

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

**Report of the Trustees and
Financial Statements for the Year Ended 31 March 2014
for
Pembrokeshire Care Society**

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

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Pembrokeshire Care Society
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for the year ended 31 March 2014

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Pembrokeshire Care Society
Report of the Trustees
for the year ended 31 March 2014

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 2014. 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	- President
Mrs J Davies	- Chairperson
Mrs A Symons	- Vice Chairperson
Mr P Lucas	- Treasurer
Mrs S Noble	- Company Secretary
Mr C Sheridan	- Client Safety Officer
Mr R Sinnett	
Mrs C Hayward	
Mrs C Phillips	
Mrs G Bowen	
Miss C Hitchings	

Senior management
Carol Crowther

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

Solicitors
JCP Solicitors,
19 Market Street,
Haverfordwest.

Bankers
Lloyds Bank Plc,
Victoria Place,
Haverfordwest.



Pembrokeshire Care Society

Report of the Trustees for the year ended 31 March 2014

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 Governing Document, in 2013, has again been reviewed, amended, adopted and accepted by the Charity Commission to simplify its objectives and better meet the charitable aims of the association.

The New Company's objectives are:

- To relieve the effects of poverty, housing problems (e.g. financial management, inadequate/substandard accommodation, setting up and maintaining tenancies and other related issues including advocating with courts, landlords, statutory departments, health professionals and other organisations) and homelessness on individuals and families who present to the charity for assistance.
- To promote the study, research and campaigning into all aspects and methods of relieving and/or prevention of the effects of poverty, housing problems and homelessness.
- To raise awareness and educate the public regarding the effects of poverty, housing need and homelessness on individuals and families through activities such as consultation work, reporting, advertising, presentations to local and national groups and information sessions in schools.

Areas of Expertise

PCS provide advice, assistance and advocacy on housing, homeless rights, evictions, welfare benefits, 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 managing a large supporting people scheme which operates across any tenure. We continue to develop formal and informal partnerships with local education, training and other like minded organisations who assist us to meet our aims. Pathway Lettings, which is one of our social enterprises, continues to develop. The aim is to provide a full letting service which produces an income to supplement our grant funding.

Customer 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 11 members of the Council all of which are trustees. 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, if they wish to remain as a trustee, they must be re-elected at the next Annual General Meeting.

At the 2013 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 usually 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, by current Council members, to offer themselves for election to the Council.

Induction and training of new trustees

Prior to election prospective 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 2014

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 and informal update meetings the Managing Director or the Management Committee will arrange a 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 Legal Service Commission Quality Standard, 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 customers. 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 2014

OBJECTIVES AND ACTIVITIES

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 be entitled to a very limited statutory assistance. Our aim continues to be balancing the ever increasing demand on our services with respect to the reductions or changes to our funding streams and the changing customer group priorities by innovation and a speedy reaction to change.

We continue to serve the people of Pembrokeshire and firmly believe that our success is due to our local knowledge and expertise in our field. Our model of working has been developed to meet the demanding needs of providing services in a rural area. 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 our generic tenancy support scheme. 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 options to access PCS services. We have a generic duty worker available during core hours to deal with immediate or crisis problems and to facilitate service access options dependant on need.

PCS have again retained the Advice Quality Standard and to complement this we are now an Investors In People Organisation. We have also this year rewritten our Constitution so that it better portrays the aims of the organisation.

Our open door policy remains, however due to the ever increasing demands on our services we do now refer some new customers to those statutory bodies who may have a duty to provide financial assistance or a level of service. Successful management of our resources including cost efficiency provides all our funders with a best value for money service. We remain open to negotiation with regard to service delivery and funding from other statutory bodies who may require our services for their customer groups. All our Service Level Agreement targets have again been met or surpassed.

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 dependant on funds being 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 2014

ACHIEVEMENT AND PERFORMANCE

Charitable activities

To date despite the difficult times that all Charities and other Service Lead organisation have been facing we have managed to maintain our level of service. Our overheads have risen and continue to rise and yet our Advice and Bond Service funding has remained static. We have fortunately seen an increase in our general Supported People funding and we have been fortunate to have been given the opportunity to pilot a new Gypsy Traveller Support Service. We continue to benefit from the provisos service delivery changes implemented over the last few years especially the further development of our already close working relationship with the Local Authority Housing Department. These changes have reduced duplication of work, minimised none productive work and reduced ours and their overall bond liabilities.

Our office refurbishment is now completed and the improvement in our working environment has been beneficial to all. After a long and complicated funding process we will be this year focus on the development or purchasing of a new much needed fit for the future database.

This year we had 969 new clients approach us as their first contact for assistance. We also had 594 existing customers from the previous year and a further 214 bond recipients still in situ. We accepted 555 Referrals to our support services. Consequently 1363 customers were provided with services from PCS during the financial year.

We retain our Advice Quality Standard awarded by the Legal Services Commission. We also achieved the Investors In People Accreditation. All external audits have been excellent and PCS remain confident that their service provisions remain at a high standard. We still aim to provide the best services possible to the people of Pembrokeshire within the current resources whilst ensuring employee's caseloads are manageable.

FINANCIAL REVIEW

Reserves policy

In order that the Society can continue to operate if grant funding aid is not forthcoming in the future, unrestricted free reserves (excluding funds designated for specific purposes) are being maintained in order to allow time to identify alternative sources of funds and/or meet any resulting redundancy costs. The Council of Management has built the free reserves up to a level equivalent to 6 months running costs plus longer term contractual costs (based on expenditure in the current year), the balance at 31st March 2014 amounting to £326,639 (2013 - £330,908).

The Society has designated funds for the purpose of Senior Management Succession Planning, £100,000 having being designated as at 31st March 2014.

Redundancy costs are calculated at statutory minimum level as at 31st January each year. The Society currently holds £55,855 for this purpose.

£19,059 has been designated for the purpose of redesigning the database, £27,408 has been designated for the continued development of Pathway Lettings and £10,000 has been designated for staff related costs.

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 2014 the Society has a bond liability of £27,003 and a bond reserve of £27,003.

Principal funding sources

The principal funding sources for the work of Pembrokeshire Care Society this year are that of the Welsh Assembly Government Section 180 Grant to the value of £232,703 and the Support People Grant of £283,110. This year's funding was used to fulfill 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 2014

PLANS FOR THE FUTURE

The current review of the Section 180 Grant Funding has meant we are unable to consider our long term plans for our Advice and Bond Services. We will await the outcome and severity of the cuts before we make any firm decisions on how to proceed. We welcomed the review and are confident that we have provided more than enough evidence to prove our effectiveness and cost efficiencies. However we understand that cuts are inevitable. Our main aim is to retain the level and standard of service we currently provide but may have to accept that this is not possible. We have in place a number of contingency plans which will be triggered dependant on the level of cuts that PCS have to endure.

Supporting People Funding, We were disappointed after all the hard work that the Redistribution Programme has not progressed as we would have liked. However we have been piloting a new Gypsy Traveller Support Scheme that has been very successful and we hope that this will be extended after the pilot ends. We have also put in a proposal for a support worker to work alongside the Local Authority Housing Team. If this is accepted we will have the opportunity to further develop our close working relationship with the Local Authority. We believe that once a support need is identified a successful outcome is greatly improved by speedy access to a support service. This scheme will facilitate this and fit well with the new Housing Solutions Model.

Our Client Participation project continues for a further two years. We are already ahead of the agreed schedule and so have been able to undertake work that was not originally planned.

Our 2013 plans to lease a property for the more difficult to house client group utilising Pathway Lettings profits was put on hold due to the Section 180 review. We are still hopeful that we will be able to proceed but are not able to make the management resource commitment until we know that the funding will remain in place. We may also need to utilise this profit to supplement due to funding cuts are current Advice and Bond services. We would wish to retain our current level and standard and scale down in a more planned and considered approach.

After over 12 months of discussions and diagnostics we still, at the end of this year, we have not had a definite yes with regard to possible funding for our much needed database. We have no option but to proceed with what may be a scaled down plan.

Our belief remains that the continuation and development of our current prevention strategy is the most beneficial for all stakeholders. In the future this will as always include revisiting our current working practices with our Local Authority housing department as they prepare for the changes to a new Housing Solutions Model. PCS wish to ensure that we continue to improve our working relationships with the Housing Department and other organisations whilst retaining our independence and freedom to challenge.

The never changing ethos of Pembrokeshire Care Society has and will always be that no person should have to sleep rough. However, we also believe that not all persons can or should have their own tenancy. We will continue to raise awareness of the need for a project for those who are not, able or willing, at the time of homelessness to successfully manage their own accommodation. Experience and historic evidence show that however good a support service is there are still a high number of failed tenancies often due to the tenant being not accommodation ready when entering into the tenancy.

PCS are fully aware that funders who are inclined to be sympathetic towards homelessness and the associated social problems will need to continue making difficult allocation of funding choices. There will be limited options for further development and/or additional funding to allow for the expansion of existing services. We will however strive to maintain our services and meet our aims and objectives within the limits of our resources. All within PCS remain committed to the long term future of the organisation and provision of services specific to Pembrokeshire's needs.



Pembrokeshire Care Society

**Report of the Trustees
for the year ended 31 March 2014**

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.

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 - Chairperson

Date: 24/7/14



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 2014 on pages ten 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 set out on page seven, 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, including APB Ethical Standard - Provisions Available for Small Entities (Revised), in the circumstances set out in note 15 to the financial statements.

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 and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 2014 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 from the requirement to prepare a Strategic Report or 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: 24 July 2014

Statement of Financial Activities
for the year ended 31 March 2014

		Unrestricted funds £	Restricted fund £	31.3.14 Total funds £	31.3.13 Total funds £
Notes					
INCOMING RESOURCES					
Incoming resources from generated funds					
	2	1,790	-	1,790	853
	3	10,652	-	10,652	16,760
	4	52	-	52	112
Incoming resources from charitable activities					
	5	-	230,089	230,089	232,589
		-	30,426	30,426	30,426
		-	-	-	13,333
		283,110	1,032	284,142	265,027
		-	11,597	11,597	8,316
		-	18,974	18,974	-
Total incoming resources		295,604	292,118	587,722	567,416
RESOURCES EXPENDED					
Charitable activities					
	6	3	218,657	218,660	234,249
		-	29,858	29,858	29,976
		-	-	-	13,143
		224,685	1,032	225,717	193,845
		-	259	259	905
		-	8,714	8,714	8,004
		-	20,339	20,339	-
Governance costs	8	4,137	4,707	8,844	6,953
Total resources expended		228,825	283,566	512,391	487,075
NET INCOMING RESOURCES BEFORE TRANSFERS		66,779	8,552	75,331	80,341
Gross transfers between funds	15	5,955	(5,955)	-	-
Net incoming/(outgoing) resources		72,734	2,597	75,331	80,341
RECONCILIATION OF FUNDS					
Total funds brought forward		466,227	30,194	496,421	416,080
TOTAL FUNDS CARRIED FORWARD		538,961	32,791	571,752	496,421

The notes form part of these financial statements



Pembrokeshire Care Society

**Balance Sheet
At 31 March 2014**

	Notes	Unrestricted funds £	Restricted fund £	31.3.14 Total funds £	31.3.13 Total funds £
FIXED ASSETS					
Tangible assets	12	-	11,519	11,519	2,942
CURRENT ASSETS					
Debtors	13	50,717	6,231	56,948	6,680
Cash at bank and in hand		<u>520,560</u>	<u>81,532</u>	<u>602,092</u>	<u>534,721</u>
		571,277	87,763	659,040	541,401
CREDITORS					
Amounts falling due within one year	14	(32,316)	(66,491)	(98,807)	(47,922)
NET CURRENT ASSETS		<u>538,961</u>	<u>21,272</u>	<u>560,233</u>	<u>493,479</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>538,961</u>	<u>32,791</u>	<u>571,752</u>	<u>496,421</u>
NET ASSETS		<u>538,961</u>	<u>32,791</u>	<u>571,752</u>	<u>496,421</u>
FUNDS	15				
Unrestricted funds				538,961	466,227
Restricted funds				<u>32,791</u>	<u>30,194</u>
TOTAL FUNDS				<u>571,752</u>	<u>496,421</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 24/7/14 and were signed on its behalf by:


Mrs J Davies - Chairperson

The notes form part of these financial statements

Pembrokeshire Care Society
notes to the financial statements
for the year ended 31 March 2014

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 2014**

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.

Pension costs and other post-retirement benefits

The society operates a stakeholder pension scheme. Contributions payable for the year are charged in the Statement of Financial Activities.

2. VOLUNTARY INCOME

	31.3.14	31.3.13
	£	£
Donations	<u>1,790</u>	<u>853</u>

3. ACTIVITIES FOR GENERATING FUNDS

	31.3.14	31.3.13
	£	£
Pathway Lettings	<u>10,652</u>	<u>16,760</u>

4. INVESTMENT INCOME

	31.3.14	31.3.13
	£	£
Deposit account interest	<u>52</u>	<u>112</u>

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

		31.3.14	31.3.13
	Activity	£	£
Grants	Advice, Pathway Letting & Bond Scheme	230,089	232,589
Grants	Debt Services	30,426	30,426
Grants	Pathway Lettings	-	13,333
Grants	Supporting People Services	284,142	265,027
Grants	Travel Warrant Scheme	11,597	8,316
Grants	Community Voice Project	<u>18,974</u>	<u>-</u>
		<u>575,228</u>	<u>549,691</u>



Pembrokeshire Care Society

**Notes to the Financial Statements - continued
for the year ended 31 March 2014**

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES - continued

Grants received, included in the above, are as follows:

	31.3.14	31.3.13
	£	£
WG PATH Advice, Resettlement & Bond Scheme	202,277	202,277
WG Supported People Revenue Grant	-	26,682
WG Debt & Financial Planning	30,426	30,426
WG Private Sector Letting/Leasing for the homeless and Tenancy		
Mediation Service	-	10,000
LA Social Lettings	-	3,333
LA Funding for Advice, Assistance, Advocacy & Bond Scheme	11,440	11,440
Probation Service Partnership Funding	10,000	12,500
LA Social Care	6,372	6,372
Travel Warrants	11,597	8,316
LA General Support Service	268,510	238,345
Gypsy Traveller Support Tender	14,600	-
Jobs Growth Wales	1,032	-
Big Lottery Funding (PAVS)	18,974	-
	<u>575,228</u>	<u>549,691</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 7)	Totals
	£	£	£
Advice, Pathway Letting & Bond Scheme	198,696	19,964	218,660
Debt Services	27,170	2,688	29,858
Supporting People Services	207,472	18,245	225,717
Furniture & Crisis Scheme	259	-	259
Travel Warrant Scheme	8,714	-	8,714
Community Voice Project	20,339	-	20,339
	<u>462,650</u>	<u>40,897</u>	<u>503,547</u>

7. SUPPORT COSTS

	Management £
Advice, Pathway Letting & Bond Scheme	19,964
Debt Services	2,688
Supporting People Services	18,245
	<u>40,897</u>

8. GOVERNANCE COSTS

	31.3.14	31.3.13
	£	£
Staff costs	4,136	4,283
Audit & Accountancy fees	4,665	2,640
Companies house fee	43	30
	<u>8,844</u>	<u>6,953</u>



Pembrokeshire Care Society

**Notes to the Financial Statements - continued
for the year ended 31 March 2014**

9. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.13	31.3.12
	£	£
Depreciation - owned assets	1,167	844
Auditors' remuneration	1,260	1,200
Other accountancy services	<u>1,380</u>	<u>1,320</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2014 nor for the year ended 31 March 2013.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2014 nor for the year ended 31 March 2013.

11. STAFF COSTS

	31.3.14	31.3.13
	£	£
Wages and salaries	407,093	370,174
Other pension costs	<u>5,253</u>	<u>25,263</u>
	<u>412,346</u>	<u>395,437</u>

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

	31.3.14	31.3.13
Administration	2	2
Advocacy & Support	<u>19</u>	<u>19</u>
	<u>21</u>	<u>21</u>

No employees received emoluments in excess of £60,000.



Pembrokeshire Care Society

**Notes to the Financial Statements - continued
for the year ended 31 March 2014**

12. TANGIBLE FIXED ASSETS

	Office equipment £	Computer equipment £	Totals £
COST			
At 1 April 2013	8,510	15,781	24,291
Additions	<u>10,650</u>	<u>1,003</u>	<u>11,653</u>
At 31 March 2014	<u>19,160</u>	<u>16,784</u>	<u>35,944</u>
 DEPRECIATION			
At 1 April 2013	7,575	13,774	21,349
Charge for year	<u>1,738</u>	<u>1,338</u>	<u>3,076</u>
At 31 March 2014	<u>9,313</u>	<u>15,112</u>	<u>24,425</u>
 NET BOOK VALUE			
At 31 March 2014	<u>9,847</u>	<u>1,672</u>	<u>11,519</u>
At 31 March 2013	<u>935</u>	<u>2,007</u>	<u>2,942</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.14 £	31.3.13 £
Debtors	53,823	3,423
Office bond	3,125	3,125
Prepayments	<u>-</u>	<u>132</u>
	<u>56,948</u>	<u>6,680</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.14 £	31.3.13 £
Creditors	6,041	4,557
Accruals and deferred income	<u>92,766</u>	<u>43,365</u>
	<u>98,807</u>	<u>47,922</u>



Pembrokeshire Care Society

**Notes to the Financial Statements - continued
for the year ended 31 March 2014**

15. MOVEMENT IN FUNDS

	At 1.4.13 £	Net movement in funds £	Transfers between funds £	At 31.3.14 £
Unrestricted funds				
General Funds	330,908	66,779	(71,048)	326,639
Designated Funds	<u>135,319</u>	<u>-</u>	<u>77,003</u>	<u>212,322</u>
	466,227	66,779	5,955	538,961
Restricted funds				
Restricted Funds	<u>30,194</u>	<u>8,552</u>	<u>(5,955)</u>	<u>32,791</u>
TOTAL FUNDS	<u>496,421</u>	<u>75,331</u>	<u>-</u>	<u>571,752</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Funds	295,604	(228,825)	66,779
Restricted funds			
Restricted Funds	<u>292,118</u>	<u>(283,566)</u>	<u>8,552</u>
TOTAL FUNDS	<u>587,722</u>	<u>(512,391)</u>	<u>75,331</u>

Pembrokeshire Care Society

**Notes to the Financial Statements - continued
for the year ended 31 March 2014**

15. MOVEMENT IN FUNDS - continued

RESTRICTED FUNDS

	31.3.14	31.3.13
	£	£
Bond liability	27,003	28,820
Furniture & crisis fund	1,833	302
Travel warrants	3,955	1,072
	<u>32,791</u>	<u>30,194</u>

DESIGNATED FUNDS

	31.3.14	31.3.13
	£	£
Redundancy	55,855	49,500
Senior management succession planning	100,000	50,000
Office refurbishment	0	10,000
Database redesign	19,059	9,058
Pathway letting	27,408	16,761
Staff related costs	10,000	0
	<u>212,322</u>	<u>135,319</u>

16. APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to prepare and submit payroll returns to the tax authorities and assist with the preparation of the financial statements.



Pembrokeshire Care Society
Detailed Statement of Financial Activities
for the year ended 31 March 2014

	31.3.14 £	31.3.13 £
INCOMING RESOURCES		
Voluntary income		
Donations	1,790	853
Activities for generating funds		
Pathway Lettings	10,652	16,760
Investment income		
Deposit account interest	52	112
Incoming resources from charitable activities		
Grants	<u>575,228</u>	<u>549,691</u>
Total incoming resources	587,722	567,416
RESOURCES EXPENDED		
Charitable activities		
Salaries	366,496	328,818
Pensions	4,503	23,763
Rent and rates	12,405	12,568
Insurance	1,350	1,303
Light and heat	795	5,292
Telephone	11,574	14,937
IT, printing & postage	15,914	11,385
Advertising	484	10
Sundries	2,012	1,580
Staff travel expenses	21,441	20,249
Subscriptions & course fees	2,973	1,933
Repairs maintenance & cleaning	1,586	1,739
Furniture fund expenditure	259	905
Travel warrants	8,714	8,004
Consultancy fees	5,918	1,800
Recruitment costs	176	572
Professional fees	3,090	1,440
Room hire	110	-
Depreciation	<u>2,850</u>	<u>1,074</u>
	462,650	437,372
Governance costs		
Salaries	4,136	4,283
Audit & Accountancy fees	4,665	2,640
Companies house fee	<u>43</u>	<u>30</u>
	8,844	6,953

This page does not form part of the statutory financial statements



Pembrokeshire Care Society
Detailed Statement of Financial Activities
for the year ended 31 March 2014

	31.3.14 £	31.3.13 £
Support costs		
Management		
Salaries	36,461	37,073
Pensions	750	1,500
Rent & rates	980	1,092
Insurance	107	113
Light and heat	63	429
Stationery & telephone	2,087	2,198
Sundries	62	85
Office repairs	100	113
Subscriptions & course fees	62	54
Depreciation	225	93
	<u>40,897</u>	<u>42,750</u>
Total resources expended	512,391	487,075
	<u> </u>	<u> </u>
Net income	<u><u>75,331</u></u>	<u><u>80,341</u></u>

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