

COMPANY REGISTRATION NUMBER: SC173195

CHARITY REGISTRATION NUMBER: SC023356

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Unaudited Financial Statements

31 March 2018

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 2018

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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 2018

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 2018.

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 I Fraser	(Resigned 25 September 2017)
Mr M Green	(Resigned 31 May 2017)
Mr A Nicolson	
Mrs J Tunstall	
Mrs B Waterfield	
Mrs H Rudland	
Miss E Bain	(Resigned 24 November 2017)
Mr P Sagers	(Appointed 7 June 2017)
Mr P Mcivor	(Appointed 15 August 2017)
Mr I McDonald	(Appointed 24 January 2018)
Ms C May	(Appointed 14 March 2018)

Independent examiner	Ritson Young Chartered accountants 28 High Street Nairn IV12 4AU
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Bankers	Bank of Scotland 73 High Street Nairn IV12 4BS
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Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

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

Year ended 31 March 2018

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 representatives. Day-to-day management of the bureau is delegated to a team of 4 full-time and 6 part-time staff led by Gillian MacLean, bureau manager. Generalist advice is supplied by 33 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 2018

Achievements and performance

This year has seen a further increase in complexity of the issues clients are bringing to the service, particularly resulting from Welfare Reform. This has an impact of the time it takes to assist a client and the number of clients able to be helped in a day. Nairn CAB has assisted 1,987 clients by giving advice 9,669 times. In order to meet the demand 12 new volunteer advisers have been recruited and trained and two previous advisers have been welcomed back. £1,591,201 of verified client financial gain has been brought into the local community in the last financial year.

Not unexpectedly, Universal Credit (UC) has continued to create challenges for clients, and in turn, the bureau resources. There has been an increase in the clients presenting with rent arrears due to issues such as late payment of UC, deductions or unexplained differences between rent and the housing element of UC. Unfortunately these technical arrears are being pursued via court action by some Registered Social Landlords and the bureau continues to work with partner agencies to try to mitigate the effect of this. The Scottish Legal Aid Board project provides a specialist Housing worker who represents clients in Court when they are facing eviction.

European Social Funding has been welcomed this year as it permits the bureau to deliver financial education to families with young children. Although in its early stages, relationships with schools and nurseries have been formed and more than thirty families helped.

Financial review

The results for the year show a surplus of £44,079 (2017 - £15,228). At the end of the year unrestricted funds carried forward total £272,747 (2017 - £271,284), designated funds total £200,000 (2017 - £200,000) and restricted funds stand at £113,833 (2017 - £71,217). In addition to the unrestricted surplus there is £60,000 held in restricted reserves which will cover three to six months of current activity expenditure in the event of any future reduction in funding. The directors consider that the current level of reserves ensure that, in the event of a drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funding may be raised.


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 5th September 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 2018

		Unrestricted funds	2018 Restricted funds	Total funds	2017 Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	5	36,645	127,601	164,246	172,598
Charitable activities	6	98,569	–	98,569	100,581
Investment income	7	144	–	144	897
Other income	8	–	492	492	1,012
Total income		<u>135,358</u>	<u>128,093</u>	<u>263,451</u>	<u>275,088</u>
Expenditure					
Expenditure on charitable activities	9,10	83,290	136,082	219,372	259,860
Total expenditure		<u>83,290</u>	<u>136,082</u>	<u>219,372</u>	<u>259,860</u>
Net income		<u>52,068</u>	<u>(7,989)</u>	<u>44,079</u>	<u>15,228</u>
Transfers between funds		(50,605)	50,605	–	–
Net movement in funds		<u>1,463</u>	<u>42,616</u>	<u>44,079</u>	<u>15,228</u>
Reconciliation of funds					
Total funds brought forward		271,284	71,217	342,501	327,273
Total funds carried forward		<u>272,747</u>	<u>113,833</u>	<u>386,580</u>	<u>342,501</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 2018

		2018	2017
		£	£
Fixed assets			
Tangible fixed assets	14	44,287	49,367
Current assets			
Debtors	15	3,331	6,499
Cash at bank and in hand		<u>375,136</u>	<u>308,715</u>
			315,214
Creditors: amounts falling due within one year	16	<u>36,174</u>	<u>22,080</u>
Net current assets		<u>342,293</u>	<u>293,134</u>
Total assets less current liabilities		<u>386,580</u>	<u>342,501</u>
Net assets		<u>386,580</u>	<u>342,501</u>
Funds of the charity			
Restricted funds		113,833	71,217
Unrestricted funds		<u>272,747</u>	<u>271,284</u>
Total charity funds	17	<u>386,580</u>	<u>342,501</u>

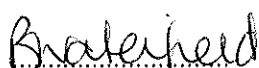
For the year ending 31 March 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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 5/9/18, 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 2018

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 2018

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 2018

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 2018

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 2018 £
Donations			
Scottish Citizen's Advice Bureau	28,232	95,567	123,799
Robertson Trust	–	16,000	16,000
Highland Council	6,188	16,034	22,222
Other donations	2,225	–	2,225
	<u>36,645</u>	<u>127,601</u>	<u>164,246</u>

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Donations			
Scottish Citizen's Advice Bureau	18,143	90,275	108,418
Robertson Trust	–	16,000	16,000
Highland Council	12,141	33,896	46,037
Other donations	2,143	–	2,143
	<u>32,427</u>	<u>140,171</u>	<u>172,598</u>

6. Charitable activities

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Highland Council - Core funding	93,321	93,321	93,321	93,321
Moray Citizen's Advice Bureau - SLAB	3,653	3,653	4,812	4,812
PASS Funding	1,595	1,595	2,448	2,448
	<u>98,569</u>	<u>98,569</u>	<u>100,581</u>	<u>100,581</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Bank interest receivable	144	144	897	897

8. Other income

	Restricted Funds £	Total Funds 2018 £	Restricted Funds £	Total Funds 2017 £
Reimbursement of expenses	492	492	1,012	1,012

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Charitable activities	39,529	135,072	174,601
Support costs	41,700	1,010	42,710
Governance costs	2,061	–	2,061
	<u>83,290</u>	<u>136,082</u>	<u>219,372</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Charitable activities	68,169	145,755	213,924
Support costs	41,669	1,717	43,386
Governance costs	2,131	419	2,550
	<u>111,969</u>	<u>147,891</u>	<u>259,860</u>

10. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2018 £	Total fund 2017 £
Charitable activities	174,601	42,710	217,311	257,310
Governance costs	–	2,061	2,061	2,550
	<u>174,601</u>	<u>44,771</u>	<u>219,372</u>	<u>259,860</u>

Governance costs include accountant's fee of £2,061 (2017 - £2,309) and legal and professional fees of £nil (2017 - £241)

Included in Activities undertaken directly are cleaning and maintenance costs of £1,781 (2017 -£2,938), electrical and oil costs of £2,536 (2017 - £1,637), rates £1,216 (2017 - £705), Insurance £684 (2017 - £656), Advertising £270 (2017 - £311), Travel costs £2,428 (2017 -£3,210), Telephone £4,652 (2017 - £3,949), general expenses (including recruitment costs) £491 (2017 - £510), subscriptions and memberships £2,375 (2017 - £3,632), room hire £48 (2017 - £30) and management costs £8,208 (2017 - £9,924).

Included in other support costs are travel & welfare expenses of £2,427 (2017 - £3,210), general expenses of £491 (2017 - £511) and office supplies of £1,125 (2017 - £2,391).

11. Net income

Net income is stated after charging/(crediting):

	2018 £	2017 £
Depreciation of tangible fixed assets	<u>5,844</u>	<u>5,597</u>

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

12. Staff costs

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

	2018	2017
	£	£
Wages and salaries	<u>182,703</u>	<u>218,100</u>

The average head count of employees during the year was 13 (2017: 14). The average number of full-time equivalent employees during the year is analysed as follows:

	2018	2017
	No.	No.
Manager	1	1
Money Advisor	2	1
Welfare Officer	2	3
General Assistant/Welfare officer	1	1
Project Worker	7	8
	<u>13</u>	<u>14</u>

No employee received employee benefits of more than £60,000 during the year (2017: Nil).

13. Trustee remuneration and expenses

For the year to 31 March 2018 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 2017	61,916	39,963	101,879
Additions	–	764	764
At 31 March 2018	<u>61,916</u>	<u>40,727</u>	<u>102,643</u>
Depreciation			
At 1 April 2017	18,057	34,455	52,512
Charge for the year	1,238	4,606	5,844
At 31 March 2018	<u>19,295</u>	<u>39,061</u>	<u>58,356</u>
Carrying amount			
At 31 March 2018	<u>42,621</u>	<u>1,666</u>	<u>44,287</u>
At 31 March 2017	<u>43,859</u>	<u>5,508</u>	<u>49,367</u>

15. Debtors

	2018	2017
	£	£
Trade debtors	798	–
Prepayments and accrued income	2,533	2,395
Other debtors	–	4,104
	<u>3,331</u>	<u>6,499</u>

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

16. Creditors: amounts falling due within one year

	2018	2017
	£	£
Trade creditors	40	192
Accruals and deferred income	3,057	2,103
Social security and other taxes	3,242	3,785
Other creditors	29,835	16,000
	<u>36,174</u>	<u>22,080</u>

17. Analysis of charitable funds

Unrestricted funds

	At 1 April 2017	Income £	Expenditure £	Transfers £	At 31 March 2018 £
Unrestricted fund	71,284	135,358	83,290	(50,605)	72,747
Premises Fund	200,000	–	–	–	200,000
	<u>271,284</u>	<u>135,358</u>	<u>83,290</u>	<u>(50,605)</u>	<u>272,747</u>

Restricted funds

	At 1 April 2017 £	Income £	Expenditure £	Transfers £	At 31 March 2018 £
Restricted Fund	71,217	128,093	136,082	50,605	113,833

18. Analysis of net assets between funds

	Tangible fixed assets £	Net current assets/ (liabilities) £	Total £
Restricted Income Funds:			
Restricted fund	43,372	70,461	113,833
	<u> </u>	<u> </u>	<u> </u>
Unrestricted Income Funds			
Unrestricted fund	915	71,832	72,747
Designated fund	–	200,000	200,000
	<u>915</u>	<u>271,832</u>	<u>272,747</u>
	<u> </u>	<u> </u>	<u> </u>
Total Funds	<u>44,287</u>	<u>342,293</u>	<u>386,580</u>

Nairn Citizens Advice Bureau Limited
Company Limited by Guarantee
Management Information
Year ended 31 March 2018

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 2018

I report on the accounts of the company for the year ended 31 March 2018 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
ACCA
Independent examiner

28 High Street
Nairn
IV12 4AU

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Nairn Citizens Advice Bureau Limited
Company Limited by Guarantee
Detailed Statement of Financial Activities
31 March 2018

	2018 £	2017 £
Income and endowments		
Donations and legacies		
Scottish Citizen's Advice Bureau	123,799	108,418
Robertson Trust	16,000	16,000
Highland Council	22,222	46,037
Other donations	2,225	2,143
	<u>164,246</u>	<u>172,598</u>
Charitable activities		
Highland Council - Core funding	93,321	93,321
Moray Citizen's Advice Bureau - SLAB	3,653	4,812
PASS Funding	1,595	2,448
	<u>98,569</u>	<u>100,581</u>
Investment income		
Bank interest receivable	144	897
Other income		
Reimbursement of expenses	492	1,012
Total income	<u>263,451</u>	<u>275,088</u>

Nairn Citizens Advice Bureau Limited

Company Limited by Guarantee

Detailed Statement of Financial Activities *(continued)*

31 March 2018

	2018	2017
	£	£
Expenditure		
Charitable activity		
Wages/salaries	182,703	218,100
Rates & water	1,216	705
Light & heat	2,536	1,637
Cleaning and repairs	1,781	2,938
Insurance	684	686
Advertising	270	311
Travel, welfare and training	4,855	6,390
Telephone	4,652	3,949
Non Nairn management costs	8,208	9,924
Depreciation	5,844	5,597
Printing, stationery and postage	1,125	2,391
Subscriptions and memberships	2,375	3,632
Sundry expenses	982	1,020
Room hire	48	30
Bank charges	32	—
	<u>217,311</u>	<u>257,310</u>
Governance costs		
Governance costs - accountancy fees	2,061	2,309
Governance costs - legal and other professional fees	—	241
	<u>2,061</u>	<u>2,550</u>
Total expenditure	<u>219,372</u>	<u>259,860</u>
Net income	<u>44,079</u>	<u>15,228</u>