

# **ARMAGH AND DISTRICT CITIZENS ADVICE BUREAU**

## **Report of the trustees for the year ended 31 March 2018**

The trustees present their report and the financial statements for the year ended 31 March 2018. The trustees who served during the year and up to the date of this report are set out on page 1.

### **Structure, governance and management**

#### *Governing document*

The organisation is a charitable company limited by guarantee, incorporated on 4 February 2004. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

### **Objectives and activities**

#### *Objectives*

The company's objectives and principal activities are: to ensure individuals do not suffer through lack of knowledge of their rights and responsibilities; to ensure individuals do not suffer through a lack of knowledge of the services available to them; to ensure individuals do not suffer through an inability to express their needs effectively; and to exercise a responsible influence on the development of social services both locally and nationally.

#### *Values*

The company: is committed to a social just, tolerant and pluralist society; is opposed to all forms of discrimination; and is an equal opportunities employer that welcomes the participation of ethnic and religious minorities at all levels of the organisation.

### **Achievements and performance**

The main area of charitable activity is the provision of advice and information either by using the drop-in service, by telephoning through outreach work, via home visitation or through email/letter.

### **Financial review**

There was a continued demand for appointments and telephone helpline advice. New funding received for facilitating Pension Wise guidance services and careful monitoring of costs have helped to achieve a surplus in 2016. The Trustees with the support of staff and voluntary advisors continued to meet the significant demand for its services.

#### *Principal funding sources*

Funds received Armagh City & District Council increased by £8,312 during the year compared with 2017.

Funds received from Social Health & Social Care Trust remained steady during the year.

Funding from Citizens Advice Regional Office increased by £10,285 compared with 2017 to help fund the hosting Universal Credit guidance services.

The above resulted in an overall surplus of £9,918 arising during 2018.

#### *Expenditure*

Expenditure increased by £21,879 compared with 2015.

Salaries & NIC increased by £27,083 during the year to fund a new full-time member of staff to provide guidance relating to the Universal Credit.

Staff training decreased by £3,328 compared with 2017.

Employment consultancy fees increased by 1,308 compared with 2017.

General administration decreased by £1,002 compared with 2017.

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IT maintenance contract costs increased by £1,754 during the year.  
subscriptions decreased by £3,403 compared with 2017.

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### *Reserves Policy*

The Trustees believe that the charity should hold financial reserves in order to ensure that the charity can continue to operate and meet the needs of clients in the event of unforeseen and potentially financially damaging circumstances arising.

The Trustees have determined that the aim should be to have reserves equivalent to two months normal operating expenditure. In setting the reserves target the Trustees have to balance out the demands of delivering much needed services to current clients against the requirements of maintaining adequate reserves to cover future uncertainty.

### *Principle Funding Sources*

The Trustees extend their gratitude to Armagh City & District Council and the Southern Health & Social Care Trust who continues to support the core operating capacity of the charity. Citizens Advice Regional Office helped fund the charity host universal credit guidance services.

### **Plans for future periods**

The Bureau plans continuing the activities outlined above in the forthcoming years subject to sufficient funding being made available.

### **Statement as to disclosure of information to auditors**

In so far as the trustees are aware:

- there is no relevant audit information of which the charity'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.

### **Statement of trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in Northern Ireland requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then 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 charity will continue in operation.

## **ARMAGH AND DISTRICT CITIZENS ADVICE BUREAU**

### **Report of the trustees for the year ended 31 March 2018**

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the the Charities Act (Northern Ireland) 1964 . They 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.

On behalf of the board

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**Lynd Roper**  
**Trustee**

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**Eamon Donnelly**  
**Trustee**