

**CARDIFF & THE VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING
DISABILITIES)**

Company Number 3067995
Charity Registration Number 1076847

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2004

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**CARDIFF & THE VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING
DISABILITIES)**

COMPANY INFORMATION

YEAR ENDED 31ST MARCH 2004

DIRECTORS/TRUSTEES:	Pauline Young (Chair) Norbert Flynn Denise Pearson Anne Williams Usha Sarangi Gloria Sweeny
SECRETARY:	Hasina Kaderbhai
REGISTERED OFFICE:	Canton House, 435 Cowbridge Road East Canton, Cardiff, CF5 1JH
INDEPENDENT EXAMINERS:	Zeidman & Davis, Chartered Accountants, Registered Auditors, 76C Cardiff Road, Caerphilly, CF83 1JR
COMPANY NUMBER:	3067995
CHARITY NUMBER:	1076847

**CARDIFF & THE VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING
DISABILITIES)**

**DIRECTORS'/TRUSTEES REPORT
FOR THE YEAR ENDED 31ST MARCH 2004**

The directors/trustees present their report with the accounts for the Charitable Company for the year ended 31st March 2004.

PRINCIPAL ACTIVITIES

The principal activity of the Charity is to promote the health and welfare of people with a learning disability (mental handicap) in the areas currently covered by the Counties of Cardiff and the Vale of Glamorgan.

REVIEW OF ACTIVITIES

A summary of the income and expenditure for the period is given on page 5 of the accounts.

A more detailed review can be found in the trustees annual report available from the registered office.

DIRECTORS/TRUSTEES

The directors/trustees in office during the year under review were:

Pauline Young (Chair)	Director and Trustee
Norbert Flynn	Director and Trustee
Denise Pearson	Director and Trustee
Anne Williams	Director and Trustee
Usha Saranghi	Director and Trustee
Gloria Sweeny	Trustee only

DIRECTORS/TRUSTEES RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

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

- (i) select suitable accounting policies and apply them consistently;
- (ii) make judgements and estimates that are reasonable and prudent;
- (iii) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue to operate.

The directors/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 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING DISABILITIES)

DIRECTORS' / TRUSTEES REPORT (Continued)
FOR THE YEAR ENDED 31ST MARCH 2004

COMPANY STATUS

The company is a registered charity, number 1076847 (Note 1) and is a company limited by guarantee with no share capital (Note 2).

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**APPROVED BY THE BOARD OF DIRECTORS/TRUSTEES ON 15TH OCTOBER 2004
AND SIGNED ON ITS BEHALF BY:**

Hasina Kaderbhai
.....

Hasina Kaderbhai
Secretary

**ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF
CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING DISABILITIES)**

We report on the accounts for the year ended 31st March 2004 set out on pages 5 to 9.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND REPORTING ACCOUNTANT

As described on page 6, the company directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

BASIS OF OPINION

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

OPINION

In our opinion:

- (a) the financial statements are in agreement with the accounting records kept by the company under s221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (i) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in s249C(6) of the Act: and
 - (ii) the company satisfied the conditions for exemption from audit of the financial statements for the year, specified in s249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in S249B(1).

Zeidman & Davis

ZEIDMAN & DAVIS,

Reporting Accountants and Chartered Accountants

76C Cardiff Road,
Caerphilly,
CF83 1JR

Date: 15th October 2004

CARDIFF & VALE PARENTS FEDERATION (LEARNING DISABILITIES)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2004

		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds 2003
	Note	£	£	£	£
INCOMING RESOURCES:					
Donations		-	-	-	-
Activities to further charity's objects:					
Grants		-	97,736	97,736	90,522
Investment Income and Interest		321	-	321	417
Total incoming resources		321	97,736	98,057	90,939
RESOURCES EXPENDED:					
Charitable Expenditure:					
Costs of activities in furtherance of the charity's objects	4	-	101,984	101,984	85,231
Management and Administration	5	138	1,298	1,436	1,549
Total resources expended		138	103,282	103,420	86,780
Net surplus/(deficit) in the year		183	(5,546)	(5,363)	4,159
Fund balances brought forward		4,175	17,920	22,095	17,936
Transfer between funds		1,600	(1,600)	-	-
Fund Balances Carried Forward		5,958	10,774	16,732	22,095

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

CARDIFF & VALE OF GLAMORGAN FEDERATION (LEARNING DISABILITIES)

BALANCE SHEET AS AT 31ST MARCH 2004

			2003	
	£	£	£	£
CURRENT ASSETS				
Debtors	13,883		12,040	
Cash at Bank	5,559		8,860	
Cash at Building Society	<u>3,963</u>		<u>3,914</u>	
Total Current Assets	<u>23,405</u>		<u>24,814</u>	
Creditors: Amounts falling due within one year	<u>(6,673)</u>	<u>16,732</u>	<u>(2,719)</u>	<u>22,095</u>
Net Assets		<u>16,732</u>		<u>22,095</u>
Financed by:				
Unrestricted Funds		1,349		1,166
Designated Funds		4,609		3,009
Restricted Funds		<u>10,774</u>		<u>17,920</u>
		<u>16,732</u>		<u>22,095</u>

The directors have taken advantage of the exemption conferred by section 249A(1) not to have these financial statements audited and confirms that no notice has been deposited under section 249B(2) of the Companies Act 1985. The directors acknowledge their responsibilities for ensuring that:

- (i) The company keeps accounting records which comply with section 221 of the Companies Act 1985;
- (ii) The financial statements give a true and fair view of the state of affairs of the company as at 31st March 2004 and of its surplus or deficit of income over expenditure for the year then ended in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part V11 of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

Approved by the management committee on 15th October 2004 and signed on its behalf by:


Director and Trustee

CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING DISABILITIES)

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST MARCH 2004**

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 charity is a company limited by guarantee and has no share capital. The Memorandum and Articles of association provide that every member is liable to contribute a sum not exceeding £1 in the event of the company being wound up while he is a member of within one year of ceasing to be a member.

3. ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2000) issued in October 2000, applicable accounting standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements are as follows:

Incoming Resources

Income is recognised in the period in which the charitable company is entitled to receipt and the amount can be measured with reasonable certainty. Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Investment income is included in the SOFA in the year in which it is receivable.

Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal obligation to pay for expenditure. All costs have been directly attributable to one of the functional categories of resources expended in the SOFA. The charitable company is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

Stocks

No account has been taken of stocks of publications or stationery.

Leased Assets

Rental costs arising under operating leases are charged to the Income and Expenditure account in the year to which they relate.

CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING DISABILITIES)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2004

4. DIRECT CHARITABLE EXPENDITURE	Unrestricted Funds	Restricted Funds	Total Funds 2004	Total Funds 2003
	£	£	£	£
Costs of activities in furtherance of the Charity's objects:				
Salaries and National Insurance	-	56,840	56,840	53,784
Training Costs	-	1,826	1,826	912
Recruitment	-	-	-	435
Rent and Service Charges	-	6,235	6,235	5,964
Rates	-	-	-	178
Carers Project	-	11,109	11,109	4,046
Maintenance	-	205	205	155
Telephone	-	1,522	1,522	1,146
Postage and Packing	-	2,292	2,292	3,722
Office Supplies	-	250	250	889
Equipment Costs	-	238	238	147
Publications	-	1,465	1,465	6,650
Insurance	-	366	366	569
Travel Costs	-	2,379	2,379	1,769
Sundry Expenses	-	737	737	358
Printing and Stationery	-	3,636	3,636	2,140
Subscriptions	-	285	285	342
Room Hire and Catering	-	2,172	2,172	2,025
Removal Costs	-	3,201	3,201	-
Website	-	3,208	3,208	-
Advertising	-	3,128	3,128	-
Events	-	890	890	-
	<u>-</u>	<u>101,984</u>	<u>101,984</u>	<u>85,231</u>
5. MANAGEMENT AND ADMINISTRATION:				
Bank Charges	-	138	138	36
Consultancy Fees	-	-	-	931
Audit Fees	-	1,298	1,298	582
	<u>-</u>	<u>1,436</u>	<u>1,436</u>	<u>1,549</u>
6. DEBTORS				
		£	£	
Grants Receivable		8805	8162	
Sundry Debtors		5,078	3,878	
		<u>13,883</u>	<u>12,040</u>	

CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING DISABILITIES)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2004

**7. CREDITORS: AMOUNTS FALLING DUE
WITHIN ONE YEAR**

Taxation and Social Security	-	-
Other Creditors and Accruals	6,673	2,719
	<u>6,673</u>	<u>2,719</u>

8. MOVEMENTS IN FUNDS

	Balance at 01-Apr-03	Incoming Resources	Resources Expended	Transfers between Funds	Balance at 31-Mar-04
	£	£	£	£	£
Where You Stand	1,567	7,300	906	-	7,961
Cardiff County Council		26,500	26,302	-	198
Vale County Council		11,575	10,276	-	1,299
Understanding Disability	(397)	5,979	5,043	-	539
Carers Project	1,844	17,199	18,266	-	777
Community Fund	13,306	29,183	42,489	-	-
Vale Showcase Day	1,600	-	-	(1,600)	-
	<u>17,920</u>	<u>97,736</u>	<u>103,282</u>	<u>(1,600)</u>	<u>10,774</u>
Unrestricted Funds:					
General funds	1,166	321	138	-	1,349
Designated funds	3,009	-	-	1,600	4,609
	<u>22,095</u>	<u>98,057</u>	<u>103,420</u>	<u>-</u>	<u>16,732</u>