

COMPANY REGISTRATION NUMBER: SC173195

CHARITY REGISTRATION NUMBER: SC023356

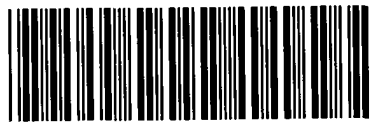
Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Unaudited Financial Statements

31 March 2020

WEDNESDAY



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COMPANIES HOUSE

RITSON YOUNG

Chartered accountants

28 High Street

Nairn

IV12 4AU

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2020

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Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Directors' Annual Report (Incorporating the Directors' Report)

Year ended 31 March 2020

The directors, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2020.

Reference and administrative details

Registered charity name Nairn Citizens Advice Bureau Limited

Charity registration number SC023356

Company registration number SC173195

Principal office and registered office 6 High Street
Nairn
IV12 4BJ

The directors

Mr F Clark
Mrs L Clark
Mr J Dolan
Mr L Dyson
Mr A Nicolson
Mrs J Tunstall
Mrs B Waterfield
Mrs H Rudland
Mr P Saggars
Mr P Mcivor
Mr I McDonald
Ms C May

Independent examiner Ritson Young
Chartered accountants
28 High Street
Nairn
IV12 4AU

Bankers Bank of Scotland
73 High Street
Nairn
IV12 4BS

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Directors' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2020

Structure, governance and management

The charity is a company limited by guarantee governed by its Memorandum and Articles of Association dated 25 February 1997. Revised Articles of Association were introduced in March 2011 to bring the constitution of the bureau into line with current Charity Law, Companies Law and Citizens Advice Scotland guidelines.

Directors of the company are appointed by the members at the AGM and are responsible for the general management, control and direction of the bureau. Officers of the company are appointed by directors at the first board meeting after the AGM. Directors are also charity trustees for the purposes of charity law. Recruitment procedures are in place to ensure that new trustees appointed meet certain conditions and criteria and constitute the widest possible representation of the community served by the bureau. Induction procedures are also in place to ensure that new directors participate fully in bureau affairs. There are currently 12 board members who attend 5 board meetings throughout the year. The board meetings are also attended by the bureau manager, 1 volunteer representative and 1 staff representative. Day-to-day management of the bureau is delegated to a team of 3 full-time and 10 part-time staff led by Gillian MacLean, bureau manager. Generalist advice is supplied by 27 volunteer advisors.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £1 in the event of a winding up.

The directors have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and activities

The aims of the Citizens Advice service are firstly to ensure that individuals do not suffer through ignorance of their rights and responsibilities, or of the services available, or through an inability to express their needs effectively and secondly to exercise a responsible influence on the development of social policies, both locally and nationally.

The Charity's objectives are to provide independent, free, confidential and impartial advice, information, and representation services that are readily accessible by and tailored to meet the needs of the local community. During the year the company continued to provide advice on a range of matters including welfare benefits, money advice, employment, housing advice, tax, consumer and utilities issues.

A 3 year business plan has been developed and objectives and activities are aligned to achieving the strategic goals of the bureau. Regular monitoring reports are submitted to the board to assess the achievement of the organisation's objectives.

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Directors' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2020

Achievements and performance

This year has seen a further increase in the complexity of the issues clients are bringing to Nairn CAB, particularly resulting from reform of disability benefits. This has an impact of the time it takes to assist a client and the number of clients we are able to help in a day. We have assisted 1,770 people by giving advice 9,934 times. £1.9 million of verified client financial gain has been brought into the local community in the last financial year and this makes a difference not only to the finances and wellbeing of individuals but to their households and the Nairn community as a whole.

During the year the bureau has seen an increase in clients presenting with Council Tax and rent arrears. More than half of the clients presenting with debts are in employment but often in low paid, zero hours contracts or seasonal work. Through the joint project with Moray CAB, funded by the Scottish Legal Aid Board (SLAB), we have been able to continue to provide a specialist Housing case worker and Debt adviser post. These roles are specifically funded to mitigate against repossession and eviction.

Ongoing Funding for the Armed Services Advice Project from Poppy Scotland, enables us to continue to assist Armed Forces personnel, veterans and their families.

Nairn CAB has been able to assist 569 people with employment enquiries and the volunteer, employment specialist has assisted clients with complex casework including preparation for ACAS Early Conciliation and Employment Tribunals. The end of this year saw employment enquiries spike as the furlough scheme was introduced.

Financial Position

The trustees report incoming resources for the year of £303,937. Of this £128,363 related to project restricted activities. The charity does not carry out any significant public fundraising activities.

Net incoming resources in the year amounted to £59,272. At 31st March 2020 reserves were £494,478 of which £103,059 represented restricted funds.

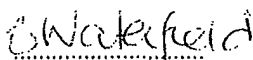
Accountants

Are deemed to be re-appointed under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The directors' annual report was approved on and signed on behalf of the board of trustees by:



Mrs B Waterfield
Director

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

31 March 2020

| | | Unrestricted funds £ | 2020 Restricted funds £ | Total funds £ | 2019 Total funds £ |
|--------------------------------------|------|----------------------------|----------------------------------|------------------|--------------------------|
| | Note | | | | |
| Income and endowments | | | | | |
| Donations and legacies | 5 | 77,829 | 128,034 | 205,863 | 166,721 |
| Charitable activities | 6 | 97,424 | — | 97,424 | 97,610 |
| Investment income | 7 | 321 | — | 321 | 161 |
| Other income | 8 | — | 329 | 329 | 81 |
| Total income | | <u>175,574</u> | <u>128,363</u> | <u>303,937</u> | <u>264,573</u> |
| Expenditure | | | | | |
| Expenditure on charitable activities | 9,10 | 116,838 | 127,827 | 244,665 | 215,947 |
| Total expenditure | | <u>116,838</u> | <u>127,827</u> | <u>244,665</u> | <u>215,947</u> |
| Net income | | <u>58,736</u> | <u>536</u> | <u>59,272</u> | <u>48,626</u> |
| Transfers between funds | | (1,140) | 1,140 | — | — |
| Net movement in funds | | <u>57,596</u> | <u>1,676</u> | <u>59,272</u> | <u>48,626</u> |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | 333,823 | 101,383 | 435,206 | 386,580 |
| Total funds carried forward | | <u>391,419</u> | <u>103,059</u> | <u>494,478</u> | <u>435,206</u> |

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 6 to 13 form part of these financial statements.

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Statement of Financial Position

31 March 2020

| | | 2020 £ | £ | 2019 £ |
|---|----|----------------|----------------|----------------|
| Fixed assets | | | | |
| Tangible fixed assets | 14 | | 40,145 | 41,640 |
| Current assets | | | | |
| Debtors | 15 | 7,936 | | 7,186 |
| Cash at bank and in hand | | 463,935 | | 393,881 |
| | | <u>471,871</u> | | <u>401,067</u> |
| Creditors: amounts falling due within one year | 16 | <u>17,538</u> | | <u>7,501</u> |
| Net current assets | | | <u>454,333</u> | <u>393,568</u> |
| Total assets less current liabilities | | | <u>494,478</u> | <u>435,206</u> |
| Net assets | | | <u>494,478</u> | <u>435,206</u> |
| Funds of the charity | | | | |
| Restricted funds | | | 103,059 | 101,383 |
| Unrestricted funds | | | 391,419 | 333,823 |
| Total charity funds | 17 | | <u>494,478</u> | <u>435,206</u> |

For the year ending 31 March 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The shareholders have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102.

These financial statements were approved by the board of trustees and authorised for issue on, and are signed on behalf of the board by:


Mrs B Waterfield
Director

The notes on pages 6 to 13 form part of these financial statements.

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2020

1. General information

The charity is a private company limited by guarantee, registered in Scotland and a registered charity in Scotland. The address of the registered office is 6 High Street, Nairn, IV12 4BJ.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities and Trustee Investment (Scotland) Act 2005 and the Charity Accounts (Scotland) Regulations 2006 (as amended).

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the directors for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

All fixed assets are initially recorded at cost.

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

3. Accounting policies *(continued)*

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

| | |
|-------------------------------|---------------------|
| Land and building | - 2% straight line |
| Fixtures, fitting & equipment | - 33% straight line |

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

3. Accounting policies *(continued)*

Financial instruments *(continued)*

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

4. Limited by guarantee

Nairn Citizens Advice Bureau Limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

5. Donations and legacies

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2020 £ |
|---------------------------------|----------------------------|--------------------------|--------------------------|
| Donations | | | |
| Scottish Citizens Advice Bureau | 57,723 | 128,034 | 185,757 |
| Robertson Trust | — | — | — |
| Highland Council | 11,087 | — | 11,087 |
| Other donations | 9,019 | — | 9,019 |
| | <u>77,829</u> | <u>128,034</u> | <u>205,863</u> |

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

5. Donations and legacies *(continued)*

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2019 £ |
|---------------------------------|----------------------------|--------------------------|--------------------------|
| Donations | | | |
| Scottish Citizens Advice Bureau | 50,509 | 70,656 | 121,165 |
| Robertson Trust | — | 16,000 | 16,000 |
| Highland Council | — | 17,862 | 17,862 |
| Other donations | 11,694 | — | 11,694 |
| | <u>62,203</u> | <u>104,518</u> | <u>166,721</u> |

6. Charitable activities

| | Unrestricted Funds £ | Total Funds 2020 £ | Unrestricted Funds £ | Total Funds 2019 £ |
|-------------------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Highland Council - Core funding | 90,647 | 90,647 | 90,647 | 90,647 |
| Moray Citizens Advice Bureau - SLAB | 6,777 | 6,777 | 6,963 | 6,963 |
| | <u>97,424</u> | <u>97,424</u> | <u>97,610</u> | <u>97,610</u> |

7. Investment income

| | Unrestricted Funds £ | Total Funds 2020 £ | Unrestricted Funds £ | Total Funds 2019 £ |
|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Bank interest receivable | 321 | 321 | 161 | 161 |

8. Other income

| | Restricted Funds £ | Total Funds 2020 £ | Restricted Funds £ | Total Funds 2019 £ |
|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Reimbursement of expenses | 329 | 329 | 81 | 81 |

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

9. Expenditure on charitable activities by fund type

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2020 £ |
|-----------------------|----------------------------|--------------------------|--------------------------|
| Charitable activities | 67,142 | 127,213 | 194,355 |
| Support costs | 46,272 | 614 | 46,886 |
| Governance costs | 3,424 | – | 3,424 |
| | <u>116,838</u> | <u>127,827</u> | <u>244,665</u> |

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2019 £ |
|-----------------------|----------------------------|--------------------------|--------------------------|
| Charitable activities | 48,840 | 119,707 | 168,547 |
| Support costs | 43,742 | 827 | 44,569 |
| Governance costs | 2,831 | – | 2,831 |
| | <u>95,413</u> | <u>120,534</u> | <u>215,947</u> |

10. Expenditure on charitable activities by activity type

| | Activities undertaken directly £ | Support costs £ | Total funds 2020 £ | Total fund 2019 £ |
|-----------------------|---|-----------------------|--------------------------|-------------------------|
| Charitable activities | 194,355 | 46,886 | 241,241 | 213,116 |
| Governance costs | – | 3,424 | 3,424 | 2,831 |
| | <u>194,355</u> | <u>50,310</u> | <u>244,665</u> | <u>215,947</u> |

Governance costs include accountant's fee of £2,179 (2019 - £2,199), and professional fees of £1,245 (2019 - £632).

Included in Activities undertaken directly are cleaning and maintenance costs of £2,668 (2019 - £2,426), electrical and oil costs of £2,016 (2019 - £2,050), rates £860 (2019 - £1,225), Insurance £740 (2019 - £825), Advertising £307 (2019 - £157), Travel costs £2,417 (2019 - £2,351), Telephone £4,268 (2019 - £4,491), general expenses (including recruitment costs) £456 (2019 - £652), subscriptions and memberships £2,088 (2019 - £2,588), room hire £290 (2019 - £nil) and management costs £11,288 (2019 - £8,208).

Included in other support costs are travel & welfare expenses of £2,419 (2019 - £2,353), general expenses of £458 (2019 - £652) and office supplies of £1,764 (2019 - £1,924).

11. Net income

Net income is stated after charging/(crediting):

| | 2020 £ | 2019 £ |
|---------------------------------------|--------------|--------------|
| Depreciation of tangible fixed assets | <u>1,495</u> | <u>2,647</u> |

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

| | 2020 | 2019 |
|--------------------|----------------|----------------|
| | £ | £ |
| Wages and salaries | <u>207,675</u> | <u>181,568</u> |

The average head count of employees during the year was 8 (2019: 10). The average number of full-time equivalent employees during the year is analysed as follows:

| | 2020 | 2019 |
|-----------------|----------|-----------|
| | No. | No. |
| Manager | 1 | 1 |
| Money Advisor | 1 | 2 |
| Welfare Officer | 2 | 2 |
| Project Worker | 4 | 5 |
| | <u>8</u> | <u>10</u> |

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

13. Trustee remuneration and expenses

For the year to 31 March 2020 there has been no remuneration paid to any trustee of the company.

14. Tangible fixed assets

| | Land and buildings £ | Fixtures and fittings £ | Total £ |
|-------------------------|----------------------------|-------------------------------|----------------|
| Cost | | | |
| At 1 April 2019 | 61,916 | 40,727 | 102,643 |
| Additions | — | — | — |
| At 31 March 2020 | <u>61,916</u> | <u>40,727</u> | <u>102,643</u> |
| Depreciation | | | |
| At 1 April 2019 | 20,533 | 40,470 | 61,003 |
| Charge for the year | 1,238 | 257 | 1,495 |
| At 31 March 2020 | <u>21,771</u> | <u>40,727</u> | <u>62,498</u> |
| Carrying amount | | | |
| At 31 March 2020 | <u>40,145</u> | <u>—</u> | <u>40,145</u> |
| At 31 March 2019 | <u>41,383</u> | <u>257</u> | <u>41,640</u> |

15. Debtors

| | 2020 | 2019 |
|--------------------------------|--------------|--------------|
| | £ | £ |
| Trade debtors | 1,372 | — |
| Prepayments and accrued income | 1,915 | 1,987 |
| Other debtors | 4,649 | 5,199 |
| | <u>7,936</u> | <u>7,186</u> |

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

16. Creditors: amounts falling due within one year

| | 2020 | 2019 |
|---------------------------------|---------------|--------------|
| | £ | £ |
| Trade creditors | 90 | 233 |
| Accruals and deferred income | 3,628 | 2,656 |
| Social security and other taxes | 3,131 | 2,612 |
| Other creditors | 10,689 | 2,000 |
| | <u>17,538</u> | <u>7,501</u> |

17. Analysis of charitable funds

Unrestricted funds

| | At 1 April 2019 | Income | Expenditure | Transfers | At 31 March 2020 |
|-------------------|--------------------|----------------|------------------|----------------|---------------------|
| | £ | £ | £ | £ | £ |
| Unrestricted fund | 103,823 | 175,574 | (116,838) | (26,140) | 136,419 |
| Premises Fund | 230,000 | — | — | 20,000 | 250,000 |
| IT Fund | — | — | — | 5,000 | 5,000 |
| | <u>333,823</u> | <u>175,574</u> | <u>(116,838)</u> | <u>(1,140)</u> | <u>391,419</u> |

Restricted funds

| | At 1 April 2019 | Income | Expenditure | Transfers | At 31 March 2020 |
|-----------------|--------------------|---------|-------------|-----------|---------------------|
| | £ | £ | £ | £ | £ |
| Restricted Fund | 101,383 | 128,363 | (127,827) | 1,140 | 103,059 |

18. Analysis of net assets between funds

| | Tangible fixed assets £ | Net current assets/ (liabilities) £ | Total £ |
|----------------------------------|-------------------------------|--|----------------|
| Restricted Income Funds: | | | |
| Restricted fund | 40,145 | 62,914 | 103,059 |
| Unrestricted Income Funds | | | |
| Unrestricted fund | — | 136,419 | 136,419 |
| Designated fund | — | 255,000 | 255,000 |
| | <u>—</u> | <u>391,419</u> | <u>391,419</u> |
| Total Funds | <u>40,145</u> | <u>454,333</u> | <u>494,478</u> |

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Management Information

Year ended 31 March 2020

The following pages do not form part of the financial statements.

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Independent examiner's report to the directors of Nairn Citizens Advice Bureau Limited

Year ended 31 March 2020

I report on the accounts of the company for the year ended 31 March 2020 which are set out on pages 4 to 13.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND EXAMINER

The company's directors are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act) and the Charities Accounts (Scotland) Regulations 2006 (as amended) (the 2006 Accounts Regulations). The company's directors consider that the audit requirements of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination is carried out in accordance with the Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINER'S STATEMENT

In the course of 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 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of regulation 8 of the 2006 Accounts Regulations

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.



Mark Young
FCCA
Independent examiner

28 High Street
Nairn
IV12 4AU

07/10/2020

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Detailed Statement of Financial Activities

31 March 2020

| | 2020 | 2019 |
|-------------------------------------|-----------------------|-----------------------|
| | £ | £ |
| Income and endowments | | |
| Donations and legacies | | |
| Scottish Citizens Advice Bureau | 185,757 | 121,165 |
| Robertson Trust | — | 16,000 |
| Highland Council | 11,087 | 17,862 |
| Other donations | 9,019 | 11,694 |
| | <u>205,863</u> | <u>166,721</u> |
| Charitable activities | | |
| Highland Council - Core funding | 90,647 | 90,647 |
| Moray Citizens Advice Bureau - SLAB | 6,777 | 6,963 |
| PASS Funding | — | — |
| | <u>97,424</u> | <u>97,610</u> |
| Investment income | | |
| Bank interest receivable | 321 | 161 |
| | <u>321</u> | <u>161</u> |
| Other income | | |
| Reimbursement of expenses | 329 | 81 |
| | <u>329</u> | <u>81</u> |
| Total income | <u>303,937</u> | <u>264,573</u> |

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Detailed Statement of Financial Activities *(continued)*

31 March 2020

| | 2020 £ | 2019 £ |
|--|----------------|----------------|
| Expenditure | | |
| Charitable activity | | |
| Wages/salaries | 207,675 | 181,568 |
| Rates & water | 860 | 1,225 |
| Light & heat | 2,016 | 2,050 |
| Cleaning and repairs | 2,668 | 2,426 |
| Insurance | 740 | 825 |
| Advertising | 307 | 157 |
| Travel, welfare and training | 4,836 | 4,704 |
| Telephone | 4,268 | 3,491 |
| Non Nairn management costs | 11,288 | 8,208 |
| Depreciation | 1,495 | 2,647 |
| Printing, stationery and postage | 1,764 | 1,924 |
| Subscriptions and memberships | 2,088 | 2,588 |
| Sundry expenses | 914 | 1,304 |
| Room hire | 290 | — |
| Bank charges | 32 | — |
| | <u>241,241</u> | <u>213,117</u> |
| Governance costs | | |
| Governance costs - accountancy fees | 2,179 | 2,198 |
| Governance costs - legal and other professional fees | 1,245 | 632 |
| | <u>3,424</u> | <u>2,830</u> |
| Total expenditure | <u>244,665</u> | <u>215,947</u> |
| Net income | <u>59,272</u> | <u>48,626</u> |