

CARMARTHENSHIRE CITIZENS ADVICE BUREAU

(A company limited by guarantee)

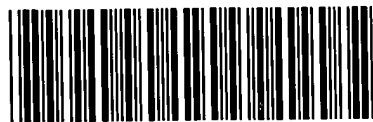
TRUSTEE REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR TO 31 MARCH 2017

Registered Charity No 1141755

Company No 07600945

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CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

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THE YEAR TO 31 MARCH 2017

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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) Terrence Colin Way Charlotte Margaret Annette Price Gary Lloyd Jones John Lynne Griffiths Hamish William Laughland Mark Ellis-Jones Rev. John Eldon Phillips (resigned 19/04/16) Beverley Jayne Careless (appointed 26/07/16)
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 2017

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 2017. 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 six 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 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
(A company limited by guarantee)
TRUSTEES' REPORT
FOR THE YEAR TO 31 MARCH 2017 (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 19 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 Welsh Government 1st April 2014 to 31st March 2017 to provide specialist advice in Debt and Welfare Benefits
- Money guide Welsh Government October 2016 to March 2017
- Homeloan Service Carmarthenshire County Council May 2016 ongoing

During the period 1st April 2016 to 31st March 2017 the Bureau achieved the following:-

- Increased the opening times of the Countywide Money Advice Line
- Number of clients completing the initial check 8,112
- Number of clients seeking help 6,391
- Number of enquiries opened 7,637
- Number of issues dealt with 12,490
- 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 2017 (Cont'd)

FINANCIAL REVIEW

The charity relies largely on grants received which were of a satisfactory level in the sum of £418,733 (2016: £418,455). Overall the fund balances (including assets and liabilities) carried forward are £49,911 for unrestricted funds. An overall deficit of £53,307 (2016: deficit £76,046) was made in the year on total funds before transfers and unrealised gains due largely to the reduced funding available in the year.

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 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. The level of reserves has been maintained in excess of this throughout the year.

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.

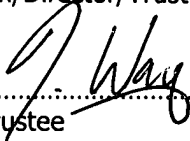
Approved by the Executive Committee on

20th

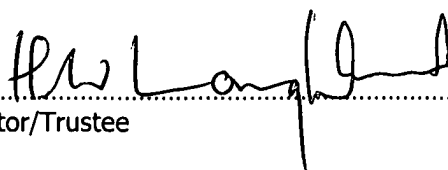
December 2017 and signed on its behalf by:



.....
Chairperson/Director/Trustee



.....
Director/Trustee



.....
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 on the accounts of the company for the year ended 31 March 2017, which are set out on pages 5 to 10.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: (Charities SORP FRS 102).

have not been met; or

- (2) to which, in my opinion, attention should be drawn 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: 20th December 2017

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR TO 31 MARCH 2017

	Notes	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Total Funds 2016 £
INCOME FROM					
Charitable activities	2	154,818	263,915	418,733	418,455
Donations	3	785	-	785	1,220
Investment income	4	<u>92</u>	<u>-</u>	<u>92</u>	<u>140</u>
Total income		<u>155,695</u>	<u>263,915</u>	<u>419,610</u>	<u>419,815</u>
EXPENDITURE ON:					
Charitable activities	5	<u>213,565</u>	<u>259,352</u>	<u>472,917</u>	<u>495,861</u>
Total expenditure		<u>213,565</u>	<u>259,352</u>	<u>472,917</u>	<u>495,861</u>
NET (EXPENDITURE)/ INCOME					
Gross transfers between funds	11	(57,870)	4,563	(53,307)	(76,046)
		<u>(15,076)</u>	<u>15,076</u>	<u>-</u>	<u>-</u>
Net movement in funds		(72,946)	19,639	(53,307)	(76,046)
RECONCILIATION OF FUNDS:					
Total funds brought forward		<u>122,857</u>	<u>81,589</u>	<u>204,446</u>	<u>280,492</u>
Total funds carried forward		<u>49,911</u>	<u>101,228</u>	<u>151,139</u>	<u>204,446</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 2017

	Notes	Total Funds 2017 £	Total Funds 2016 £
FIXED ASSETS			
Tangible Assets	8	<u>12,438</u>	<u>15,889</u>
CURRENT ASSETS			
Debtors	9	7,870	26,648
Bank and Cash		<u>160,576</u>	<u>188,807</u>
		168,446	215,455
CREDITORS			
Amounts falling due within one year	10	<u>(29,745)</u>	<u>(26,898)</u>
NET CURRENT ASSETS		<u>138,701</u>	<u>188,557</u>
NET ASSETS		<u>151,139</u>	<u>204,446</u>
CHARITY FUNDS	11		
Unrestricted funds		49,911	122,857
Restricted funds		<u>101,228</u>	<u>81,589</u>
TOTAL FUNDS		<u>151,139</u>	<u>204,446</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.

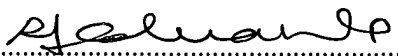
The trustees acknowledge their responsibilities for:

- 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

20th December 2017 and signed on their

.....


Mr R J Edwards – Chair
(Director/Trustee)

.....


Mr T C Way
(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 2017

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) – (Charities SORP (FRS 102)), 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 Reconciliation with previous Generally Accepted Accounting Practice

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No restatements were required.

1.3 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.

1.4 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.

1.5 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.

1.6 Leasing

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

1.7 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.

1.8 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 2017 (Cont'd)

1.9 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

1.10 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>2017</u>	<u>2016</u>
	£	£
Contracts and fees – Citizens Advice	255,443	256,766
Grants – Carmarthenshire County Council	161,800	160,519
Hire of room for meetings - Shelter	<u>1,490</u>	<u>1,170</u>
	<u>418,733</u>	<u>418,455</u>

3. DONATIONS	<u>2017</u>	<u>2016</u>
	£	£
Donations	<u>785</u>	<u>1,220</u>

4. INVESTMENT INCOME	£	£
Interest receivable	<u>92</u>	<u>140</u>

5. EXPENDITURE ON CHARITABLE ACTIVITIES	Support Costs	Governance	Total £
Employment costs	390,253	-	390,253
Establishment costs	27,248	-	27,248
Office and administrative expenses	44,144	-	44,144
Support costs – volunteers expenses	2,817	-	2,817
Sundry and other costs	341	-	341
Cost of Trustee meetings, travel and training	-	22	22
Legal and professional fees	750	-	750
Accountancy	-	3,234	3,234
Depreciation of tangible fixed assets	<u>4,108</u>	-	<u>4,108</u>
	<u>469,661</u>	<u>3,256</u>	<u>472,917</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

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

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2017 (Cont'd)

7.	EMPLOYEES	<u>2017</u>	<u>2016</u>
	Number of employees		
	The average monthly number of employees during the year was:		
	Manager and project caseworkers	17	19
	Management and administration of the charity	<u>2</u>	<u>2</u>
		<u>19</u>	<u>21</u>
		<u>2017</u>	<u>2016</u>
	Employment costs	£	£
	Gross wages and salaries	360,522	373,877
	National insurance	25,085	27,289
	Pension costs	3,936	3,936
	Staff training	<u>710</u>	<u>2,403</u>
		<u>390,253</u>	<u>407,505</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 2016	39,717
	Additions in year	<u>657</u>
	At 31 March 2017	<u>40,374</u>
	Depreciation	£
	At 1 April 2016	23,828
	Depreciation charge for the year	<u>4,108</u>
	At 31 March 2017	<u>27,936</u>
	Net Book Value	
	At 31 March 2017	<u>12,438</u>
	At 31 March 2016	<u>15,889</u>

9	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	<u>2017</u>	<u>2016</u>
		£	£
	Debtor – Charitable income	5,658	23,403
	Other debtors	310	622
	Prepayments	<u>1,902</u>	<u>2,623</u>
		<u>7,870</u>	<u>26,648</u>

10	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	<u>2017</u>	<u>2016</u>
		£	£
	Trade Creditors	7,500	-
	Share of joint charitable income	-	11,875
	Taxation & Social Security	7,478	9,805
	Accruals	13,046	5,218
	Other Creditors	<u>1,721</u>	<u>-</u>
		<u>29,745</u>	<u>26,898</u>

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2017 (Cont'd)

11	MOVEMENT IN FUNDS	At 01.04.16 £	Net Movement in funds £	At 31.03.17 £
	Unrestricted funds			
	General fund	122,857	(72,946)	49,911
	Restricted funds	<u>81,589</u>	<u>19,639</u>	<u>101,228</u>
	TOTAL FUNDS	<u>204,446</u>	<u>(53,307)</u>	<u>151,139</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 2016 £	Income £	Movement in funds Expenditure £	Transfers £	Balance at 31 March 2017 £
Welfare Rights	37,259	14,656	(16,673)	-	35,242
Better Advice Better Lives	-	92,911	(107,987)	15,076	-
MASDAP	32,929	51,257	(45,968)	-	38,218
Money Guide	5,479	10,091	(9,651)	-	5,919
Front Line Advice	<u>5,922</u>	<u>95,000</u>	<u>(79,073)</u>	-	<u>21,849</u>
	<u>81,589</u>	<u>263,915</u>	<u>(259,352)</u>	<u>15,076</u>	<u>101,228</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 2017 the company had commitments under non-cancellable operating leases over the remaining life of those leases of £17,937 (2016 £22,037)

13 **RELATED PARTY TRANSACTIONS**

a) 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 2017. 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.

b) The Ammanford branch office property which is owned by Cyngor Ar Bopeth Rhydaman Ltd has been leased to Carmarthenshire Citizens Advice Bureau since 30.6.2011 for an initial term of 5 years at a reduced rent of £1,500 pa. and subsequently reduced further to £500 p.a. from June 2015. It was a condition of the lease that CCAB was required to effect the initial repairs and refurbishments of the property.

The future lease commitments are included in note 12 of the accounts.

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR TO 31 MARCH 2017

	<u>2017</u>		<u>2016</u>	
	£	£	£	£
INCOME FROM:				
Charitable Activities				
Contracts and fees – Citizens Advice	255,443		256,766	
Grants – Carmarthenshire County Council	161,800		160,519	
Room hire – Shelter	<u>1,490</u>	418,733	<u>1,170</u>	418,455
Donations		785		1,220
Investment Income				
Deposit account interest		92		140
		-----		-----
TOTAL INCOME		419,610		419,815
 EXPENDITURE ON CHARITABLE ACTIVITIES:				
Support Costs				
Wages – salaries	385,607		401,166	
Staff pension costs	3,936		3,936	
Staff training	710		2,403	
Staff travel	4,690		7,967	
Volunteer travel and expenses	2,817		3,270	
Subsistence and refreshments	570		512	
Rent	12,100		13,037	
Room hire for meetings	960		225	
Water rates	1,393		1,635	
Heating and lighting	7,485		7,302	
Insurance	4,474		4,206	
Telephone and internet	7,429		7,002	
Postage, stationery and computer costs	8,515		5,737	
I T support	13,030		15,058	
Reference materials	3,944		3,292	
Cleaning, repairs and maintenance	6,270		9,152	
Equipment leasing	518		518	
Legal and professional	750		192	
Bank charges	341		403	
General expenses	14		-	
Depreciation	<u>4,108</u>		<u>5,093</u>	
Carried Forward	469,661		492,106	

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 2017 (Cont'd)

	<u>2017</u>		<u>2016</u>	
	£	£	£	£
Brought Forward		469,661		492,106
Governance costs				
Trustees training and travel costs	22		161	
Accountancy	<u>3,234</u>		<u>3,594</u>	
		<u>3,256</u>		<u>3,755</u>
TOTAL EXPENDITURE		<u>472,917</u>		<u>495,861</u>
NET (EXPENDITURE)		<u>(53,307)</u>		<u>(76,046)</u>

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