

## Nairn Citizens Advice Bureau 5 year Projections

	5 year forecast					
	17/18	18/19	19/20	20/21	21/22	Note
Income	235,043.42	256,592.00	245,767.00	245,646.00	245,646.00	1
Basic Salary Costs	156,272.95	159,501.61	161,096.74	162,707.89	164,336.07	2
Employers NI	10,068.78	10,270.23	10,472.51	10,679.18	10,891.76	3
Employers Pension (Nest)	4,551.03	5,987.22	6,909.36	6,978.43	7,048.32	4
Rates & Water	150	150	150	150	150	
Light and Heat	3000	4500	3000	3000	3000	
Cleaning and repairs	3700	1000	1000	1500	1500	5
Insurance	700	850	850	850	850	
Advertising	1000	1000	1000	1000	1000	
Travel, welfare and training	6000	10000	6000	6000	6000	6
Telephone	4000	4500	4500	4500	4500	
Non Nairn Management Costs	8500	8500	8500	8500	8500	
Printing , Stationery and Postage	2000	2500	2500	2500	2500	
Depreciation	7500	12000	12000	12000	12000	
Subscriptions & Memberships	3500	3500	3500	3500	3500	
Sundry Expenses	7500	5000	1000	1000	1000	7
Room Hire	1500	0	0	0	0	8
Accountancy and Payroll	3000	3000	3000	3000	3000	
Expenditure	222,942.77	232,259.05	225,478.61	227,865.50	229,776.15	
Expected surplus	12,100.65	24,332.95	20,288.39	17,780.50	15,869.85	

## Notes

1. Income - please see attached schedule of income
2. Assuming a 1% inflation increase year on year for salaries, increased cleaner's hours from 6 to 10.
3. Employers NI calculated using 17/18 rates.
4. Auto enrolment scheme increases to 2% in 18/19 and 3 % for the remaining years
5. Cleaning and repairs will decrease as the building should require less maintenance in the first few years.
6. Assume additional training required in 18/19 for the additional volunteers
7. Sundry Expenses are high in 17/18 & 18/19 as will include purchases for new premises. (One off mainly)
8. Room hire will decrease to zero as there will be rooms available for meetings and training in the new premises.

## Cash Flow

Nairn CAB has a consistent track record of managing its finances over the last 21 years and has a Reserves policy which is reviewed on a regular basis. Please see attached.

### Unrestricted Reserves

Reserves available for spending on the objects of the charity at the discretion of the board of trustees.

Within unrestricted reserves there are two further sub-categories:

General reserves - unrestricted funds held to take account of unexpected or emergency situations.

Designated reserves - unrestricted funds set aside by the trustees for a specific purpose in the future

Citizens Advice Scotland Development Committee can bail out a CAB and provide stopgap funding if the funding is guaranteed in the form of interest free loans or grants.

Nairn CAB have never had the need to avail themself of this.

Nairn CAB will also have a building available to sell which was purchased in 1997 for £37k.

Whilst there is no current valuation the building has been substantially improved.