

**CARDIFF GYPSY & TRAVELLER PROJECT LIMITED**

**A COMPANY LIMITED BY GUARANTEE**

**REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED**

**31ST MARCH 2010**

**COMPANY NUMBER : 2808978**

**CHARITY NUMBER : 1020635**

**ROBLINS**

**CHARTERED ACCOUNTANTS**

TUESDAY



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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 2010**

**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  
Christopher Myant  
Elaine Ballard  
Michael Trickey  
Clare Gunning  
Jackie Amos (appointed 02 05 2009)  
Carol Rowlands (resigned 23 10 2009)  
Ann Foley (resigned 23 10 2009)

**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 31<sup>ST</sup> MARCH 2010**

**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. In achieving these objects Cardiff Gypsy & Traveller Project (CGTP) aims to support and enable Gypsies and Travellers to achieve a high and sustainable quality of life, within their own culture, through improving access to suitable accommodation, public services and employment skills.

The executive committee meet every 2 months to manage their affairs and receive regular reports from the director. A new staff structure was established in July and comprises director, office manager, and 2 liaison officers, all full-time staff. Funding for the youth development post came to an end in November.

**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 project saw an average of 18 individuals a week and received 3 referrals per week from other agencies, in total an average of 27 referrals per week.

The youth development project consulted with children and parents to develop a 6 month programme of activities until the end of the project in October. Activities were based around the Fashion Show Live event in Newport, and a Summer scheme at a local play centre.

The computer based driving theory project provided one evening session a week attended by Gypsy and Traveller young people and women. An average of 5 students per session achieved pass rates of 75% for Driving Practical and 100% for Driving Theory tests as well as receiving training in and through ICT.


A new advocacy & support programme was established in January and will provide an outreach service to vulnerable families, and work with family groups to develop family advocates and champions.

### Financial Review

The major funders in 2009/10 were Cardiff County Council, Cymorth, Equality & Human Rights Commission (EHRC) and the Welsh Assembly Government (WAG). Cardiff County Council and the Welsh Assembly Government funded the new core structure of the organisation. The Equalities & Human Rights Commission funded the new advocacy & support programme and Cardiff County Council continued to fund the liaison work with Gypsies and Travellers. CGTP's work with Gypsy and Traveller children has been funded by Cymorth. The Trustees wish to thank all funders for their generous support during the year.

Despite this being a difficult year for charities, income increased to £158,862 as a result of new funding from the EHRC, and there was a surplus of £2,650 in the year. On the 31<sup>st</sup> March 2010 unrestricted reserves had increased to £34,446. The Trustees are satisfied with the current level of reserves and are working to a reserves policy that attains free reserves to cover a minimum of three months expenditure.

The past year has seen a remarkable turn around in the viability and effectiveness of CGTP. The executive committee have established a clear strategy and plan for the organisation based on establishing a strong and sustainable core structure supported by key stakeholders. Staff restructuring, major changes in personnel and organisational systems have this year created the platform for a stable and sustainable organisation.

  
On behalf of the Trustees

Approved by the Board on

2<sup>nd</sup> November 2010

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE UNAUDITED ACCOUNTS OF  
CARDIFF & GYPSY TRAVELLER PROJECT LIMITED**

**YEAR ENDED 31ST MARCH 2010**

I report on the accounts for the year ended 31st March 2010 as set out on pages 4 to 8

**Respective Responsibilities of Directors/Trustees and Examiner**

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 under section 43 (2) of the Charities Act 1993 and that an independent examination is needed. Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to

- 1) examine the accounts under section 43 to the 1993 Act,
- 2) to follow the procedures laid down in the General Directions given by the Charity Commission under section 43 (7) (b) of the 1993 Act and
- 3) to state whether particular matters have come to my attention

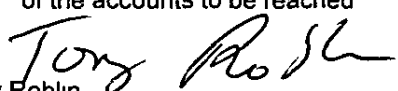
**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention

- 1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - a to keep accounting records in accordance with section 386 of the Companies Act 2006, and
  - b to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principals of the Statement of Recommended Practice Accounting and Reporting by Charities (revised 2005) 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

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

Dated  2010

**CARDIFF GYPSY & TRAVELLER PROJECT LIMITED****STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST MARCH 2010**

	<b><u>Note</u></b>	<b><u>Unrestricted Funds 2010</u></b>	<b><u>Restricted Funds 2010</u></b>	<b><u>Total Funds 2010</u></b>	<b><u>Total Funds 2009</u></b>
<b><u>INCOMING RESOURCES</u></b>					
<b>Incoming Resources from generated funds -</b>					
<b><u>Voluntary Income</u></b>					
Sundry Receipts		2,370		2,370	8
<b><u>Activities for generating funds</u></b>					
Investment Income		-	-	-	1,146
<b>Incoming Resources from Charitable Activities -</b>					
Grants & Contracts	5	149,524	6,968	156,492	110,426
<b>Total Incoming Resources</b>		<b><u>151,894</u></b>	<b><u>6,968</u></b>	<b><u>158,862</u></b>	<b><u>111,580</u></b>
<b><u>RESOURCES EXPENDED</u></b>					
Charitable activities	4	146,363	8,752	155,115	121,001
Governance Costs	4	972	125	1,097	1,233
<b>Total Resources Expended</b>		<b><u>147,335</u></b>	<b><u>8,877</u></b>	<b><u>156,212</u></b>	<b><u>122,234</u></b>
<b>Net Incoming/(Outgoing) Resources</b>		<b>4,559</b>	<b>(1,909)</b>	<b>2,650</b>	<b>(10,654)</b>
<b><u>RECONCILIATION OF FUNDS</u></b>					
Total funds brought forward		29,887	10,044	39,931	50,585
<b>Total funds carried forward</b>		<b><u>34,446</u></b>	<b><u>8,135</u></b>	<b><u>42,581</u></b>	<b><u>39,931</u></b>

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

**CARDIFF GYPSY & TRAVELLER PROJECT LIMITED**  
**BALANCE SHEET AS AT 31ST MARCH 2010**

	<u>Note</u>	<u>2010</u> £	£	<u>2009</u> £	£
<b>FIXED ASSETS</b>	6		5,400		1,270
<b><u>CURRENT ASSETS</u></b>					
Debtors and Prepayments	10	3,995		4,287	
Cash at Bank and in Hand	11	<u>43,452</u>		<u>45,122</u>	
		47,447		49,409	
<b><u>CREDITORS:</u></b>					
Amounts Falling Due within one year	12	<u>10,266</u>		<u>10,748</u>	
<b>NET CURRENT ASSETS</b>			37,181		38,661
<b>NET ASSETS</b>			<u>42,581</u>		<u>39,931</u>
<b><u>FUNDS</u></b>					
Unrestricted	7		34,446		29,887
Restricted	8		<u>8,135</u>		<u>10,044</u>
			<u>42,582</u>		<u>39,931</u>

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and for the year in question, the company was entitled to an audit exemption

These financial statements were approved by the directors/trustees and authorised for issue on ~~13.12.2010~~ and are signed on their behalf by

Director/Trustee

*John Ingsdale*

Approved by the board

*2<sup>nd</sup> November 2010*

The notes on pages 6 to 8 form part of these accounts

**CARDIFF & GYPSY TRAVELLER PROJECT LIMITED****NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST MARCH 2010****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

**CARDIFF & GYPSY TRAVELLER PROJECT LIMITED****NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST MARCH 2010****3 ACCOUNTING POLICIES - continued**

- 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.
  - 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 2010**

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**4 TOTAL RESOURCES EXPENDED**

	Basis of Allocation	Unrestricted General Charitable Activities	Unrestricted Youth Development Project	Restricted Capital Youth Dev Grant	Restricted EHRC	WCVA	2010 Total	2009 Total
<b>Costs directly allocated to activities</b>								
Staff costs	Direct	95,155	15,127	-	3,666		113,948	70,336
Workshops	Direct	-	-	-	-		-	18,690
Training	Direct	544	35	-	-		579	835
Grant Balance repaid	Direct					2,500	2,500	-
<b>Support costs allocated to activities</b>								
Premises Costs	Usage	10,625	3,411	-	638		14,674	15,998
General Office staff	Usage	3,175	-	-	-		3,175	5,855
Telephone & Postage	Usage	1,966	744	-	-		2,710	2,408
Insurance	Usage	1,248	275	-	64		1,587	600
Staff Travel	Usage	2,192	384	-	103		2,679	1,884
Bank Charges	Usage	282	82	-			364	237
Equipment & Activities	Usage						-	530
Advertising	Usage	1,703					1,703	-
General Office Expenses	Usage	7,193	923		603		8,719	3,206
Depreciation	Usage	1,299		811	367		2,477	422
		<b>125,382</b>	<b>20,981</b>	<b>811</b>	<b>5,441</b>	<b>2,500</b>	<b>155,115</b>	<b>121,001</b>
<b>Governance Costs</b>								
Accountancy	Direct	315	458		107		880	1,150
Publications & Subscriptions	Direct	150	49		18		217	82
		<b>465</b>	<b>507</b>	<b>-</b>	<b>125</b>	<b>-</b>	<b>1,097</b>	<b>1,233</b>
<b>total</b>								
		<b>125,847</b>	<b>21,488</b>	<b>811</b>	<b>5,566</b>	<b>2,500</b>	<b>156,212</b>	<b>122,234</b>

**CARDIFF GYPSY & TRAVELLER PROJECT LIMITED****NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST MARCH 2010****5 GRANTS AND CONTRACTS**

<u>Grants Received</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>2010</u>	<u>2009</u>
CCC	89,000	-	<b>89,000</b>	65,524
Cymorth	17,739	-	<b>17,739</b>	23,370
Children In Need	-	-	-	6,694
Welsh Assembly Government	41,785	-	<b>41,785</b>	14,838
WCVA	-	-	-	-
EHRC	-	6,968	<b>6,968</b>	-
CCC Driving Theory Programme	1,000	-	<b>1,000</b>	-
	<b>149,524</b>	<b>6,968</b>	<b>156,492</b>	<b>110,426</b>

**6 TANGIBLE FIXED ASSETS**

Office furniture, fixtures and equipment	<u>Unrestricted</u>	<u>Youth Dev/ Project</u>	<u>EHRC Restricted</u>	<u>Total</u>
<b>Cost</b>				
As at 1st April 2009	7,485	1,997	-	9,482
Addition	5,140	-	1,468	6,607
	<b>12,625</b>	<b>1,997</b>	<b>1,468</b>	<b>16,089</b>
<b>Depreciation</b>				
As at 1st April 2009	6,892	1,320	-	8,212
Charge for year	1,433	677	367	2,477
	<b>8,325</b>	<b>1,997</b>	<b>367</b>	<b>10,689</b>
As at 31st March 2010	<b>4,300</b>	<b>-</b>	<b>1,101</b>	<b>5,400</b>
<b>Net Book Value</b>				
At 31st March 2010	<b>4,300</b>	<b>-</b>	<b>1,101</b>	<b>5,400</b>
At 31st March 2009	<b>593</b>	<b>677</b>	<b>-</b>	<b>1,270</b>

**7 ACCUMULATED UNRESTRICTED FUND**

	<u>2010</u>	<u>2009</u>
At 1st April 2009	<b>29,887</b>	24,361
Surplus/(Deficit) for the year	<b>4,559</b>	5,526
Transfer between funds	-	-
At 31st March 2010	<b>34,446</b>	<b>29,887</b>

**CARDIFF GYPSY & TRAVELLER PROJECT LIMITED****NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST MARCH 2010**

<b>8 RESTRICTED FUNDS</b>	<b>Balance B/Fwd</b>	<b>add Incoming Resources</b>	<b>less Outgoing Resources</b>	<b>Closing Balance</b>
Capital Grants	811	-	811	-
Welsh Assembly Government	6,733	-	-	<b>6,733</b>
Children In Need	-	-	-	-
Communities First	-	-	-	-
WCVA	2,500	-	2,500	-
EHRC	-	6,968	5,566	<b>1,402</b>
	<b>10,044</b>	<b>6,968</b>	<b>8,877</b>	<b>8,135</b>

The balance on the National Assembly for Wales Fund of £ 6,733 is held in Cash at Bank  
The balance on the EHRC Fund is held £1,101 in Fixed Assets and £301 in Cash at Bank

**9 RELATED PARTY TRANSACTIONS**

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

<b>10 DEBTORS &amp; PREPAYMENTS</b>	<b>2010</b>	<b>2009</b>
Rent prepaid	1,720	2,700
Insurance Prepayment	1,223	1,587
Salaries	1,017	-
Advertising	35	-
	<b>3,995</b>	<b>4,287</b>
<b>11 CASH AND BANK IN HAND</b>	<b>2010</b>	<b>2009</b>
Bank account - General	43,299	45,052
Cash in Hand	153	70
	<b>43,452</b>	<b>45,122</b>
<b>12 CREDITORS</b>	<b>2010</b>	<b>2009</b>
EHRC Deferred income	3,230	-
Accountancy fees	1,300	1,708
Equipment	4,202	-
Printing & Stationery	-	15
Advertising	235	27
Travel	108	-
Heat & light	553	-
Staff Costs	475	164
Telephone	117	-
Workshops	-	8,834
CCC	46	-
	<b>10,266</b>	<b>10,748</b>