

REGISTERED COMPANY NUMBER 03062605 (England and Wales)  
REGISTERED CHARITY NUMBER. 1048218

**Report of the Trustees and  
Financial Statements For The Year Ended 31 March 2012  
for  
Pembrokeshire Care Society**



Ashmole and Co  
Williamston House  
7 Goat Street  
Haverfordwest  
Pembrokeshire  
SA61 1PX

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**Pembrokeshire Care Society**

**Contents of the Financial Statements  
for the year ended 31 March 2012**

	Page
Report of the Trustees	1 to 8
Report of the Independent Auditors	9 to 10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13 to 18
Detailed Statement of Financial Activities	19 to 20

**Pembrokeshire Care Society**

**Report of the Trustees  
for the year ended 31 March 2012**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

03062605 (England and Wales)

**Registered Charity number**

1048218

**Registered office**

1 Corner House  
Barn Street  
Haverfordwest  
Pembrokeshire  
SA61 1BW

**Trustees**

Mrs G Morgan  
Mrs J Davies  
Mrs A Symons  
P Lucas  
Mrs S Noble  
R Sinnett  
Mrs C Hayward  
Mrs H Scourfield  
C Sheridan  
Mrs C Phillips

**Company Secretary**

**Auditors**

Ashmole and Co  
Williamston House  
7 Goat Street  
Haverfordwest  
Pembrokeshire  
SA61 1PX

**Solicitors**

Bissmire Fudge & Co,  
19 Market Street,  
Haverfordwest

**Bankers**

Lloyds Bank Plc,  
Victoria Place,  
Haverfordwest

## **Pembrokeshire Care Society**

### **Report of the Trustees for the year ended 31 March 2012**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

PCS is a charitable company limited by guarantee which was founded in 1979. The company was established under a Memorandum of Association which established the objectives and powers of the charitable company. The Memorandum of Association, in the year 2000, was reviewed, amended and agreed by the charity commission, therefore enabling the company to change its services to suit the changing needs of the homeless or threatened with homelessness in Pembrokeshire.

The Company's objectives are to educate and train and relieve poverty and homelessness amongst

(a) Persons in Pembrokeshire who are suffering or who have suffered a legal restriction on their liberty in the community, or any penal establishment or institution

(b) Persons whose circumstances may create tendencies that they are likely to commit an offence and thereby suffer legal restriction of their liberty

(c) Families of the above persons who are in conditions of need, hardship or distress

##### Areas of Expertise

PCS provide advice, assistance and advocacy on housing, homeless rights, evictions, welfare and housing benefits and debt. We also administer bond guarantees and rent in advance payments in partnership with client specific organisations and local private landlords. We are also operating two supporting people schemes both of which operate across any tenure. We have developed formal and informal partnerships with local education and training organisations who assist us to meet our aims. We also manage Pathway Lettings which is a social enterprise. The aim is to provide a full letting service which produces an income to supplement our grant funding.

##### Client Groups Served

PCS provides services for anyone over the age of 15, resources permitting. PCS also have specialist services available for ex-offenders, young people and families, again dependant on Service Level Agreements continuing. The charity also, with the aim of continuation of future services, provides advice for Private Sector Landlords on tenancy law and other related issues.

##### **Recruitment and appointment of new trustees**

There are 10 members of the Council all of which are trustees. Three of the trustees are also directors of the Company. Under the Memorandum of Association, the members of the Council are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

At the 2011 Annual General Meeting three members of the Council were re-elected.

The Council has agreed the necessity of the use of a Management Committee for issues that may arise between the full meetings. Management Committee members are selected from the full Council of Management and will include the Managing Director.

Due to the diversity of the client group and the varied services that the charity provides it is important that the Council consists of members with varied backgrounds and expertise. In an effort to maintain a broad skill mix, or in the event of particular skills being lost to retirements, individuals with the identified required skills are approached to offer themselves for election to the Council.

##### **Induction and training of new trustees**

Prior to election possible new trustees are invited to attend a meeting at the main office to view the work of the charity. They are then invited to attend a Council meeting in an observatory capacity. After election trustees are provided with a trustee handbook and can access trustee training if required.

## **Pembrokeshire Care Society**

### **Report of the Trustees for the year ended 31 March 2012**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Organisational structure**

The charity has a Council of Management who meet, on average, six times per year and are responsible for agreeing the strategic direction and policy of the charity. The Managing Director attends the Council of Management meetings to propose any change in strategic and/or Policy direction.

For matters of urgency which fall between Council of Management or informal update meetings the Managing Director or the Management Committee will arrange an agenda meeting to discuss.

Staff meetings are held weekly. Scheme specific meetings are also held on a regular basis dependant on the current or identified need and the Managing Director is available to all employees on a daily basis. The Managing Director refers problems that require Council approval back to the Council.

Our Annual Report provides information on our short and mid term goals. A three year business plan is in place which is reviewed annually.

Policies and procedures are reviewed annually and individual schemes are monitored and evaluated for effectiveness on an ongoing basis.

Reports are provided for funders and partners at agreed times.

For additional support and in order to safeguard PCS's committee and employees, PCS subscribe to Peninsula Employment Specialists for legal and practical advice on employment issues. They also contract to Peninsula for Health and Safety Advice to ensure continual compliance.

##### **Public Benefit**

In accordance with our aims and objectives, when providing our services to some of the most vulnerable people in society, we strive to have a positive effect on the reduction in crime, anti social behaviour, utility and other public debt re-payments. We aim to develop sustainable tenancies and assist with the integration into the community of those who are most marginalised.

##### **Risk management**

The charity has and continues to develop policies & procedures which reduce the financial and litigation risk that the charity may face. The charity holds the Quality Mark, now known as Advice Quality Standard. These intensive external audits ensure that the working policies, procedures and ongoing training provide as low a risk as is possible for employees, committee and clients. The risk management policy is reviewed annually and presented to the Council for full approval at the AGM.

## **Pembrokeshire Care Society**

### **Report of the Trustees for the year ended 31 March 2012**

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

###### Overview

Pembrokeshire Care Society (PCS) which incorporates Pembrokeshire Action for the Homeless (PATH) and Pathway Lettings (PL) was founded in 1979. Our service users are often the most marginalised groups in society and the majority will receive very limited statutory assistance. We attempt to balance the ever increasing demand on our services, reduction in funding and changing client group priorities with innovation and a speedy reaction to change.

As an organisation, serving Pembrokeshire people, our success is based on local knowledge, innovative thinking and expertise in our field. This allows us to provide the most cost effective service within the given resources at that time. The quality and standard of our services has been acknowledged by independent audits and individuals as being at an exceptional standard.

Our services, both practical and legal, include housing and homeless advice, assistance and advocacy, welfare and debt advice, administration of bond schemes and tenancy support. We also now manage a number of properties through our Pathway Lettings service. Although we work with all customer groups we continue to provide the majority of our services to the non priority homeless. Geographically Pembrokeshire comprises of a large rural area with a number of large towns surrounded by villages and small rural communities. The difficulty of 'provision of services to all' remains one of our biggest challenges. We use a balance of outreach surgeries, floating support, a free phone number and our travel warrant scheme to give our customers a number of ways to access PCS services. We have a generic duty worker available during core hours to deal with immediate or crisis problems and to provide service access options dependant on need.

During previous years we had great difficulty in managing the steady and continual increase in demand for our services. Consequently we had accepted that we can no longer operate our open door policy within our existing funding limits. Discussion and planning has resulted in the implementation of our new access to service strategy which includes the lower level of service offered to some client groups. Our change to service delivery has had a positive result in that one social services department has agreed to fund PCS and a new Family First Service Level Agreement has been agreed.

We also provide supporting people services, the largest being the Generic Support Service. This scheme has complemented our original core work and provides a seamless service from first contact to tenancy management.

As in line with the majority of similar organisations and public sectors we have frozen salaries for the third year running. All employees have accepted this freeze and are wholly committed to reducing the impact on our customer group as we expect funding issues to become even more of a challenge in the future.

##### **Grantmaking**

Where clients are in need of assistance to purchase basic furniture for their new accommodation or require initial financial assistance to budget for their transfer to independent living, grants for furniture and/or food are available.

The Society acts as guarantor for the bonds required by landlords from their clients. Whilst no payment is made initially, on many occasions the landlords call on the guarantee and funds are made available by the Society.

**Pembrokeshire Care Society**  
**Report of the Trustees**  
**for the year ended 31 March 2012**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

This year we have benefited from the change to our access to service delivery strategy implemented in 2008 -09 and our bond liability reduction strategy. Historically the demand on our services had increased annually, the pressure on the organisation and its caseworkers has become unsustainable. We all regret the need to restrict services but without additional funding being available our choices are limited. PCS still provide an open door policy but refer those client groups who are owed a full duty to the relevant professional bodies for assessment and financial liability. Many of these client groups are then referred back to us but are accompanied by a housing, care or support plan. This will include financial guarantees for PCS to provide the service.

This year we had 968 new clients approach us as their first contact for assistance through our housing and debt advice, assistance and advocacy service. This continues to be over 20% above our target figure and funding commitment level of 800. We also had 542 existing customers from the previous year and a further 250 new and bond recipients still in situ. In addition we had 535 Referrals to our support services of which approximately 25% (134) were not existing clients. Consequently 1894 customers were provided with a service from PCS during the financial year.

We retain the Quality Mark and, this year, received again an excellent Audit Report from the Legal Service Commission Auditors. All other external audits have also been excellent and PCS remain confident that their service provisions remain at a high standard. We still aim to provide the best services to the people of Pembrokeshire within the current resources whilst ensuring employee's caseloads are manageable.

**A detailed review of our charitable activities has been prepared under separate cover and is available from our registered office**

**FINANCIAL REVIEW**

**Reserves policy**

In order that the Society can continue to operate if grant aid is not forthcoming in the future, unrestricted free reserves (excluding funds designated for specific purposes) are being allocated in order to allow time to identify alternative sources of funds and/or meet any resulting redundancy costs. The Council of Management aims to build this reserve up to a level equivalent to one year's running costs. The balance of free reserves at 31st March 2012 amounts to £312,369. This equates to approximately 8 months of running costs.

Redundancy costs are calculated at statutory minimum level. At 31st March 2012 the Society holds £59,540.33 in a designated fund for this purpose.

The organisation also has a bond reserve allowing for the issuing of Bond Guarantees to landlords on behalf of the homeless clients Pembrokeshire Care Society serves. As of 31st March 2012 the Society has a bond liability of £34,505 and a bond reserve of £34,505.

**Principal funding sources**

The principal funding source for the work of Pembrokeshire Care Society is that of the Welsh Assembly Government to the value of £242,703.00. This year's money was used to fulfil the aims and objectives of the organisation as set out in its Governing document and as described in the Achievements and Performance section of this report.

## **Pembrokeshire Care Society**

### **Report of the Trustees for the year ended 31 March 2012**

#### **PLANS FOR THE FUTURE**

We do not envisage any major development during the forthcoming year. Our overall objective in the short term is to continue to provide the best services possible within the limits of the funding available to us. To enable us to forward plan we have requested early clarification from our current funders with regard to cuts, freezes or cessation of regular grants or donations. Service Level Agreements and grant funders have, in the majority, now confirmed continuation for 2012-13. We have also negotiated a new agreement with Families First Social Services Department to administer bonds for their clients group. Our successful funding strategy has previously allowed us to contribute financially towards the cost of these agreements, but it is inevitable and with regret that as funding becomes more difficult PCS' own contribution to these agreements may need to be reduced.

We will endeavour to maintain our reduced bond financial liability as in line with the Welsh Assembly aims and objectives. Our three year strategy, which we implemented at the beginning of the 2008 financial year, has to date been very successful and we have reduced the bond liability and potential claim rate by 48%. We will continue to operate this system but acknowledge that this is now a maintenance system and therefore bond liability amounts will remain relatively static, unless we reduce the amount of bonds we administer.

We have been informed that the Generic Support Service Substance Misuse Pilot which we have been developing and managing over the last 3 years will go out for tender early in the new financial year. PCS will tender to retain this service and it is hoped that we will be successful as this service runs hand in hand with the originally Generic Support Service.

There was a delay in the transfer of the Supported People Revenue Grant funding from the Welsh Assembly to the Local Authority this is now planned to proceed in September 2012. We will work with the Local Authorities Supporting People Team to assist with the smooth transition. We are hopeful that the implementation of the national re-distribution of supporting people funding will see Pembrokeshire able to move forward and develop the much needed services that other Local Authority areas have already established.

Pathway Lettings, our social enterprise is now fully integrated into our other core services. We will continue to develop this service whilst raising awareness of the need for financial support to enable the leasing of properties for specific client groups.

PCS and PCC housing department have a mutually beneficial and excellent working relationship. PCS are committed to ensuring this good working relationship thrives and further develops during the expected higher demands on both organisations.

Middle Management will continue their accredited training programme during the forthcoming year. Our in house training programme will continue to expand and external training will be sourced dependant on need and cost. Our new role as letting agents has given PCS cause for concern with regard to legal challenges and the implications to PCS both in time resources and financial liability. This could affect further development and will be addressed this year. We are hopeful that we will be able to develop the Management Committee to include members with a legal housing background.

PCS's travel warrant scheme has again been a great success in enabling ours and other agencies clients to access public transport. This would not be possible without the support of the participating local bus companies and Activity Wales. New service level agreements for the forthcoming year have been signed by the partnership agencies who presently utilise this service. The scheme is now self financing and covers the cost of our own travel warrants that we issue to our clients. We will this year try to expand this service to even more agencies with the aim that we can utilise any profits to supplement our other services.

The ethos of Pembrokeshire Care Society has and will always be that no person should have to be homeless. However we also believe that not all persons can or should have their own tenancy. To this end we will continue to raise awareness of the need for a project for those who are not able at the time they apply for housing services, to successfully manage a tenancy. The reasons for not being able to manage alone are varied. Pembrokeshire has excellent support services which provide intervention in the majority of these cases. However experience and reality proves that within this most marginalised group are those that do not meet the aims of the support scheme, do not engage and have a poor tenancy history of anti social behaviour issues, non payment of rent and damage claims to properties. A project, which includes emergency bed spaces and provides the opportunity to learn and address their social issues, should be available. In PCS's opinion when there is a history of poor tenancy management and non engagement these actions need to be addressed and consequences faced before the same mistake is repeated. We believe in sustainable tenancy allocations not failure and repeat homeless applicants.



**Pembrokeshire Care Society**  
**Report of the Trustees**  
**for the year ended 31 March 2012**

PCS understand the reality of funding restrictions in this economic climate. There will be limited options for further development and/or additional funding to allow for the expansion of existing services. We will, as always, endeavour to meet our aims and objectives within the limits of current resources. Both committee and current employees remain committed to the long term future of the organisation and provision of services specific to Pembrokeshire's needs.

**And finally our thanks to all who have supported our organisation**

Without the continued support and funding we receive we would not be in a position to provide any of our services. To funders and individuals who have and continue to support us we thank you on behalf of Pembrokeshire Care Society and all our customers.

**Pembrokeshire Care Society**

**Report of the Trustees  
for the year ended 31 March 2012**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Pembrokeshire Care Society for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charity SORP,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

**AUDITORS**

The auditors, Ashmole and Co, will be proposed for re-appointment at the forthcoming Annual General Meeting.

**ON BEHALF OF THE BOARD**



Mrs J Davies - Trustee

Date 10.7.12

## **Report of the Independent Auditors to the Members of Pembrokeshire Care Society**

We have audited the financial statements of Pembrokeshire Care Society for the year ended 31 March 2012 on pages eleven to eighteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Report of the Independent Auditors to the Members of  
Pembrokeshire Care Society**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Report of the Trustees

Mr D D Harries (Senior Statutory Auditor)  
for and on behalf of Ashmole and Co  
Williamston House  
7 Goat Street  
Haverfordwest  
Pembrokeshire  
SA61 1PX



Date *18<sup>th</sup> July 2012*

**Pembrokeshire Care Society**

**Statement of Financial Activities  
for the year ended 31 March 2012**

	Notes	Unrestricted funds £	Restricted funds £	31 3 12 Total funds £	31 3 11 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	1,131	-	1,131	3,340
Investment income	3	3,060	-	3,060	5,768
<b>Incoming resources from charitable activities 4</b>					
Advice, Assistance, Advocacy & Bond Scheme		-	230,085	230,085	234,580
Debt Services		-	30,426	30,426	30,426
Pathway Lettings		-	18,333	18,333	13,333
Supporting People Services		194,820	26,388	221,208	189,566
Travel Warrant Scheme		-	6,465	6,465	7,601
<b>Total incoming resources</b>		<b>199,011</b>	<b>311,697</b>	<b>510,708</b>	<b>484,614</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities 5</b>					
Advice, Assistance, Advocacy & Bond Scheme		-	242,446	242,446	230,368
Debt Services		-	29,983	29,983	30,057
Pathway Lettings		-	18,064	18,064	22,924
Supporting People Services		123,417	26,002	149,419	128,054
Furniture Grant Scheme		-	421	421	758
Travel Warrant Scheme		-	6,701	6,701	6,605
<b>Governance costs 7</b>		<b>1,881</b>	<b>4,686</b>	<b>6,567</b>	<b>6,857</b>
<b>Total resources expended</b>		<b>125,298</b>	<b>328,303</b>	<b>453,601</b>	<b>425,623</b>
<b>NET INCOMING/(OUTGOING) RESOURCES before transfers</b>					
		73,713	(16,606)	57,107	58,991
<b>Gross transfers between funds 14</b>		<b>(1,131)</b>	<b>1,131</b>	<b>-</b>	<b>-</b>
<b>Net incoming/(outgoing) resources</b>		<b>72,582</b>	<b>(15,475)</b>	<b>57,107</b>	<b>58,991</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>299,327</b>	<b>59,646</b>	<b>358,973</b>	<b>299,982</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>371,909</b>	<b>44,171</b>	<b>416,080</b>	<b>358,973</b>

The notes form part of these financial statements

**Pembrokeshire Care Society**

**Balance Sheet  
At 31 March 2012**

	Notes	Unrestricted funds £	Restricted funds £	31 3 12 Total funds £	31 3 11 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	11	-	1,099	1,099	1 943
<b>CURRENT ASSETS</b>					
Debtors	12	-	5,214	5,214	3,125
Cash at bank and in hand		380,596	78,326	458,922	371,500
		<u>380,596</u>	<u>83,540</u>	<u>464,136</u>	<u>374,625</u>
<b>CREDITORS</b>					
Amounts falling due within one year	13	(8,688)	(40,467)	(49,155)	(17,595)
<b>NET CURRENT ASSETS</b>		<u>371,908</u>	<u>43,073</u>	<u>414,981</u>	<u>357,030</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>371,908</u>	<u>44,172</u>	<u>416,080</u>	<u>358,973</u>
<b>NET ASSETS</b>		<u><u>371,908</u></u>	<u><u>44,172</u></u>	<u><u>416,080</u></u>	<u><u>358,973</u></u>
<b>FUNDS</b>	14				
Unrestricted funds				371,908	299,327
Restricted funds				<u>44,172</u>	<u>59,646</u>
<b>TOTAL FUNDS</b>				<u><u>416,080</u></u>	<u><u>358,973</u></u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on **10.7.12** and were signed on its behalf by

  
Mrs J Davies - Trustee

The notes form part of these financial statements

**Pembrokeshire Care Society**

**Notes to the Financial Statements  
for the year ended 31 March 2012**

**1 ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

**Exemption from preparing a cash flow statement**

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally 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 received by way of grants donations and gifts is included in full in the Statement of Financial Activities when receivable Grant funding, where entitlement is not conditional on the delivery of a specific performance by the charity, is recognised when the charity becomes unconditionally entitled to the grant Grants for capital purposes are included as incoming resources of restricted funds when received The balance of the restricted fund carried forward each year is reduced by the depreciation on the grant-funded element of the assets concerned Income is deferred by reference to the unexpired portion of the funded project in question on a time basis

Investment income is included when receivable

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources

**Allocation and apportionment of costs**

Costs have been allocated as far as possible between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource Costs relating to a particular activity are allocated directly, others have been apportioned based on the estimated usage of the resource

Support costs represent the costs of maintaining the office premises and the society's equipment, and the management of the charities assets and compliance with constitutional and statutory requirements

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter

Office equipment	- 15% reducing balance
Computer equipment	- Straight line over 3 years

**Taxation**

The charity is exempt from corporation tax on its charitable activities

**Pembrokeshire Care Society**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2012**

**1. ACCOUNTING POLICIES - continued**

**Fund accounting**

The accounts distinguish between restricted and unrestricted funds. Unrestricted funds are those where there are no externally imposed restrictions. These include those freely available to the charity for expenditure in accordance with the charitable objectives or appropriation to reserves for internally designated purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. VOLUNTARY INCOME**

	31 3 12	31 3 11
	£	£
Donations	<u>1,131</u>	<u>3,340</u>

**3. INVESTMENT INCOME**

	31 3 12	31 3 11
	£	£
Deposit account interest	<u>3,060</u>	<u>5,768</u>

**4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	31 3 12	31 3 11
	£	£
Grants		
Advice, Assistance, Advocacy & Bond Scheme	230,085	234,580
Grants		
Debt Services	30,426	30,426
Grants		
Pathway Lettings	18,333	13,333
Grants		
Supporting People Services	221,208	189,566
Grants		
Travel Warrant Scheme	6,465	7,601
	<u>506,517</u>	<u>475,506</u>



**Pembrokeshire Care Society**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2012**

**4 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES - continued**

Grants received, included in the above, are as follows

	31 3 12	31 3 11
	£	£
WG PATH Advice, Resettlement & Bond Scheme	202,277	202,277
WG Supported People Revenue Grant	26,388	26,684
WG Debt & Financial Planning	30,426	30,426
WG Private Sector Letting/Leasing for the homeless and Tenancy Mediation Service	10,000	10,000
LA Social Lettings	3,333	3 333
LA Funding for Advice, Assistance, Advocacy & Bond Scheme	11,440	11,440
Probation Service Partnership Funding	9,996	9,982
LA Social Care	6,372	6,372
Travel Warrants	6,465	7,601
WCVA	-	4,509
Crisis Payment Donations	-	507
LA General Support Service	194,820	162,375
Lloyds Pathway Lettings	5,000	-
	<u>506,517</u>	<u>475,506</u>

**5. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Support costs (See note 6)	Totals
	£	£	£
Advice, Assistance, Advocacy & Bond Scheme	202,377	40,069	242,446
Debt Services	25,073	4,910	29,983
Pathway Lettings	15,103	2,961	18,064
Supporting People Services	125,158	24,261	149,419
Furniture Grant Scheme	421	-	421
Travel Warrant Scheme	6,701	-	6,701
	<u>374,833</u>	<u>72,201</u>	<u>447,034</u>

**6. SUPPORT COSTS**

	Management £
Advice, Assistance, Advocacy & Bond Scheme	40,069
Debt Services	4,910
Pathway Lettings	2,961
Supporting People Services	24,261
	<u>72,201</u>

**Pembrokeshire Care Society**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2012**

**7 GOVERNANCE COSTS**

	31 3 12	31 3 11
	£	£
Staff costs	4,016	4,319
Audit & Accountancy fees	2,521	2,523
Companies house fee	30	15
	<u>6,567</u>	<u>6,857</u>

**8 NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting)

	31 3 12	31 3 11
	£	£
Depreciation - owned assets	844	879
Auditors' remuneration	1200	1100
Other accountancy services	1320	1300
	<u>3364</u>	<u>3279</u>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2012 nor for the year ended 31 March 2011

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31 March 2012 nor for the year ended 31 March 2011

**10 STAFF COSTS**

	31 3 12	31 3 11
	£	£
Wages and salaries	<u>374,390</u>	<u>348,664</u>

The average monthly number of employees during the year was as follows

	31 3 12	31 3 11
Administration	2	1
Advocacy & Support	17	17
	<u>19</u>	<u>18</u>

No employees received remuneration in excess of £60,000 during the year

**Pembrokeshire Care Society**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2012**

**11. TANGIBLE FIXED ASSETS**

	Plant and machinery etc £
<b>COST</b>	
At 1 April 2011 and 31 March 2012	21,281
<b>DEPRECIATION</b>	
At 1 April 2011	19,338
Charge for year	844
At 31 March 2012	20,182
<b>NET BOOK VALUE</b>	
At 31 March 2012	1,099
At 31 March 2011	1,943

**12 DEBTORS AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31 3 12 £	31 3 11 £
Trade debtors	2,089	-
Other debtors	3,125	3,125
	<u>5,214</u>	<u>3,125</u>

**13 CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31 3 12 £	31 3 11 £
Trade creditors	4,481	-
Other creditors	44,674	17,595
	<u>49,155</u>	<u>17,595</u>

**14. MOVEMENT IN FUNDS**

	At 1 4 11 £	Net movement in funds £	Transfers between funds £	At 31 3 12 £
<b>Unrestricted funds</b>				
General Funds	235,030	73,712	3,626	312,368
Designated Funds	64,297	-	(4,757)	59,540
	<u>299,327</u>	<u>73,712</u>	<u>(1,131)</u>	<u>371,908</u>
<b>Restricted funds</b>				
Restricted Funds	59,646	(16,605)	1,131	44,172
	<u>358,973</u>	<u>57,107</u>	<u>-</u>	<u>416,080</u>

**Pembrokeshire Care Society**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2012**

**14 MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General Funds	199,011	(125,299)	73,712
<b>Restricted funds</b>			
Restricted Funds	311,697	(328,302)	(16,605)
<b>TOTAL FUNDS</b>	<u>510,708</u>	<u>(453,601)</u>	<u>57,107</u>

**RESTRICTED FUNDS**

	31 3 12 £	31 3 11 £
Bond liability	34,505	50,455
Crisis fund	8,799	7,667
Furniture fund	107	528
Travel Warrants	760	996
	<u>44,171</u>	<u>59,646</u>

**Pembrokeshire Care Society**  
**Detailed Statement of Financial Activities**  
**for the year ended 31 March 2012**

	31 3 12 £	31 3 11 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	1,131	3,340
<b>Investment income</b>		
Deposit account interest	3,060	5,768
<b>Incoming resources from charitable activities</b>		
Grants	506,517	475,506
<b>Total incoming resources</b>	510,708	484,614
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Salaries & pension costs	301,931	305,471
Rent and rates	13,247	13,792
Insurance	1,257	1,257
Light and heat	329	7,054
Telephone	7,666	6,293
IT, printing & postage	14,488	13,306
Advertising	144	131
Sundries	1,879	392
Staff travel expenses	18,183	15,553
Subscriptions & course fees	3,345	2,275
Repairs maintenance & cleaning	472	897
Furniture fund expenditure	421	758
Travel warrants	6,701	6,605
Consultancy fees	2,251	2,824
Recruitment costs	483	144
Professional fees	1,259	-
Depn of office equipment	178	209
Depn of computer equipment	599	600
Bank charges	-	10
	374,833	377,571
<b>Governance costs</b>		
Salaries & pension costs	4,016	4,319
Audit & Accountancy fees	2,521	2,523
Companies house fee	30	15
	6,567	6,857
<b>Support costs</b>		
<b>Management</b>		
Salaries & pension costs	68,443	38,874
Rent & rates	1,148	848
Insurance	109	70
Carried forward	69,700	39,792

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**Pembrokeshire Care Society**

**Detailed Statement of Financial Activities  
for the year ended 31 March 2012**

	31 3 12 £	31 3 11 £
<b>Management</b>		
Brought forward	69,700	39,792
Light and heat	29	455
Stationery & telephone	1,919	703
Sundries	163	-
Office repairs	41	47
Subscriptions & course fees	281	128
Depreciation of tangible and heritage assets	68	70
	<hr/>	<hr/>
	72,201	41,195
	<hr/>	<hr/>
<b>Total resources expended</b>	453,601	425,623
	<hr/>	<hr/>
<b>Net income</b>	57,107	58,991
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