

CARMARTHENSHIRE CITIZENS ADVICE BUREAU

(A company limited by guarantee)

TRUSTEE REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR TO 31 MARCH 2014

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 2014

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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
Registered Office	4A Cowell Street Llanelli Carmarthenshire SA15 1UU
Directors/Trustees	Mark Andrew Harvey Michael Hugh Evans Janice Williams (resigned 22.07.2013) Richard John Edwards Terrence Colin Way Jeffrey Stephen Edmunds Charlotte Margaret Annette Price Gary Lloyd Jones John Lynne Griffiths Hamish William Laughland Anthony Giles Morgan (resigned 22.07.2013) Janet Ennis Collins Fioled Meirion Jones Pamela Ann Palmer
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 2014

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 2014. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts, and in accordance with the Small Company regime (section 419(2)) of the Companies Act 2006 and with the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities'. The trustees have complied with their duty in Section 17(5) of the 2011 Charities Act to have due regard to the guidance published by the Charity Commission.

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 Chairmen 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
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TRUSTEES' REPORT
FOR THE YEAR TO 31 MARCH 2014 (Cont'd)

Relationships with other organizations

The Charity has links with Carmarthenshire County Council, Carmarthenshire Social Services, Citizens Advice and Welsh Government 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 aim and objectives and in planning our future activities.

Volunteers

During the year an average of 22 staff were employed at the bureau. In addition approximately 19 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 May 2012 the service was audited by Citizens Advice and the standards required were achieved. Carmarthenshire Citizens Advice Bureau also maintained the Community Legal Services Quality Mark in General Help, and Specialist Quality Mark in Debt and Welfare Benefits with Casework.

We have received additional funding from the following:

- Utilities Project (Cita) 1st November 2013 to 31st March 2014 to identify and report on fuel poverty.
- Advice Service Funding (Cita) Welsh Government 1st September 2013 to 31st March 2014

During the period 1st March 2013 to 31st March 2014 the Bureau achieved the following

- Opened a dedicated Countywide Welfare Benefits Telephone Advice Line
- Increased the opening times of the Countywide Money Advice Line
- Number of Clients seen 6,965
- Number of issues dealt with 16,404
- Predominant issues are still Debt and Welfare Benefits

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)
TRUSTEES' REPORT
FOR THE YEAR TO 31 MARCH 2014 (Cont'd)

FINANCIAL REVIEW

The charity relies largely on grants received which were of a satisfactory level in the sum of £476,347. Overall the fund balances (including assets and liabilities) carried forward are £221,431 for unrestricted funds. A deficit of £28,545 (2013: deficit £50,462) was made in the year on general funds before transfers and unrealised gains.

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. Deliver an advice service in Llandovery one day a week.

Responsibilities of the Trustees


Company law required 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 those financial statements, the Trustees should follow best practice and:

- 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.

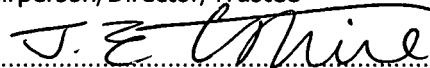
The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible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

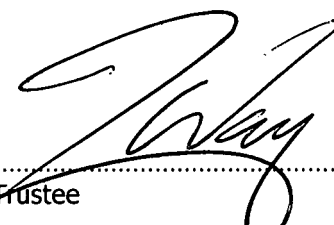
Approved by the Executive Committee on 3.7.14 and signed on its behalf by:



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 2014, which are set out on pages 5 to 11.

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.

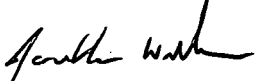
Independent examiner's statement

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: Accounting and Reporting by Charities.

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: 7 July 2014

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR TO 31 MARCH 2014

	Notes	Unrestricted Funds 2014 £	Restricted Funds 2014 £	Total Funds 2014 £	Total Funds 2013 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	4,505	-	4,505	2,953
Investment income	3	216	-	216	260
Incoming resources from charitable activities					
Contracts, fees and grants	4	213,290	263,057	476,347	511,288
Other incoming resources	5	<u>720</u>	<u>-</u>	<u>720</u>	<u>15,855</u>
Total incoming resources		<u>218,731</u>	<u>263,057</u>	<u>481,788</u>	<u>530,356</u>
RESOURCES EXPENDED					
Costs of charitable activities	6	230,315	275,120	505,435	575,967
Governance costs	6	<u>4,898</u>	<u>-</u>	<u>4,898</u>	<u>4,851</u>
Total resources expended	6	<u>235,213</u>	<u>275,120</u>	<u>510,333</u>	<u>580,818</u>
NET (OUTGOING) RESOURCES BEFORE TRANSFERS		(16,482)	(12,063)	(28,545)	(50,462)
Gross transfers between funds	12	<u>(16,461)</u>	<u>16,461</u>	<u>-</u>	<u>-</u>
Net (deficit) for the year		(32,943)	4,398	(28,545)	(50,462)
Net movement in funds					
Fund balances at 1 April 2013		254,374	48,430	302,804	353,266
Fund balances at 31 March 2014		<u>221,431</u>	<u>52,828</u>	<u>274,259</u>	<u>302,804</u>

The results for the year derive from continuing activities 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)

BALANCE SHEET AT 31 MARCH 2014

	Notes	Total Funds 2014 £	Total Funds 2013 £
FIXED ASSETS			
Tangible Assets	9	<u>21,034</u>	<u>25,822</u>
CURRENT ASSETS			
Debtors	10	38,003	25,125
Bank and Cash		<u>280,931</u>	<u>301,561</u>
		318,934	326,686
CREDITORS			
Amounts falling due within one year	11	(65,709)	(49,705)
NET CURRENT ASSETS		<u>253,225</u>	<u>276,981</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>274,259</u>	<u>302,803</u>
NET ASSETS		<u>274,259</u>	<u>302,803</u>
FUNDS	12		
Unrestricted funds		221,431	254,373
Restricted funds		<u>52,828</u>	<u>48,430</u>
TOTAL CHARITY FUNDS		<u>274,259</u>	<u>302,803</u>

The notes form part of these financial statements

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
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BALANCE SHEET AT 31 MARCH 2014 (Cont'd)

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2014.

The members have not required the charitable company to obtain an audit of its financial statement for the year ended 31 March 2014, in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

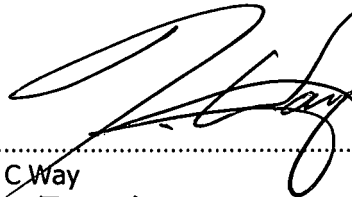
- i. ensuring that the charitable company keeps accounting records that comply with Section 386 of the Companies Act 2006; and
- ii. preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial period and of its surplus 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 for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees/Directors on 3. 7. 14 and were signed on its behalf by:



Mr M A Harvey – Chair
(Director/Trustee)



Mr T C Way
(Director/Trustee)

Company Number 07600945

The notes form part of these financial statements

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2014

1 ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards, the Statement of Recommended Practice, Accounting and Reporting by Charities, the Companies Act 2006 and the Charities Act 2011.

Incoming resources

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.

Resources expended

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 audit and accountancy fees and also trustees meetings expenses and are allocated accordingly. The accruals basis has been adopted for the recognition of liabilities.

Use of volunteers

The charity relies on up to 19 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.

Leasing

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

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.

Taxation

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

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2014 (Cont'd)

2.	VOLUNTARY INCOME		2014	2013
			£	£
	Donations		<u>4,505</u>	<u>2,953</u>
3	INVESTMENT INCOME		£	£
	Interest receivable		<u>216</u>	<u>260</u>
4	INCOMING RESOURCES FROM CHARITABLE ACTIVITIES		£	£
	Contracts and fees – Citizens Advice		219,177	190,874
	Contracts and fees – Legal Services Commission		-	56,245
	Grants – Carmarthenshire County Council		254,560	263,569
	Hire of room for meetings - Shelter		<u>2,610</u>	<u>600</u>
			<u>476,347</u>	<u>511,288</u>
5.	OTHER INCOME		£	£
	Other income		<u>720</u>	<u>15,855</u>
6	TOTAL RESOURCES EXPENDED	Charitable Activities	Governance	Total £
	Direct Costs			
	Employment costs	410,285	-	410,285
	Establishment costs	34,560	-	34,560
	Office and administrative expenses	46,735	-	46,735
	Support costs – volunteers expenses	6,315	-	6,315
	Sundry and other costs	697	-	697
	Cost of Trustee meetings and travel	-	618	618
	Legal and professional fees	223	-	223
	Accountancy	-	2,500	2,500
	Audit	-	1,780	1,780
	Depreciation of tangible fixed assets	<u>6,620</u>	<u>-</u>	<u>6,620</u>
		<u>505,435</u>	<u>4,898</u>	<u>510,333</u>
7	TRUSTEES' REMUNERATION AND BENEFITS			
	There were no trustees' remuneration or other benefits for the year ended 31 March 2014. Reimbursement of travel expenses were made totalling £187 to 2 trustees.			
8	EMPLOYEES		2014	2013
	Number of employees			
	The average monthly number of employees during the year was:			
	Manager and project caseworkers		20	20
	Management and administration of the charity		<u>2</u>	<u>2</u>
			<u>22</u>	<u>22</u>
			2014	2013
			£	£
	Employment costs			
	Gross wages and salaries		376,229	409,808
	National insurance		29,096	30,641
	Pension costs		3,936	3,936
	Staff training		-	966

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

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2014 (Cont'd)

9	FIXED ASSETS	Office equipment and furniture £
	Cost	
	At 1 April 2013	32,436
	Additions in year	<u>1,832</u>
	At 31 March 2014	<u>34,268</u>
	Depreciation	£
	At 1 April 2013	6,614
	Depreciation charge for the year	<u>6,620</u>
	At 31 March 2014	<u>13,234</u>
	Net Book Value	
	At 31 March 2014	<u>21,034</u>
	At 31 March 2013	<u>25,822</u>
10	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	<u>2014</u> £
		<u>2013</u> £
	Debtor – Charitable income	28,094
	Prepayments	<u>9,909</u>
		<u>38,003</u>
		<u>25,125</u>
11	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	<u>2014</u> £
		<u>2013</u> £
	Taxation & Social Security	46,667
	Accruals	<u>19,042</u>
		<u>65,709</u>
		<u>49,705</u>

Creditors include a provision for Output VAT arising on some of the charitable income sources not declared by the bureau as at the year end.

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2014 (Cont'd)

12	MOVEMENT IN FUNDS	At 01.04.13 £	Net Movement in funds £	At 31.03.14 £
	Unrestricted funds			
	General fund	254,373	(32,942)	221,431
	Restricted funds			
	Citizens Advice	<u>48,430</u>	<u>4,398</u>	<u>52,828</u>
	TOTAL FUNDS	<u>302,803</u>	<u>(28,544)</u>	<u>274,259</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 2013 £	Incoming Resources £	Movement in Funds Resources Expended £	Transfers £	Balance at 31 March 2014 £
Welfare Rights	26,091	95,800	(81,697)	-	40,194
Better Advice Better Health	15,833	68,732	(101,026)	16,461	-
Face 2 Face	6,506	59,630	(56,040)	-	10,096
Money Advice Service	-	<u>38,895</u>	<u>(36,357)</u>	-	<u>2,538</u>
	<u>48,430</u>	<u>263,057</u>	<u>(275,120)</u>	<u>16,461</u>	<u>52,828</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 Health – project deficit transferred to core.

13 FINANCIAL COMMITMENTS

At 31 March 2014 the company had annual commitments under operating leases as follows:-

	<u>2014</u> £	<u>2013</u> £
Expiry date:		
Between two and five years	9,518	9,432
Over five years	4,100	4,100

14 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. During the year ended 31 March 2014 £720 (2013 £15,855) was received and is included in sundry income in the accounts. H M 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.

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 13 of the accounts.

CARMARTHENSHIRE CITIZENS ADVICE BUREAU
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DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR TO 31 MARCH 2014

	<u>2014</u>		<u>2013</u>
	£	£	£
INCOMING RESOURCES			
Incoming resources from charitable activities			
Contracts and fees – Citizens Advice	219,177		190,874
Contracts and fees – Legal Services Commission	-		56,245
Grants – Carmarthenshire County Council	254,560		263,569
Room hire – Shelter	<u>2,610</u>	476,347	<u>600</u>
			511,288
Voluntary income			
Donations		4,505	2,953
Investment Income			
Deposit account interest		216	260
Other Income		<u>720</u>	<u>15,855</u>
Total incoming resources		481,788	530,356

RESOURCES EXPENDED

Charitable activities		
Wages – salaries	405,325	437,517
Staff pension costs	3,936	3,936
Administration support costs	-	2,932
Staff training	1,024	966
Staff travel	9,181	10,029
Volunteer training	-	1,342
Volunteer travel and expenses	6,315	9,994
Subsistence and refreshments	598	744
Heating and lighting	9,460	9,586
Rent	13,475	11,899
Water rates	664	596
Insurance	4,153	3,513
Telephone and internet	8,218	14,353
Postage, stationery and computer costs	7,209	9,685
I T support	12,911	17,041
Reference materials	3,947	4,591
Cleaning, repairs and maintenance	7,655	6,361
Property repairs	3,306	21,544
Equipment leasing	518	432
Legal and professional	223	3,920
Bank charges	454	71
Sundry expenses	243	2
Depreciation	<u>6,620</u>	<u>4,913</u>
Carried Forward	505,435	575,967

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 2014 (Cont'd)

	<u>2014</u>		<u>2013</u>	
	£	£	£	£
Brought Forward		505,435		575,967
Governance costs				
Room hire for Trustee meetings	431		870	
Trustees travel costs	187		436	
Accountancy	2,500		1,500	
Audit	<u>1,780</u>	<u>4,898</u>	<u>2,045</u>	<u>4,851</u>
Total resources expended		<u>510,333</u>		<u>580,818</u>
Net (outgoing) resources		<u>(28,545)</u>		<u>(50,462)</u>

This page does not form part of the statutory financial statements