

COMPANY REGISTRATION NUMBER: SC173195

CHARITY REGISTRATION NUMBER: SC023356

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Unaudited Financial Statements

31 March 2022



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 2022

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Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Directors' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2022

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 2022.

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 (Resigned 11 June 2022)

Mrs L Clark

Mr J Dolan

Mr L Dyson

Mr A Nicolson

Mrs J Tunstall

Mrs B Waterfield

Mr P Saggars

Mr P Mcivor

Mr I McDonald

Ms C May

Mr D Flynn

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 Director's Report) *(continued)*

Year ended 31 March 2022

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 Director's Report) *(continued)*

Year ended 31 March 2022

Achievements and performance

Nairn Citizens Advice Bureau has returned to offering face to face advice, although the majority of the advice and support in 2020 was given by telephone/email/video conference. 1,642 people were assisted with advice on 9,467 occasions. Clients were better off by £1,632,013. This is money brought into the local community in the last finance year and benefits the client, their family and also the community as a whole.

During this year, the bureau has seen an increase in clients presenting with debt and housing issues and we are grateful for continued funding from the Scottish Legal Aid Board, in conjunction with Moray CAB, as this enabled us to offer specialist Housing and Debt case work to mitigate repossession and eviction.

Another noticeable increase was in requests for help with utility issues and Nairn CAB is grateful for funding received from Energy Best Deal and Best Energy Saving Network which has supported us to assist with 873 energy specific enquiries this year, a third of which related to charges and billing. We anticipate, and are preparing for, an increased need for help in this area in the coming year.

The shift towards digital first – or digital only – in the provision of public services, risks excluding the most vulnerable. Channel choice is vital. Research undertaken by Nairn CAB, in partnership with Citizens Advice Scotland, in spring 2022, demonstrated that the digital by default design of online services has resulted in significant detriment. Participants in the research highlighted the essential nature of free, local face-to-face advice provision. For many of the participants, the advice and support offered by Nairn CAB has been essential in assisting them to navigate and access online services. Participants were clear that having access to data or a device on its own was not enough to allow them to go online. Many needed consistent, 1:1 support, to help them access online services.

Nairn CAB's new premises, with a digital hub, will allow advisers to help clients navigate the digital first world and mitigate the challenges faced by those who are digitally excluded.

Financial Position

The trustees report incoming resources for the year of £329,723. Of this £188,027 related to project restricted activities. The charity does not carry out any significant public fundraising activities.

Net incoming resources in the year amounted to £98,450. At 31st March 2022 reserves were £831,239 of which £149,531 represented restricted funds.

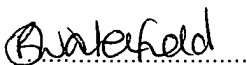
Accountants

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 28th Sept 2022 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 2022

		Unrestricted funds £	2022 Restricted funds £	Total funds £	2021 Total funds £
	Note				
Income and endowments					
Donations and legacies	5	38,657	188,027	226,684	392,653
Charitable activities	6	103,007	—	103,007	106,368
Investment income	7	32	—	32	84
Other income	8	—	—	—	—
Total income		<u>141,696</u>	<u>188,027</u>	<u>329,723</u>	<u>499,105</u>
Expenditure					
Expenditure on charitable activities	9,10	92,440	138,833	231,273	260,794
Total expenditure		<u>92,440</u>	<u>138,833</u>	<u>231,273</u>	<u>260,794</u>
Net income		<u>49,256</u>	<u>49,194</u>	<u>98,450</u>	<u>238,311</u>
Transfers between funds		(3,248)	3,248	—	—
Net movement in funds		<u>46,008</u>	<u>52,442</u>	<u>98,450</u>	<u>238,311</u>
Reconciliation of funds					
Total funds brought forward		635,700	97,089	732,789	494,478
Total funds carried forward		<u>681,708</u>	<u>149,531</u>	<u>831,239</u>	<u>732,789</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 2022

		2022	2021
		£	£
Fixed assets			
Tangible fixed assets	14	43,378	39,879
Current assets			
Debtors	15	9,113	5,621
Cash at bank and in hand		787,027	721,168
		<u>796,140</u>	<u>726,789</u>
Creditors: amounts falling due within one year	16	<u>8,279</u>	<u>33,879</u>
Net current assets		<u>787,861</u>	<u>692,910</u>
Total assets less current liabilities		<u>831,239</u>	<u>732,789</u>
Net assets		<u>831,239</u>	<u>732,789</u>
Funds of the charity			
Restricted funds		149,531	97,089
Unrestricted funds		681,708	635,700
Total charity funds	17	<u>831,239</u>	<u>732,789</u>

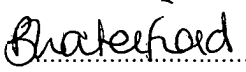
For the year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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 28.3.22, 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 2022

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 2022

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 2022

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 2022

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 2022 £
Donations			
Scottish Citizen's Advice Bureau	34,835	188,027	222,862
HM Revenue and Customs	2,480	—	2,480
Highland Council	—	—	—
Other donations	1,342	—	1,342
	<u>38,657</u>	<u>188,027</u>	<u>226,684</u>

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations			
Scottish Citizen's Advice Bureau	180,948	188,222	369,170
HM Revenue and Customs	3,563	—	3,563
Highland Council	11,956	—	11,956
Other donations	7,964	—	7,964
	<u>204,431</u>	<u>188,222</u>	<u>392,653</u>

6. Charitable activities

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Highland Council - Core funding	99,687	99,687	99,587	99,587
Moray Citizen's Advice Bureau - SLAB	3,320	3,320	6,781	6,781
	<u>103,007</u>	<u>103,007</u>	<u>106,368</u>	<u>106,368</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Bank interest receivable	32	32	84	84

8. Other income

	Restricted Funds £	Total Funds 2022 £	Restricted Funds £	Total Funds 2021 £
Reimbursement of expenses	—	—	—	—

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Charitable activities	57,675	135,523	193,198
Support costs	33,126	908	34,034
Governance costs	1,639	2,402	4,041
	<u>92,440</u>	<u>138,833</u>	<u>231,273</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Charitable activities	23,415	197,489	220,904
Support costs	34,824	1,479	36,303
Governance costs	3,587	–	3,587
	<u>61,826</u>	<u>198,968</u>	<u>260,794</u>

10. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2022 £	Total fund 2021 £
Charitable activities	193,198	34,034	227,232	257,207
Governance costs	–	4,041	4,041	3,587
	<u>193,198</u>	<u>38,075</u>	<u>231,273</u>	<u>260,794</u>

Governance costs include accountant's fee of £2,059 (2020 - £2,309). And professional fees of £1,982 (2021 - £1,278).

Included in Activities undertaken directly are cleaning and maintenance costs of £1,578 (2021 - £9,721), electrical and oil costs of £1,779 (2021 - £2,277), rates £970 (2021 - £1,064), Insurance £1,394 (2021 - £1,203), Advertising £133 (2021 - £38), Travel costs £345 (2021 - £770), Telephone £915 (2021 - £7,006), general expenses (including recruitment costs) £nil (2021 - £205), subscriptions and memberships £1,762 (2021 - £1,963), room hire £nil (2021 - £nil) and management costs £4,300 (2021 - £10,517).

Included in other support costs are travel & welfare expenses of £345 (2021 - £772), general expenses of £13 (2021 - £205) and office supplies of £1,787 (2021 - £1,823).

11. Net income

Net income is stated after charging/(crediting):

	2022 £	2021 £
Depreciation of tangible fixed assets	<u>4,325</u>	<u>1,716</u>

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

12. Staff costs

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

	2022	2021
	£	£
Wages and salaries	<u>207,554</u>	<u>217,927</u>

The average head count of employees during the year was 12 (2021: 10). The average number of full-time equivalent employees during the year is analysed as follows:

	2022	2021
	No.	No.
Manager	1	1
Money Advisor	2	1
EU Support	1	2
Welfare Officer	2	2
Volunteer Support Worker	2	1
Project Worker	4	3
	<u>12</u>	<u>10</u>

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

13. Trustee remuneration and expenses

For the year to 31 March 2022 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 2021	61,916	15,296	77,212
Additions	–	7,824	7,824
At 31 March 2022	<u>61,916</u>	<u>23,120</u>	<u>85,036</u>
Depreciation			
At 1 April 2021	23,009	14,324	37,333
Charge for the year	1,238	3,087	4,325
At 31 March 2022	<u>24,247</u>	<u>17,411</u>	<u>41,658</u>
Carrying amount			
At 31 March 2022	<u>37,669</u>	<u>5,709</u>	<u>43,378</u>
At 31 March 2021	<u>38,907</u>	<u>972</u>	<u>39,879</u>

15. Debtors

	2022	2021
	£	£
Trade debtors	<u>2,389</u>	–
Prepayments and accrued income	<u>1,235</u>	972
Other debtors	<u>5,489</u>	4,649
	<u>9,113</u>	<u>5,621</u>

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

16. Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	1,319	146
Accruals and deferred income	3,671	3,783
Social security and other taxes	3,289	3,001
Other creditors	—	26,949
	<u>8,279</u>	<u>33,879</u>

17. Analysis of charitable funds

Unrestricted funds

	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
Unrestricted fund	154,258	141,696	(92,440)	(4,248)	199,266
Premises Fund	476,442	—	—	1,000	477,442
IT Fund	5,000	—	—	—	5,000
	<u>635,700</u>	<u>141,696</u>	<u>(92,440)</u>	<u>(3,248)</u>	<u>681,708</u>

Restricted funds

	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
Restricted Fund	97,089	188,027	(138,833)	3,248	149,531

18. Analysis of net assets between funds

	Tangible fixed assets £	Net current assets/ (liabilities) £	Total £
Restricted Income Funds:			
Restricted fund	38,162	111,369	149,531
Unrestricted Income Funds			
Unrestricted fund	5,216	194,050	199,266
Designated fund	—	482,442	482,442
	<u>5,216</u>	<u>676,492</u>	<u>681,708</u>
Total Funds	<u>43,378</u>	<u>787,861</u>	<u>831,239</u>

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Management Information

Year ended 31 March 2022

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

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Independent examiners report to the directors of Nairn Citizens Advice Bureau Limited

Year ended 31 March 2022

I report on the accounts of the company for the year ended 31 March 2022 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.



ICAS

Ritson Young
Independent examiner

28 High Street
Nairn
IV12 4AU

7/10/22

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Detailed Statement of Financial Activities

31 March 2022

	2022 £	2021 £
Income and endowments		
Donations and legacies		
Scottish Citizen's Advice Bureau	222,862	369,170
HM Revenue and Customs	2,480	3,563
Highland Council	—	11,956
Other donations	1,342	7,964
	<u>226,684</u>	<u>392,653</u>
Charitable activities		
Highland Council - Core funding	99,687	99,587
Moray Citizen's Advice Bureau - SLAB	3,320	6,781
	<u>103,007</u>	<u>106,368</u>
Investment income		
Bank interest receivable	32	84
Other income		
Reimbursement of expenses	—	—
Total income	<u>329,723</u>	<u>499,105</u>

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Detailed Statement of Financial Activities *(continued)*

31 March 2022

	2022 £	2021 £
Expenditure		
Charitable activity		
Wages/salaries	207,554	217,927
Rates & water	970	1,064
Light & heat	1,779	2,277
Cleaning and repairs	1,578	9,721
Insurance	1394	1,203
Advertising	133	38
Travel, welfare and training	690	1,542
Telephone	915	7,006
Non Nairn management costs	4,300	10,517
Depreciation	4,325	1,716
Printing, stationery and postage	1,787	1,823
Subscriptions and memberships	1,762	1,963
Sundry expenses	13	410
Room hire	—	—
Bank charges	32	—
	<u>227,232</u>	<u>257,207</u>
Governance costs		
Governance costs - accountancy fees	2,059	2,309
Governance costs - legal and other professional fees	1,982	1,278
	<u>4,041</u>	<u>3,587</u>
Total expenditure	<u>231,273</u>	<u>260,794</u>
Net income	<u>98,450</u>	<u>238,311</u>