8. Tangible fixed assets

	Other tangible assets Total £	£
Cost		
At 1 April 2016 and At 31 March 2017	22,733	22,733
Depreciation		
At 1 April 2016	19,114	19,114
Charge for the year	724	724
At 31 March 2017	<u>19,838</u>	<u>19,838</u>
Net book values		
At 31 March 2017	<u>2,895</u>	<u>2,895</u>
At 31 March 2016	<u>3,619</u>	<u>3,619</u>

ARMAGH AND DISTRICT CITIZENS ADVICE BUREAU

Notes to financial statements for the year ended 31 March 2017

7.	Debtors			2017	2016
				£	£
	Prepayments and accrued income			-	1,097
8.	Creditors: amounts falling due within one year			2017	2016
				£	£
	Accruals and deferred income			5,963	-
9.	Unrestricted funds	At			At
		1 April	Incoming	Outgoing	31 March
		2016	resources	resources	2017
		£	£	£	£
		Restated			
	Unrestricted Funds	40,012	137,476	(118,604)	58,884

Purposes of unrestricted funds

Funds which are expendable at the discretion of the Directors in furtherance of the objects of the charity. Such funds may be held in order to finance capital investment and working capital.

10. Restricted funds	At 1 April 2016 £ Restated	At 31 March 2017 £
Restricted Fund	(2,215)	(2,215)
	<u></u>	<u></u>

Purposes of restricted funds

Grants or donations received, which are earmarked by the donor for specific purposes within the overall aims of the organisation.