

# ARMAGH AND DISTRICT CITIZENS ADVICE BUREAU

## Statement of financial activities

For the year ended 31 March 2018

	Notes	Unrestricted funds £	Restricted funds £	2018 Total £	2017 Total £
<b>Incoming resources</b>					
Incoming resources from generating funds:					
Voluntary income	2	19,887	-	19,887	19,887
Investment income	3	13	-	13	17
Incoming resources from charitable activities	4	130,501	-	130,501	117,572
<b>Total incoming resources</b>		<u>150,401</u>	<u>-</u>	<u>150,401</u>	<u>137,476</u>
<b>Resources expended</b>					
Salaries & NIC	5	122,280	-	122,280	95,197
Staff Training		730	-	730	4,058
Rent, light, heat & insurance ACDC - (notional)		5,150	-	5,150	5,150
Outreach rental		130	-	130	696
Insurance		481	-	481	473
Cleaning		450	-	450	160
Volunteer expenses, travel, etc		1,521	-	1,521	1,677
Audit fees		1,380	-	1,380	1,380
Employment consultancy fees		1,308	-	1,308	
General administration		952	-	952	1,954
Telephone		1,211	-	1,211	1,169
Sundry expenses		407	-	407	793
IT maintenance contracts		2,253	-	2,253	499
Interest payable and similar charges		71	-	71	60
Depreciation and impairment		948	-	948	724
NACAB subscription		1,211	-	1,211	4,614
<b>Total resources expended</b>		<u>140,483</u>	<u>-</u>	<u>140,483</u>	<u>118,604</u>
<b>Net incoming resources for the year</b>		<u>9,918</u>	<u>-</u>	<u>9,918</u>	<u>18,872</u>
Total funds brought forward		<u>58,884</u>	<u>(2,215)</u>	<u>56,669</u>	<u>37,797</u>
<b>Total funds carried forward</b>		<u>68,802</u>	<u>(2,215)</u>	<u>66,587</u>	<u>56,669</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 2018

	Notes	2018 £	2017 £
<b>Income</b>		150,388	137,459
Operating expenditure		(140,412)	(118,544)
<b>Operating surplus</b>		<u>9,976</u>	<u>18,915</u>
<b>Other income</b>			
Interest receivable and similar income		13	17
		<u>13</u>	<u>17</u>
<b>Interest payable and similar charges</b>		(71)	(60)
<b>Retained surplus for the financial year</b>		<u><u>9,918</u></u>	<u><u>18,872</u></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 2018

	Notes	£	2018 £	Restated 2017 £	£
<b>Fixed assets</b>					
Tangible assets	7		3,070		2,895
<b>Current assets</b>					
Cash at bank and in hand		66,807		59,824	
		<u>66,807</u>		<u>59,824</u>	
<b>Creditors: amounts falling due within one year</b>	8	(3,200)		(5,963)	
<b>Net current assets</b>			<u>63,607</u>		<u>53,861</u>
<b>Total assets less current liabilities</b>			66,677		56,756
Restricted funds paid in advance			90		87
<b>Net assets</b>			<u>66,587</u>		<u>56,669</u>
<b>Funds</b>	9				
Restricted income funds			(2,215)		(2,215)
Unrestricted income funds			68,802		58,884
<b>Total funds</b>			<u>66,587</u>		<u>56,669</u>

The financial statements were approved by the trustees on 10 September 2018 and signed on its behalf by

\_\_\_\_\_  
**Lynd Roper**  
Director

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**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 2018

### 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 2018

### 1.6. Defined contribution pension schemes

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

### 2. Voluntary income

	Unrestricted funds £	2018 Total £	2017 Total £
Southern Health & Social Care Trust	19,485	19,485	19,485
Donations (grateful clients)	402	402	402
	<u>19,887</u>	<u>19,887</u>	<u>19,887</u>

### 3. Investment income

	Unrestricted funds £	2018 Total £	2017 Total £
Bank interest receivable	13	13	17
	<u>13</u>	<u>13</u>	<u>17</u>

### 4. Incoming resources from charitable activities

	Unrestricted funds £	2018 Total £	2017 Total £
Armagh City & District Council	106,932	106,932	98,620
Armagh City & District Council (Notional)	5,150	5,150	5,150
Pension Wise	-	-	5,668
CAB Regional Office	18,419	18,419	8,134
	<u>130,501</u>	<u>130,501</u>	<u>117,572</u>

# ARMAGH AND DISTRICT CITIZENS ADVICE BUREAU

## Notes to financial statements for the year ended 31 March 2018

### 5. Employees

Employment costs	2018 £	2017 £
Wages and salaries	120,766	95,197
	<u>120,766</u>	<u>95,197</u>

No employee received emoluments of more than £60,000 (2017 : 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:

	2018 Number	2017 Number
Staff	7	5
Voluntary Staff	8	4
	<u>15</u>	<u>9</u>

### 8. Tangible fixed assets

	Other tangible assets £	Total £
<b>Cost</b>		
At 1 April 2017	22,733	22,733
Additions	1,122	1,122
At 31 March 2018	<u>23,855</u>	<u>23,855</u>
<b>Depreciation</b>		
At 1 April 2017	19,837	19,837
Charge for the year	948	948
At 31 March 2018	<u>20,785</u>	<u>20,785</u>
<b>Net book values</b>		
At 31 March 2018	<u>3,070</u>	<u>3,070</u>
At 31 March 2017	<u>2,896</u>	<u>2,896</u>

### 8. Creditors: amounts falling due within one year

	2018 £	2017 £
Accruals and deferred income	<u>3,200</u>	<u>5,963</u>

## ARMAGH AND DISTRICT CITIZENS ADVICE BUREAU

### Notes to financial statements for the year ended 31 March 2018

9. Unrestricted funds	At	Incoming resources	Outgoing resources	At
	1 April 2017 £			31 March 2018 £
	<b>Restated</b>			
Unrestricted Funds	58,884	150,401	(140,483)	68,802

#### 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	At
	1 April 2017 £	31 March 2018 £
	<b>Restated</b>	
Restricted Fund	(2,215)	(2,215)

#### Purposes of restricted funds

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