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Report of the Committee of Management and

Financial Statements

for the Year Ended 31 March 2003

for

Swansea Citizens Advice Bureau

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Swansea Citizens Advice Bureau

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for the Year Ended 31 March 2003

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Swansea Citizens Advice Bureau

Company Information
for the Year Ended 31 March 2003

COMMITTEE OF MANAGEMENT: I Guy
Mrs A Morse
Mrs J Griffiths
J Jeremy
R Young
Mrs C Williams (Resigned September 2002)
Mrs R Cookson
Ms F Lewis
G Manning
P Maddox
F Langford
Mrs M Suff
Ms K Lemon
Cllr J Hood
Cllr M Clough-Stuckey
Mrs A Moore
Ms L Phillips

SECRETARY: Ms F Lewis

REGISTERED OFFICE: 208 High Street
SWANSEA
SA1 1PE

REGISTERED NUMBER: 1702827 (England and Wales)

REGISTERED CHARITY NUMBER: 518825

AUDITORS: Ashmole & Co
Abertawe House
Ystrad Rd.
Fforestfach
Swansea
SA5 4JS

BANKERS: Lloyds TSB
P O Box 66
Oxford Street
SWANSEA
SA1 3AP

Swansea Citizens Advice Bureau

Report of the Committee of Management
for the Year Ended 31 March 2003

The Committee of Management present their report with the financial statements of the company for the year ended 31 March 2003.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of the promotion of charitable objects to benefit the community of the City and County of Swansea.

REVIEW OF BUSINESS

The results for the year and financial position of the company are as shown in the annexed financial statements. The deficit for the year amounted to £14,223.

A deficit of £22,158 was attributable to the general fund and a surplus of £7,935 to the restricted fund.

At 31 March 2003, the balance on the general fund amounted to £6,564 and the balance on the restricted funds amounted to £18,700.

The unrestricted designated funds remained unchanged at £15,000 during the year.

STATUS, STRUCTURE AND MANAGEMENT

Members of the Committee of Management, who are directors for the purposes of the Companies Acts and trustees for the purposes of charity law, who served during the year, are listed on page 1.

The organisation is a charitable company limited by guarantee, founded in 1936 and incorporated on 25 February 1983. The Bureau adopted a new Memorandum & Articles of Association in January 2002. The Bureau is one of at least 900 members of the National Association of Citizens Advice Bureaux.

The company was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed by its Articles of Association. Under those Articles the members of the Committee of Management are elected at AGM. A member may be co-opted at an ordinary meeting, subject to the Articles, until the next AGM.

The charity is administered by a committee of management of between four and eighteen persons. None of the officers hold any shares in the company. The following have the right to nominate to the committee the number of persons specified:-

City & County of Swansea	2 persons
Mewn Cymru	1 person
Swansea Bay Racial Equality Council	1 person
Women's Aid	1 person
Info-Nation	1 person

The remaining Committee of Management members can either be elected at the Annual General Meeting or co-opted by the Committee of Management provided that the total number of co-opted and nominated members does not exceed one third of the total members of the Committee of Management. No member of the Committee of Management can serve for more than three years without being formally re-elected.

The charity is operated in accordance with its Memorandum and Articles of Association. The Committee of Management is responsible for all aspects of the bureau. The committee has set up three sub-committees: Finance, Development and Personnel. These are each delegated the power to make some decisions on behalf of the Bureau. In other areas, recommendations are made to the Committee of Management, which makes the ultimate decision.

Swansea Citizens Advice Bureau

Report of the Committee of Management for the Year Ended 31 March 2003

Swansea Citizens Advice Bureau is a member of the National Association of Citizens Advice Bureaux (NACAB), but is an independently registered charity and company limited by guarantee. NACAB provides support services to bureaux in the form of information and training amongst others. Bureaux are required to adopt service wide policies and comply with Membership Scheme requirements.

CHARITABLE OBJECTS

To promote any charitable purpose for the benefit of the community in the City and County of Swansea and surrounding areas by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

ACTIVITIES

The Swansea Citizens' Advice Bureau is an advice, information and casework support service, offering assistance to members of the general public in respect to their rights and responsibilities.

The Bureau operates from a central base in High Street, Swansea. In addition, during the year an outreach base operated from 104/6 Broughton Avenue, Blaenymaes.

The Bureau is funded from a number of sources. Funding for its core activities is provided by the City and County of Swansea Local Authority. In addition, a contract provides funding from the Legal Services Commission to support a Legal Help specialist casework service to clients who meet the eligibility test in the subjects of Debt, Employment and Welfare Benefits.

Outreach Project funding is provided by the National Assembly Government in Wales, enabling the Bureau to meet and assist clients in local Health Centres and to finance the operations of the Family Outreach Project in Blaenymaes.

The Community Fund provides money to enable the client to deliver outreach services from additional Health Centres, and also for money advice casework and financial literacy services. This funding appears as a Restricted Fund.

In the year 2002 - 2003 the National Assembly, through a National Citizens' Advice consortium bid contributed to the funding for Health Centres work.

The Townhill and Mayhill Community Advice Project was funded from 1 October 2002 via the Phoenix Community Development Trust by the National Assembly.

The Bond Board Scheme was funded from 1 October 2002 by the National Assembly.

EMPLOYMENT

During the year a maximum of twenty employees were retained by the Swansea Citizens Advice Bureau in addition to 35 volunteer workers. Due to the cessation of some funding three of these posts were terminated at the end of March.

FUTURE STRATEGY

The Bureau operates as part of a two to three year Development Plan, the activities of which are monitored on a regular basis by a Development Sub-Committee reporting to the main Committee of Management

RESERVES POLICY

The Committee of Management have established a policy whereby the unrestricted funds not committed or invested in Tangible Fixed Assets (the free reserves) held by the Charity are to be maintained to meet any Redundancy liability that may arise from existing employees. At this level, the committee believe that they would be able to wind down the activities of the Charity without incurring additional debts owing to creditors. The figure to be committed to the Contingency Fund is reviewed each year.

Swansea Citizens Advice Bureau

Report of the Committee of Management
for the Year Ended 31 March 2003

INVESTMENT POLICY

The Committee of Management has considered the most appropriate policy for investing funds and has utilised the Charities Official Investment Fund for a number of years, yielding some interest on the balances. The Committee continue to monitor returns on this and have agreed for the coming 12 months that the return on the long-term deposit account in this form is satisfactory.

RISK REVIEW

During the year the Committee 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 audited annually by the Legal Services Commission.

OTHER

The Committee of Management would like to thank the volunteers for their work during the year and the City & County of Swansea for the waiving of the rates charge.

STATEMENT OF RESPONSIBILITIES OF COMMITTEE OF MANAGEMENT

Company and charity law requires the committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the Surplus or Deficit of the company for that period. In preparing those financial statements, the committee are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDITORS

The auditors, Ashmole & Co, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD:


I Guy - DIRECTOR

Dated: 5/9/03

Swansea Citizens Advice Bureau

Report of the Independent Auditors to the Members of
Swansea Citizens Advice Bureau

We have audited the financial statements of Swansea Citizens Advice Bureau for the year ended 31 March 2003 on pages seven to sixteen. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of committee of management and auditors

As described on page four the company's committee of management are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Committee of Management is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding remuneration of the Committee of Management and transactions with the company is not disclosed.

We read the Report of the Committee of Management and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Committee of Management in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Swansea Citizens Advice Bureau

Report of the Independent Auditors to the Members of
Swansea Citizens Advice Bureau

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 March 2003 and of its Deficit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Ashmole & Co

Ashmole & Co
Abertawe House
Ystrad Rd.
Fforestfach
Swansea
SA5 4JS

Dated: 5/9/03.

Swansea Citizens Advice Bureau

Statement of Financial Activities
(Including Income and Expenditure Account)
for the year ended 31 March 2003

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2003 £	Total 2002 £
INCOMING RESOURCES	5				
Donations		660	-	660	604
Income from activities in furtherance of charitable objects		231,514	128,883	360,397	385,989
Investment income		1,702	-	1,702	3,271
Other income		8,727	-	8,727	2,665
TOTAL INCOMING RESOURCES		<u>242,604</u>	<u>128,883</u>	<u>371,487</u>	<u>392,529</u>
RESOURCES EXPENDED	6				
Cost of generating funds		5,968	834	6,802	6,524
Charitable expenditure:					
Costs of activities for charitable objectives		103,777	87,676	191,453	216,873
Support costs		153,012	29,654	182,666	180,705
Management and administration		2,005	-	2,005	1,507
TOTAL RESOURCES EXPENDED		<u>264,761</u>	<u>118,165</u>	<u>382,926</u>	<u>405,609</u>
NET EXPENDITURE FOR THE YEAR BEFORE TRANSFERS		<u>(22,158)</u>	<u>10,718</u>	<u>(11,439)</u>	<u>(13,080)</u>
Surplus funds returned		-	(2,783)	(2,783)	-
NET EXPENDITURE FOR THE YEAR AFTER TRANSFERS		<u>(22,158)</u>	<u>7,935</u>	<u>(14,222)</u>	<u>(13,080)</u>
Total Funds Brought Forward		43,720	10,765	54,485	67,568
TOTAL FUNDS CARRIED FORWARD		<u>21,562</u>	<u>18,700</u>	<u>40,263</u>	<u>54,488</u>

The notes form part of these financial statements

Swansea Citizens Advice Bureau

Balance Sheet
31 March 2003

		<u>2003</u>		<u>2002</u>	
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible assets	7		14,140		10,984
CURRENT ASSETS:					
Debtors	8	5,683		3,358	
COIF Charities deposit account		21,222		51,067	
Cash at bank and in hand		<u>14,164</u>		<u>3,760</u>	
		41,069		58,185	
CREDITORS: Amounts falling due within one year	9	<u>14,945</u>		<u>14,682</u>	
NET CURRENT ASSETS:			<u>26,124</u>		<u>43,503</u>
TOTAL ASSETS LESS CURRENT LIABILITIES:			<u>£40,264</u>		<u>£54,487</u>
INCOME FUNDS:	10				
General Fund – unrestricted			6,564		28,721
Community Fund – restricted			3,418		7,983
Coalfields Regeneration Project - restricted			-		2,783
Welsh Assembly Government – restricted			8,829		-
City and County of Swansea – restricted			6,453		-
Contingency Fund – unrestricted			<u>15,000</u>		<u>15,000</u>
TOTAL FUNDS			<u>£40,264</u>		<u>£54,487</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

ON BEHALF OF THE BOARD:


.....
I Guy - DIRECTOR

Approved by the Board on 5.1x.03

1. **ACCOUNTING POLICIES**

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002). In preparing the financial statements the charity follows best practice as set out in the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP) issued in October 2000.

Incoming resources

Incoming resources represent amounts derived from the charity's ordinary activities, including grants received, donations and funding from the Legal Services Commission, net of VAT.

Voluntary income by way of donations and gifts is included in full when received. The value of services provided by volunteers has not been included. Grants receivable are included for the period in respect of which they are receivable. Deferred income is provided by reference to the unexpired portion of the funded project on a time basis.

Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT, which cannot be recovered.

Resources expended are allocated to a particular activity where the cost relates directly to that activity. The cost of overall direction and administration on each activity, comprising salary and overhead cost of the central function, is apportioned on the basis of estimated staff time attributable to each category.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 25% on reducing balance

Pensions

The company operates a defined contribution pension scheme. Contributions payable for the year are charged in the Income and Expenditure account.

Hire purchase and lease commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities/ Income and Expenditure Account as incurred.

Funds Structure

Unrestricted funds are grants and donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds. Designated funds are unrestricted funds earmarked by the Committee of Management for particular purposes. Restricted funds are to be used for specific purposes as laid down by the grantor. Expenditure which meets these criteria is charged to the fund, together with an allocation of permitted management and support costs.

Swansea Citizens Advice Bureau

Notes to the Financial Statements
for the Year Ended 31 March 2003

2. **STAFF COSTS**

	2003	2002
	£	£
Wages and salaries	259,322	273,675
Social security costs	23,230	24,498
Other pension costs	<u>13,595</u>	<u>14,952</u>
	<u>296,147</u>	<u>313,125</u>

The average monthly number of employees during the year was as follows:

	2003	2002
Activities furthering charity's objects	10	11
Support	<u>8</u>	<u>10</u>
	<u>18</u>	<u>21</u>

There are no employees with emoluments above £50,000.

None of the Committee of Management received any remuneration or benefits in kind in respect of their position on the Committee of Management.

Travel costs amounting to £nil (2002 - £354 to two members) were paid to member of the Committee of Management during the year.

3. **NET EXPENDITURE FOR THE YEAR**

The net expenditure for the year is stated after charging:

	2003	2002
	£	£
Depreciation - owned assets	4,713	3,661
Auditors' remuneration	1,534	733
Equipment leasing	<u>1,776</u>	<u>2,424</u>

4. **TAXATION**

No liability to UK corporation tax arose on ordinary activities for the year ended 31 March 2003 nor for the year ended 31 March 2002, as the company is exempt from corporation tax on its charitable activities. Income arising from a contract with the Legal Services Commission attracts VAT at the standard rate. Associated input VAT is recoverable.

Swansea Citizens Advice Bureau

Notes to the Financial Statements
for the year ended 31 March 2003

	Unrestricted Funds £	Restricted Funds £	Total 2003 £	Total 2002 £
5 INCOMING RESOURCES				
Income from Activities in Furtherance of Charitable Objects				
City and County of Swansea -				
Corporate Grant	86,148	-	86,148	86,100
Townhill and Mayhill Community Advice Project (ERDF)	-	-	-	44,500
Family Outreach Project	36,220	-	36,220	40,061
Advice and Information	-	19,394	19,394	-
Legal Services Commission -				
Contract Legal Advice	109,146	-	109,146	107,716
Community Fund Grants	-	59,596	59,596	79,178
National Assembly for Wales Grants	-	49,893	49,893	-
Coalfields Regeneration Project	-	-	-	28,434
	231,514	128,883	360,397	385,989
Other Income				
Donations	660	-	660	604
Sundry Income	8,727	-	8,727	2,665
Deposit Account Interest	1,702	-	1,702	3,271
Total Incoming Resources	242,604	128,883	371,487	392,529
6 RESOURCES EXPENDED				
Cost of generating funds				
Staff Costs	3,788	627	4,415	5,088
Pension	187	28	215	-
Rent, Rates, Heat & Light	409	10	419	-
Telephone	104	13	117	-
Premises	-	-	-	326
Publicity	3	3	6	78
Stationery & Postage	185	20	205	-
Office Expenses	-	-	-	437
Travelling Courses and Refreshments	304	23	327	307
Repairs Renewals & Misc	98	1	99	-
Computer Expenses	96	12	108	-
Bank Charges	4	-	4	2
Audit Fee	35	-	35	9
Professional fees	27	4	31	-
Carried forward	5,240	741	5,981	6,247

Swansea Citizens Advice Bureau

Notes to the Financial Statements
for the year ended 31 March 2003

	Unrestricted Funds £	Restricted Funds £	Total 2003 £	Total 2002 £
Brought forward	5,240	741	5,981	6,247
Depreciation	86	6	93	45
Photocopying and Printing	111	-	111	-
Insurance	72	-	72	23
Equipment Leasing	27	4	31	49
Information	75	4	79	-
Record Archiving	0	-	0	56
Management Costs	340	75	415	-
Management Pension Contributions	17	4	21	-
Grant Allocated to Other Bureaux	-	-	0	104
	5,968	834	6,802	6,524

Costs of activities for charitable objectives

Staff Costs	65,871	65,852	131,723	167,600
Premises	3,255	2,975	6,230	11,352
Rent, Rates, Heat & Light	7,116	1,040	8,157	-
Telephone	1,817	1,332	3,149	-
Publicity	56	346	402	2,682
Stationery & Postage	3,209	2,098	5,307	-
Office Expenses	-	-	-	15,514
Travelling Courses and Refreshment	5,278	2,444	7,722	10,378
Repairs Renewals & Misc	1,712	108	1,820	-
Computer Expenses	1,665	1,259	2,924	-
Bank Charges	65	-	65	91
Audit Fee	601	-	601	383
Professional Fees	474	439	913	-
Depreciation	1,501	656	2,157	1,910
Photocopying and Printing	1,926	-	1,926	-
Insurance	1,250	-	1,250	978
Equipment Leasing	473	423	896	1,329
Information	1,300	399	1,699	-
Management Costs	5,906	7,924	13,830	-
Management Pension Contributions	301	381	682	-
Record Archiving	-	-	-	2,358
Grant Allocated to Other Bureaux	-	-	-	2,298
	103,777	87,676	191,453	216,873

Swansea Citizens Advice Bureau

Notes to the Financial Statements
for the Year Ended 31 March 2003

	Unrestricted Funds £	Restricted Funds £	Total 2003 £	Total 2002 £
Other Expenditure				
Support Costs				
Staff Costs	97,122	22,273	119,395	139,293
Pension Contributions	4,799	1,006	5,805	-
Rent, Rates, Heat & Light	10,493	352	10,845	-
Telephone	2,679	451	3,129	-
Premises	-	-	-	9,581
Publicity	82	117	199	2,257
Stationery & Postage	4,732	710	5,442	-
Office Expenses	-	-	-	13,157
Travelling Courses and Refreshment	7,783	827	8,609	8,685
Repairs Renewals & Misc	2,525	36	2,561	-
Computer Expenses	2,455	426	2,881	-
Bank Charges	96	-	96	81
Audit Fee	887	-	887	338
Professional Fees	698	149	847	-
Depreciation	2,213	222	2,435	1,687
Photocopying and Printing	2,840	-	2,840	-
Insurance	1,843	-	1,843	864
Equipment Leasing	697	143	840	1,040
Information	1,917	135	2,052	-
Management Costs	8,707	2,680	11,388	-
Management Pension Contributions	444	129	573	-
Record Archiving	-	-	-	2,082
Grant Allocated to Other Bureaux	-	-	-	1,640
	<u>153,012</u>	<u>29,654</u>	<u>182,666</u>	<u>180,705</u>

Swansea Citizens Advice Bureau

Notes to the Financial Statements
for the Year Ended 31 March 2003

	Unrestricted Funds £	Restricted Funds £	Total 2003 £	Total 2002 £
Other Expenditure				
Management and Administration Costs				
Staff Costs	1,273	-	1,273	1,144
Pension Contributions	63	-	63	-
Rent, Rates, Heat & Light	138	-	138	-
Telephone	35	-	35	-
Premises	-	-	-	86
Publicity	1	-	1	20
Stationery & Postage	62	-	62	-
Office Expenses	-	-	0	121
Travelling Courses and Refreshment	102	-	102	74
Repairs Renewals & Misc	33	-	33	-
Computer Expenses	32	-	32	-
Bank Charges	1	-	1	1
Audit Fee	12	-	12	4
Professional Fees	9	-	9	-
Depreciation	29	-	29	19
Photocopying and Printing	37	-	37	-
Insurance	24	-	24	10
Equipment Leasing	9	-	9	5
Information	25	-	25	-
Management Costs	114	-	114	-
Management Pension Contributions	6	-	6	-
Record Archiving	-	-	0	23
Grant Allocated to Other Bureaux	-	-	0	-
	2,005	-	2,005	1,507

Swansea Citizens Advice Bureau

Notes to the Financial Statements
for the Year Ended 31 March 2003

7. TANGIBLE FIXED ASSETS

	<u>Fixtures and fittings</u>
	£
COST:	
At 1 April 2002	36,689
Additions	<u>7,868</u>
At 31 March 2003	<u>44,557</u>
DEPRECIATION:	
At 1 April 2002	25,704
Charge for year	<u>4,713</u>
At 31 March 2003	<u>30,417</u>
NET BOOK VALUE:	
At 31 March 2003	<u>14,140</u>
At 31 March 2002	<u>10,984</u>

All fixed assets are used in direct furtherance of the charities objects.

**8. DEBTORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR**

	2003	2002
	£	£
Sundry debtors & prepayments	<u>5,683</u>	<u>3,358</u>

**9. CREDITORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR**

	2003	2002
	£	£
Social security & other taxes	4,445	4,576
Deferred Income	4,957	3,465
Sundry creditors & accruals	<u>5,543</u>	<u>6,641</u>
	<u>14,945</u>	<u>14,682</u>

Swansea Citizens Advice Bureau

Notes to the Financial Statements
for the Year Ended 31 March 2003

10. **MOVEMENT IN FUNDS**

	<u>1 April 2002</u>	<u>Incoming resources</u>	<u>Outgoing resources</u>	<u>Surplus Funds Returned</u>	<u>31 March 2003</u>
	£	£	£	£	£
Restricted:					
Community Fund	7,983	59,596	64,161	-	3,418
Welsh Assembly Government	-	49,893	41,064	-	8,829
Coalfields Regeneration Project	2,783	-	-	2,783	-
City and County of Swansea	-	19,394	12,941	-	6,453
Total restricted funds	<u>10,765</u>	<u>128,883</u>	<u>118,166</u>	<u>2,783</u>	<u>18,700</u>
Unrestricted:					
General fund	28,722	242,604	264,761	-	6,564
Designated fund	<u>15,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,000</u>
Total unrestricted funds	<u>43,722</u>	<u>242,604</u>	<u>264,761</u>	<u>-</u>	<u>21,564</u>
	<u>54,487</u>	<u>371,487</u>	<u>382,927</u>	<u>2,782</u>	<u>40,264</u>

Designated funds are contingency funds set aside to provide for redundancy payments.

11. **RESTRICTED FUNDS**

Community Fund	Purpose is to provide advice and information in health centers and advice on debt management
Welsh Assembly Government	Purpose is to provide advice to health centres and administer Bond Scheme.
City and County of Swansea	This is a part restricted fund, the purpose of which is to provide advice and information to the communities of Townhill and Mayhill.

Surplus funds arising on the termination of the Coalfields Regeneration Project were returned in accordance with the terms of the agreement.