

CARMARTHENSHIRE CITIZENS ADVICE BUREAU

(A company limited by guarantee)

TRUSTEE REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR TO 31 MARCH 2018

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 2018

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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
Financial Conduct Authority	617542
Registered Office	4A Cowell Street Llanelli Carmarthenshire SA15 1UU
Directors/Trustees	Richard John Edwards (Chair) Michael Hugh Evans (Vice Chair) (resigned 06.11.2017) Terrence Colin Way (resigned 16.07.2018) Charlotte Margaret Annette Price (resigned 06.11.2017) Gary Lloyd Jones (resigned 06.11.2017) John Lynne Griffiths (resigned 06.11.2017) Hamish William Laughland Mark Ellis-Jones (resigned 12.03.2018) Beverley Jayne Careless Howard Neil Llewellyn (appointed 28.03.2018)
Company Secretary	R M Thomas
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 2018

The Trustees who are also Directors of the Charity for the purposes of the Companies Act 2006 where indicated, present their report with the financial statements of the Charity for the year ended 31st March 2018. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts, and 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) and the Companies Act 2006.

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 bi-monthly 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 administrated 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
(A company limited by guarantee)
TRUSTEES' REPORT
FOR THE YEAR TO 31 MARCH 2018 (Cont'd)

Relationships with other organizations

The Charity has links with Carmarthenshire County Council, Carmarthenshire Social Services, Citizens Advice and Welsh Government, Money Advice Service 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

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

During the year an average of 18 staff were employed at the bureau. In addition approximately 15 volunteers provided support. The Trustees Board would like to thank the staff and volunteers for their substantial work during the period.

ACHIEVEMENTS AND ACTIVITIES

Review of activities

Ammanford, Carmarthen and Llanelli Citizens Advice Bureau merged on 1st July 2011. In August 2015 the service was audited by Citizens Advice and the standards required were achieved. Carmarthenshire Citizens Advice Bureau was also awarded the Advice Quality Standard General Help, and Specialist Debt and Welfare Benefits with Casework.

We have received additional funding from the following: -

- Utilities Project (Cita) to identify and report on fuel poverty.
- Frontline Services & Better Advice Living Welsh Government 1st April 2014 to 31st September 2019 to provide specialist advice in Debt and Welfare Benefits
- Homeloan Service Carmarthenshire County Council May 2016 ongoing

During the period 1st April 2017 to 31st March 2018 the Bureau achieved the following:-

- Number of clients completing the initial check 8,500
- Number of clients seeking help 6,250
- Number of enquiries opened 7,950
- Number of issues dealt with 12,700
- Predominant issues are still Debt, Welfare Benefits and Employment

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)
TRUSTEES' REPORT
FOR THE YEAR TO 31 MARCH 2018 (Cont'd)

FINANCIAL REVIEW

The charity relies largely on grants received which were of a satisfactory level in the sum of £432,517 (2017: £418,733). Overall the fund balances (including assets and liabilities) carried forward are £16,434 (negative) for unrestricted funds. An overall deficit of £18,310 (2017: deficit £53,307) was made in the year on total funds before transfers and unrealised gains.

The trustees have recently secured substantial additional funding in respect of a new Universal Credit project which will clear these deficits and increase the unrestricted funds.

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 future deficits.

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained where possible at a level equivalent of at least three month's expenditure. 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 build a stronger forward facing service in order to identify and meet the needs of the Community. To continue to develop and create new partnerships with organizations and agencies. To create a financially stable service enabling the Bureau to maintain its service provision. Develop our partnership working which enables us to bring together specialism, knowledge and expertise and gives us the opportunity to work with clients at key stages in their journey. Exploring multi-channel development.

Responsibilities of the Trustees

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial 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 judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees 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.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to Small Companies.

Approved by the Executive Committee on

18 December 2018 and signed on its behalf by:



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



.....
Mr H W Laughland
Chairperson/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 2018, which are set out on pages 5 to 10.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors 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.

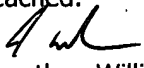
Independent examiner's report

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving 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 methods and principles of the Statement of Recommended practice for accounting and reporting by charities (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.


Jonathan Williams F.C.C.A
Chartered Certified Accountant
Rimmer & May Chartered Accountants
19 Murray Street
Llanelli
Carmarthenshire
SA15 1AQ

Date: 7 January 2019

CARMARTHENSIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR TO 31 MARCH 2018

	Notes	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
INCOME FROM					
Charitable activities	2	171,186	261,331	432,517	418,733
Donations	3	1,250	-	1,250	785
Investment income	4	<u>52</u>	<u>-</u>	<u>52</u>	<u>92</u>
Total income		<u>172,488</u>	<u>261,331</u>	<u>433,819</u>	<u>419,610</u>
EXPENDITURE ON:					
Charitable activities	5	<u>217,333</u>	<u>234,796</u>	<u>452,129</u>	<u>472,917</u>
Total expenditure		<u>217,333</u>	<u>234,796</u>	<u>452,129</u>	<u>472,917</u>
NET (EXPENDITURE)/ INCOME					
Gross transfers between funds	11	(44,845)	26,535	(18,310)	(53,307)
Net movement in funds		(21,500)	<u>21,500</u>	-	-
		(66,345)	48,035	(18,310)	(53,307)
RECONCILIATION OF FUNDS:					
Total funds brought forward		<u>49,911</u>	<u>101,228</u>	<u>151,139</u>	<u>204,446</u>
Total funds carried forward		<u>(16,434)</u>	<u>149,263</u>	<u>132,829</u>	<u>151,139</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 2018

	Notes	Total Funds 2018 £	Total Funds 2017 £
FIXED ASSETS			
Tangible Assets	8	<u>14,427</u>	<u>12,438</u>
CURRENT ASSETS			
Debtors	9	6,644	7,870
Bank and Cash		<u>130,946</u>	<u>160,576</u>
		137,590	168,446
CREDITORS			
Amounts falling due within one year	10	(19,188)	(29,745)
NET CURRENT ASSETS		<u>118,402</u>	<u>138,701</u>
NET ASSETS		<u>132,829</u>	<u>151,139</u>
CHARITY FUNDS			
Unrestricted funds	11	(16,434)	49,911
Restricted funds		<u>149,263</u>	<u>101,228</u>
TOTAL FUNDS		<u>132,829</u>	<u>151,139</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.

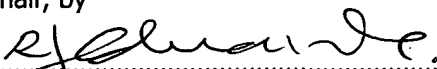
The trustees acknowledge their responsibilities for:

- 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.

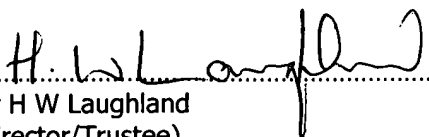
These financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to Small Charitable Companies and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The financial statements were approved by the trustees on behalf, by

18 December 2018 and signed on their



 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
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2018

1 ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

1.2 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.

1.3 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.

1.4 Use of volunteers

The charity relies on up to 15 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.

1.5 Leasing

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

1.6 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.

1.7 Taxation

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

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2018 (Cont'd)

1.8 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

1.9 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>2018</u>	<u>2017</u>
		£	£
	Contracts and fees – Citizens Advice	268,994	255,443
	Grants – Carmarthenshire County Council	162,008	161,800
	Hire of room for meetings - Shelter	970	1,490
	Other Income	545	-
		<u>432,517</u>	<u>418,733</u>

3.	DONATIONS	<u>2018</u>	<u>2017</u>
		£	£
	Donations	<u>1,250</u>	<u>785</u>

4.	INVESTMENT INCOME	£	£
	Interest receivable	<u>52</u>	<u>92</u>

5.	EXPENDITURE ON CHARITABLE ACTIVITIES	Support Costs	Governance	Total
		£	£	£
	Employment costs		368,277	368,277
	Establishment costs		23,750	23,750
	Office and administrative expenses		41,149	41,149
	Support costs – volunteers expenses		4,373	4,373
	Sundry and other costs		278	278
	Cost of Trustee meetings, travel and training		-	-
	Legal and professional fees		7,330	7,330
	Accountancy	3,156		3,156
	Depreciation of tangible fixed assets		<u>3,816</u>	<u>3,816</u>
		<u>3,156</u>	<u>448,973</u>	<u>452,129</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018. Reimbursement of travel expenses and training were made totalling £ 0 (2017 £22).

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2018 (Cont'd)

7.	EMPLOYEES	<u>2018</u>	<u>2017</u>
	Number of employees		
	The average monthly number of employees during the year was:		
	Manager and project caseworkers	16	17
	Management and administration of the charity	<u>2</u>	<u>2</u>
		<u>18</u>	<u>19</u>

	<u>2018</u>	<u>2017</u>
Employment costs	£	£
Gross wages and salaries	337,150	360,522
National insurance	23,965	25,085
Pension costs	6,385	3,936
Staff training	<u>777</u>	<u>710</u>
	<u>368,277</u>	<u>390,253</u>

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

8.	FIXED ASSETS	Office equipment and furniture £
	Cost	
	At 1 April 2017	40,374
	Additions in year	<u>5,805</u>
	At 31 March 2018	<u>46,179</u>
	Depreciation	£
	At 1 April 2017	27,936
	Depreciation charge for the year	<u>3,816</u>
	At 31 March 2018	<u>31,752</u>
	Net Book Value	
	At 31 March 2018	<u>14,427</u>
	At 31 March 2017	<u>12,438</u>

9	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	<u>2018</u>	<u>2017</u>
		£	£
	Debtor – Charitable income	6,260	5,658
	Other debtors	-	310
	Prepayments	<u>384</u>	<u>1,902</u>
		<u>6,644</u>	<u>7,870</u>

10	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	<u>2018</u>	<u>2017</u>
		£	£
	Trade Creditors	-	7,500
	Taxation & Social Security	6,571	7,478
	Accruals	12,617	13,046
	Other Creditors	-	<u>1,721</u>
		<u>19,188</u>	<u>29,745</u>

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2018 (Cont'd)

11	MOVEMENT IN FUNDS	At	Net Movement	At
		01.04.17	in funds	31.03.18
		£	£	£
	Unrestricted funds			
	General fund	49,911	(66,345)	(16,434)
	Restricted funds	<u>101,228</u>	<u>48,035</u>	<u>149,263</u>
	TOTAL FUNDS	<u>151,139</u>	<u>(18,310)</u>	<u>132,829</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 2017	Income	Movement in funds Expenditure	Transfers	Balance at 31 March 2018
	£	£	£	£	£
Welfare Rights	35,242	14,656	(8,441)		41,457
Better Advice Better Lives	-	92,210	(113,710)	21,500	-
MASDAP	38,218	65,140	(52,371)		50,987
Money Guide	5,919	39,787	(27,671)		18,035
Front Line Advice	<u>21,849</u>	<u>49,538</u>	<u>(32,603)</u>		<u>38,784</u>
	<u>101,228</u>	<u>261,331</u>	<u>(234,796)</u>	<u>21,500</u>	<u>149,263</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 following restricted funds transfers were made during the year:-

Better Advice Better Lives – project deficit transferred to core.

12 FINANCIAL COMMITMENTS

At 31 March 2018 the company had commitments under non-cancellable operating leases over the remaining life of those leases of £9,908 (2017 £17,937).

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 two years ending 31 March 2018. 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.

CARMARTHENSIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR TO 31 MARCH 2018

	<u>2018</u>		<u>2017</u>	
	£	£	£	£
INCOME FROM:				
Charitable Activities				
Contracts and fees – Citizens Advice	268,994		255,443	
Grants – Carmarthenshire County Council	162,008		161,800	
Room hire – Shelter	970		1,490	
Other income	545		-	
	_____	432,517	_____	418,733
Donations		1,250		785
Investment Income				
Deposit account interest		52		92
		_____		_____
TOTAL INCOME		433,819		419,610
 EXPENDITURE ON CHARITABLE ACTIVITIES:				
Support Costs				
Wages – salaries	361,115		385,607	
Staff pension costs	6,385		3,936	
Staff training	777		710	
Staff travel	5,589		4,690	
Volunteer travel and expenses	4,373		2,817	
Subsistence and refreshments	471		570	
Rent	12,183		12,100	
Room hire for meetings	(378)		960	
Water rates	1,172		1,393	
Heating and lighting	6,612		7,485	
Insurance	4,233		4,474	
Telephone and internet	7,098		7,429	
Postage, stationery and computer costs	10,603		8,515	
IT support	11,621		13,030	
Reference materials	1,347		3,944	
Cleaning, repairs and maintenance	3,783		6,270	
Equipment leasing	518		518	
Legal and professional	7,330		750	
Bank charges	278		341	
General expenses	47		14	
Depreciation	<u>3,816</u>		<u>4,108</u>	
Carried Forward	448,973		469,661	

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 2018 (Cont'd)

	<u>2018</u>		<u>2017</u>	
	£	£	£	£
Brought Forward		448,973		469,661
Governance costs				
Trustees training and travel costs	-		22	
Accountancy	3,156		3,234	
		<u>3,156</u>		<u>3,256</u>
TOTAL EXPENDITURE		<u>452,129</u>		<u>472,917</u>
NET (EXPENDITURE)		<u>(18,310)</u>		<u>(53,307)</u>

This page does not form part of the statutory financial statements