

CARDIFF GYPSY & TRAVELLER PROJECT LIMITED

A COMPANY LIMITED BY GUARANTEE

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED

31ST MARCH 2009

COMPANY NUMBER : 2808978

CHARITY NUMBER : 1020635

ROBLINS

CHARTERED ACCOUNTANTS

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CARDIFF & GYPSY TRAVELLER PROJECT LIMITED

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CARDIFF & GYPSY TRAVELLER PROJECT LIMITED**LEGAL & ADMINISTRATIVE INFORMATION**
FOR THE YEAR ENDED 31ST MARCH 2009

Name: Cardiff and Gypsy Traveller Project Limited

Status: Charity established as a Company limited by guarantee (Company Number 2808978). It is registered with the Charity Commission, certificate number 1020635.

Principal Address: 114 Clifton Street
Roath
Cardiff
CF24 1LW

Directors and Trustees:

John Drysdale (Chair)	
Nigel Stannard	
Carol Rowlands	Resigned
Anne Foley	Resigned
Camilla Lovelace	Resigned
Christopher Myant	
Elaine Ballard	
Michael Trickey	
Clare Gunning	

Secretary: Penelope Smith

Company Bank: Bank of Ireland

Accountants: Roblins
Registered Auditors & Chartered Accountants
Unit 3 Deryn Court
Wharfedale Road
Pentwyn
Cardiff
CF23 7HB

CARDIFF GYPSY & TRAVELLER PROJECT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2009

Structure, Governance and Management

The charity is constituted as a company limited by guarantee and is therefore governed by memorandum and articles of association. All members of the company are also trustees of the charity and there are no other trustees. The board has the power to appoint additional trustees as it considers appropriate.

Objectives and Activities

The charity's objects and principal activities continue to be (i) the promotion of an understanding of Gypsies and Travellers way of life; (ii) the protection and relief of Gypsies and Travellers who are in conditions of need, hardship, sickness and distress, and (iii) the promotion of good relations by encouraging equal opportunities between Gypsies, Travellers and persons of different racial groups in a multicultural society.

The executive committee meet monthly to manage their affairs. Staff present their work reviews and priority plans at executive committee meetings. The core staff team is non-hierarchical and comprises two liaison officers, a youth development officer and an administrative co-ordinator, who each work 21 hours per week as well as a book-keeper who works 3 hours per week.

Achievements and Performance

The charity's liaison project continued to provide an extensive information, advice and liaison service to Gypsies and Travellers as well as to all relevant statutory and voluntary providers within the boundaries of Cardiff County Council and The Vale of Glamorgan Council.

The youth development project provided activities at the sites located at Rover Way and Shirenewton in Cardiff. Young people attended on-site and off-site daytime and evening activities run throughout the year including school holidays.

The computer based driving theory project provided three sessions a week (two morning and one evening) attended by Gypsy and Traveller young people and women. Increasingly Gypsies and Travellers are using the dedicated computer terminals at the project office to gain internet access to explore wider interests.

Financial Review

The major funders in 2008/09 continue to be Cardiff County Council, Cymorth, BBC Children in Need, Welsh Assembly Government, the Tudor Trust and Wales Council for Voluntary Action. The Trustees wish to thank all funders for their generous support during the year. Funding from Cardiff County Council, Cymorth and the Tudor Trust has been identified in the accounts as unrestricted funds. Cardiff County Council has funded the Gypsy & Traveller liaison project. CGTP's work with Gypsy and Traveller children has been funded by Cymorth and BBC Children in Need.

At 31st March 2008 the Charity had free reserves of £29,887. The Trustees are now working towards a reserves policy that aims to conserve free reserves to cover a minimum of three months expenditure within the near future.

CGTP has embarked on a dynamic process of change management facilitated by an executive committee contributing a wide range of skills including finance, management, fundraising and housing service delivery with expertise ranging across the statutory and voluntary sectors. The committee has led a process of organisational review producing a Strategic Review and Plan for 2009/12. The Review Plan builds on the credibility and expertise of the organisation looking forward to establishing a strong and sustainable core structure. The change process has begun with a transition to a new staffing structure and expanded staffing levels. New measures and processes are being put in place to ameliorate the risks to the organisation, including new financial procedures. During this transition period a major risk assessment for the organisation is planned. The focus through the transition period is on securing a sustainable capability to support the organisation in the future.

CGTP's executive committee meets monthly to fulfil its immediate management functions as well as undertaking a strategic review of the organisation, its structure, staff and potential to develop a sustainable funding base from a diverse range of stakeholders and charitable sources within an increasingly competitive funding landscape. The committee has met with key stakeholders who have directly contributed to the strengthening of our core structure and are exploring short and medium term proposals to develop and expand our services to sustain future provision of effective services and support for the Gypsy & Traveller community.

STATEMENT OF DIRECTORS/TRUSTEES RESPONSIBILITY

Company Law requires the directors/Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the company and of the incoming resources and application of resources including its income and expenditure of the company for that period.

In preparing these financial statements, the Directors/Trustees are required to:

- a. Select suitable accounting policies and then apply them consistently;
- b. Make judgements and estimates that are reasonable and prudent;
- c. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors/Trustees are responsible for keeping proper records, which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with companies Act 1985. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.


On behalf of the Trustees

Approved by the Board on 6/10 2008

J.D.

CARDIFF & GYPSY TRAVELLER PROJECT LIMITED**YEAR ENDED 31ST MARCH 2009****Accountants Report to the Trustees on the Unaudited Financial Accounts of
Cardiff and Gypsy Traveller Project Ltd**

We report on the accounts for the year ended 31st March 2009 as set out on pages 4 to 8.

Respective Responsibilities of Directors/Trustees and Reporting Accountants

As described on page 5, the Company's directors, who are also Trustees are responsible for the preparation of the Financial Accounts and they consider that the company is exempt for an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of Opinion

Our work was conducted in accordance with the Statements of Standards for Reporting Accountants, and so our procedures consisted of comparing the Financial Accounts with the accounting records kept by the Company and making such limited enquiries of the officers of the Company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- a. the Financial Accounts are in agreement with the accounting records kept by the Company under section 221 of the Companies Act 1985;
- b. having regard only to, and on the basis of the information contained in those accounting records;
 - (i) the Financial Accounts have been drawn up in a manner consistent with the accounting requirements specified in S249C(6) of the Act; and
 - (ii) the Company satisfied the conditions for exemption from an audit of the Financial Accounts for the year specified in S249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in S249B(1).



Roblins
Chartered Accountants
3 Deryn Court
Wharfedale Road
Pentwyn
Cardiff
CF23 7HB

Dated 6th October 2009

CARDIFF GYPSY & TRAVELLER PROJECT LIMITED**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2009**

	<u>Note</u>	<u>Unrestricted Funds 2009</u>	<u>Restricted Funds 2009</u>	<u>Total Funds 2009</u>	<u>Total Funds 2008</u>
<u>INCOMING RESOURCES</u>					
Incoming Resources from generated funds -					
<u>Voluntary Income:</u>					
Sundry Receipts		8		8	17
<u>Activities for generating funds:</u>					
Investment Income		1,146		1,146	1,103
Incoming Resources from Charitable Activities -					
Grants & Contracts	5	88,894	21,532	110,426	123,347
Total Incoming Resources		<u>90,048</u>	<u>21,532</u>	<u>111,580</u>	<u>124,467</u>
<u>RESOURCES EXPENDED</u>					
Charitable activities	4	83,775	37,226	121,001	104,741
Governance Costs	4	747	486	1,233	1,398
Total Resources Expended		<u>84,522</u>	<u>37,712</u>	<u>122,234</u>	<u>106,139</u>
Net Incoming/(Outgoing) Resources before transfers		5,526	-16,180	-10,654	18,328
Net Movement in Funds		5,526	-16,180	-10,654	18,328
<u>RECONCILIATION OF FUNDS</u>					
Total funds brought forward		24,361	26,224	50,585	32,257
Total funds carried forward		<u>29,887</u>	<u>10,044</u>	<u>39,931</u>	<u>50,585</u>

The notes on pages 6 - 8 form part of these accounts.

CARDIFF GYPSY & TRAVELLER PROJECT LIMITED
BALANCE SHEET AS AT 31ST MARCH 2009

	<u>Note</u>	<u>2009</u>	<u>2008</u>
		£	£
FIXED ASSETS	6	1,270	1,692
<u>CURRENT ASSETS</u>			
Debtors and Prepayments	10	4,287	7,887
Cash at Bank and in Hand	11	<u>45,122</u>	<u>44,929</u>
		49,409	52,816
<u>CREDITORS:</u>			
Amounts Falling Due within one year	12	<u>10,748</u>	<u>3,923</u>
NET CURRENT ASSETS		38,661	48,893
NET ASSETS		<u>39,931</u>	<u>50,585</u>
<u>FUNDS</u>			
Unrestricted	7	29,887	24,361
Restricted	8	<u>10,044</u>	<u>26,224</u>
		<u>39,931</u>	<u>50,585</u>

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies S246(8).

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

For the year in question, the company was entitled to the exemption under S249A(2)

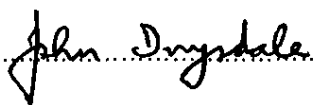
No notice has been deposited under S249B(2) in relating to its accounts for the financial year; and

the directors acknowledge their responsibilities for;

- (i) ensuring that the company keeps accounting records which comply with S221 of the Companies Act 1985; and
- (ii) preparing accounts which give a true and fair view of the state of the company's affairs as at the end of the financial year and of its incoming resources and application of resources and of its income and expenditure for the year in accordance with the requirements of S226 and which otherwise comply with the requirements of the Companies Act 1985 relating to accounts, so far as applicable to the Company (S249B(4)).

Approved by the Board on

2009



The notes on pages 6 - 8 form part of these accounts.

CARDIFF & GYPSY TRAVELLER PROJECT LIMITED

NOTES TO THE ACCOUNTS **FOR THE YEAR ENDED 31ST MARCH 2009**

1 CHARITABLE STATUS

The Company is a Registered Charity under the Charities Act 1993 and is accordingly exempt from taxation on its charitable activities.

2 LIABILITIES OF MEMBERS

The Company is limited by guarantee and has no share capital. The Memorandum of Association provides that every member is liable to contribute a sum not exceeding £1 in the event of the company being wound up while they are a member or within one year of ceasing to be a member.

3 ACCOUNTING POLICIES

a) The Financial Statements have been prepared in accordance with applicable Accounting Standards and follow the recommendations in Statements of Recommended Practice:- Accounting by Charities (SORP), revised in 2005, and with the Financial Reporting Standard for smaller entities (effective January 2007).

b) Restricted Funds are to be used for specified purposes as laid down by the Donor. Expenditure which meets these criteria is identified to the Fund, together with a fair allocation of management and support costs.

c) Unrestricted Funds are those Funds received or generated for the objects of the Charity without further specified purpose and are available as General Funds, and for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

d) Incoming Resources

All incoming resources are included in the Statement Of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

CARDIFF & GYPSY TRAVELLER PROJECT LIMITED**NOTES TO THE ACCOUNTS**
FOR THE YEAR ENDED 31ST MARCH 2009**3 ACCOUNTING POLICIES - continued**

- Investment income is included when receivable.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.
- Grants receivable for the purpose of purchasing fixed assets are credited to a Capital Grant Reserve Fund and written off over the same period as the corresponding fixed assets.

- e) Depreciation is provided on all Tangible Fixed Assets at rates calculated to write off the cost of each asset over its estimated useful life, on a 25% reducing balance basis.

CARDIFF GYPSY & TRAVELLER PROJECT LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2009

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4 TOTAL RESOURCES EXPENDED

		Unrestricted General Charitable Activities	Restricted Youth Development Project	Restricted Training Programme	2009 Total	2008 Total
	Basis of Allocation					
Costs directly allocated to activities						
Staff costs	Direct	60,048	2,168	8,120	70,336	76,578
Activity and Direct Costs	Direct	4,704	13,986	835	19,525	34,346
Support costs allocated to activities						
Premises Costs	Usage	10,455	232	5,312	15,998	8,760
General Office staff	Usage	3,089	1,142	1,624	5,855	7,238
Telephone & Postage	Usage	1,190	546	672	2,408	2,287
Insurance	Usage	28	73	555	600	1,138
Staff Travel	Usage	1,660	223	-	1,884	1,644
Bank Charges	Usage	143	11	83	237	235
Equipment & Activities	Usage	530	-	-	530	786
Other Expenditure	Usage	142	4	28	173	1,973
General Office Expenses	Usage	1,645	468	919	3,033	3,539
Depreciation	Usage	197	225	-	422	563
		83,775	19,077	18,149	121,001	139,087
Governance Costs						
Accountancy	Direct	697	58	395	1,150	1,398
Publications & Subscriptions	Direct	50	4	29	82	114
		747	62	424	1,233	1,512

CARDIFF GYPSY & TRAVELLER PROJECT LIMITED**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2009****5 GRANTS AND CONTRACTS**

<u>Grants Received</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>2009</u>	<u>2008</u>
CCC Core Grant	65,524	-	65,524	38,000
Cymorth	23,370	-	23,370	22,912
Children In Need	-	6,694	6,694	26,778
Tudor Trust	-	-	-	15,000
WCVA	-	-	-	2,500
National Assembly for Wales	-	14,838	14,838	18,157
	<u>88,894</u>	<u>21,532</u>	<u>110,426</u>	<u>123,347</u>

6 TANGIBLE FIXED ASSETS

<u>Office furniture, fixtures and equipment</u>	<u>Unrestricted</u>	<u>Youth Dev' Project</u>	<u>Total</u>
Cost			
As at 1st April 2008 and 31st March 2009	<u>7,485</u>	<u>1,997</u>	<u>9,482</u>
Depreciation			
As at 1st April 2008	6,695	1,095	7,790
Charge for year	197	225	422
As at 31st March 2009	<u>6,892</u>	<u>1,320</u>	<u>8,212</u>
Net Book Value			
At 31st March 2009	<u>593</u>	<u>677</u>	<u>1,270</u>
At 31st March 2008	<u>790</u>	<u>902</u>	<u>1,692</u>

CARDIFF GYPSY & TRAVELLER PROJECT LIMITED**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2009**

7 ACCUMULATED FUND	<u>2009</u>	<u>2008</u>
At 1st April 2008	24,361	15,962
Surplus/(Deficit) for the year	5,526	8,399
Transfer between funds	-	-
At 31st March 2009	<u>29,887</u>	<u>24,361</u>

8 RESTRICTED FUNDS	Balance <u>B/Fwd</u>	add Incoming <u>Resources</u>	less Outgoing <u>Resources</u>	Closing <u>Balance</u>
Capital Grants	1,036	-	225	811
National Assembly for Wales	10,467	14,838	18,572	6,733
Children In Need	9,721	6,694	16,415	-
Communities First	2,500	-	2,500	-
WCVA	2,500	-	-	2,500
	<u>26,224</u>	<u>21,532</u>	<u>37,712</u>	<u>10,044</u>

9 RELATED PARTY TRANSACTIONS

Trustees received no remuneration and were not reimbursed any expenses during the year.

10 DEBTORS & PREPAYMENTS	<u>2009</u>	<u>2008</u>
YDP Children in Need	-	-
YDP Cymorth	-	5,727
Rent prepaid	2,700	1,560
Insurance Prepayment	1,587	600
	<u>4,287</u>	<u>7,887</u>

11 CASH AND BANK IN HAND	<u>2009</u>	<u>2008</u>
Bank account - General	32,466	22,016
Bank account - Youth Development	12,586	22,767
Cash in Hand	70	146
	<u>45,122</u>	<u>44,929</u>

12 CREDITORS	<u>2009</u>	<u>2008</u>
Accountancy fees	1,708	1,815
PAYE	-	976
Printing & Stationery	15	-
Travel	27	-
Rent Accrual	-	798
Equipment -activity toys	-	-
Staff Costs	164	334
Professional fee	-	-
Workshops	8,834	-
	<u>10,748</u>	<u>3,923</u>