

3067995

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

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2006**

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

Company Number 3067995
Charity Registration Number 1076847

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2006

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

COMPANY INFORMATION

YEAR ENDED 31ST MARCH 2006

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 EXAMINER:

Mrs. K.S. Short,
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)**

TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2006

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 31st March 2006.

Reference and administrative details

Charity number 1076847

Charity's address Canton House, 435 Cowbridge Road East, Canton, Cardiff, CF5 1JH

Charity Trustees

The trustees serving during the year and since the year end were as follows:

Pauline Young	Chair
Norbert Flynn	Treasurer
Denise Pearson	
Anne Williams	
Usha Sarangi	Vice Chair
Gloria Sweeney	

Structure, Governance and Management

Cardiff & The Vale Parents Federation (Learning Disabilities) is a charity governed by its Memorandum and Articles of Association incorporation 14th June 1995 as amended by Special Resolution 13th July 1999.

The charity is a constituted charity with limited company status.

Trustee selection methods is by election by members.

The committee agreed and adopted a three year Strategic Plan for the organisation.

The organisation has continued to work closely with other organisations involved in supporting or representing the interests of people with a learning disability and their carers.

Reserves are below those identified by trustees as being necessary.,

Objectives and Activities

The objects of the charity are:

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.

The main objectives for the year continue to provide a wide range of information for carers and families including newsletters, a new version of the Where You Stand guide, an interactive website workshop and meetings.

Parents have also been actively representing parents views at a range of planning and commissioning forums as well as contributing to consultations.

CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING DISABILITIES)

TRUSTEES REPORT (Continued) **FOR THE YEAR ENDED 31ST MARCH 2006**

Achievements and Performance

The main achievements of the charity during the year was the latest (2006) version of our popular Where You Stand information guide was completed and a version posted onto our website. This extensive (170pp) publication will be distributed free of charge to all members.

The Understanding Disability awards were a success. Over 100 attendees saw the presentation of awards made to people that have shown outstanding examples of including people with a learning disability into mainstream life.

Our dedicated play co-ordinator ensured that playschemes at the Hollies and Ty Gwyn Schools complied with all necessary CSIW registration criteria and ran successfully and she also provided support for a pilot open play project held weekly in Cardiff.

Our website and online information service was developed with assistance from Section 7 funding from both Cardiff and Vale councils.

We opened a new office to cover the Vale based at the new YMCA HUB building in Barry and can now offer weekly drop in parent meetings thanks to a section 7 grant from the Vale council.

Section 7 funds from Cardiff Council also enabled us to upgrade the Canton House office meeting rooms so that we can accommodate different size meetings using latest technology.

We continue to represent parents at planning and other forums across both counties.

We commissioned a detailed survey of carers needs and preferences that will inform future representation.

Carers grant and Big lottery funding enabled us to continue IT training courses and a variety of bespoke respite packages in the Vale.

A three year Strategic Plan was agreed for the organisation.

Financial Review

The charity's policy on reserves is as follows:

Our reserves are still below the figure aimed for by our committee of £25,000 or three months running costs.

Trustees' responsibilities in relation to the financial statements

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the trustees are required to:

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

TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2006

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the companies Act 1085. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with company law, as the company's directors, we certify that:


so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and

as the directors of the company, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees.

.....Pauline Young, Chair.

Date 13th October 2006

**INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF
CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING DISABILITIES)**

I report on the accounts of the Trust for the year ended 31st March 2006 set out on pages 6 to 10.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

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

BASIS OF INDEPENDENT EXAMINERS' REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINERS' STATEMENT

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

- (1) Which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with s41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Zeidman & Davis

MRS. K.S. SHORT
ZEIDMAN & DAVIS,
Reporting Accountants and Chartered Accountants
76C Cardiff Road,
Caerphilly,
CF83 1JR

Date: 13th October 2006

CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING DISABILITIES)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2006

		2006		2005	
		£		£	
7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR					
Taxation and Social Security		-	-	-	-
Other Creditors and Accruals		4,266		12,735	
8. MOVEMENTS IN FUNDS					
	Balance at 31-Mar-05	Incoming Resources	Resources Expended	Transfers between Funds	Balance at 31-Mar-06
	£	£	£	£	£
Where You Stand	5,077	-	2,545	-	2,532
Cardiff County Council	-	27,223	27,223	-	-
Vale County Council	465	30,754	31,172	-	47
Understanding Disability	223	1,744	1,884	-	83
Carers Project	4,859	11,532	15,779	(612)	-
Community Fund	935	26,140	26,970	-	105
Website Project	1,503	-	1,503	-	-
Playworker	1,317	22,936	23,896	(357)	-
Learning Disability Forum	7,041	-	2,216	-	4,825
Information Project	4,400	-	-	-	4,400
Section 7	-	32,700	32,700	-	-
	<u>25,820</u>	<u>153,029</u>	<u>165,888</u>	<u>(969)</u>	<u>11,992</u>
Unrestricted Funds:					
General funds	1,771	3,136	141	969	5,735
Designated funds	4,609	-	-	-	4,609
	<u>6,380</u>	<u>3,136</u>	<u>141</u>	<u>969</u>	<u>10,344</u>

CARDIFF & VALE PARENTS FEDERATION (LEARNING DISABILITIES)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2006

		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
	Note	£	£	£	2005
					£
INCOMING RESOURCES:					
Donations		-	-	-	-
Activities to further charity's objects:					
Grants		-	153,029	153,029	133,294
Investment Income and Interest		3,136		3,136	579
Total incoming resources		3,136	153,029	156,165	133,873
RESOURCES EXPENDED:					
Charitable Expenditure:					
Costs of activities in furtherance of the charity's objects	4		162,438	162,438	116,523
Governance Costs	5	3,591	-	3,591	1,882
Total resources expended		3,591	162,438	166,029	118,405
Net surplus/(deficit) in the year		(455)	(9,409)	(9,864)	6,380
Fund balances brought forward		6,380	25,820	32,200	25,820
Transfer between funds		969	(969)		
Fund Balances Carried Forward		6,894	15,442	22,336	32,200

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

All incoming resources and resources expended derive from continuing activities.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2006

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 2006

4. DIRECT CHARITABLE EXPENDITURE	Unrestricted Funds	Restricted Funds	Total Funds 2006	Total Funds 2005
	£	£	£	£
Costs of activities in furtherance of the Charity's objects:				
Salaries and National Insurance	-	-	84,466	77,900
Training Costs	-	-	4,520	1,129
Recruitment	-	-	120	-
Rent and Service Charges	-	-	9,816	5,388
Playworker Project	-	-	-	3,726
Carers Project	-	-	15,057	9,145
Maintenance	-	-	572	636
Telephone	-	-	1,705	2,442
Postage and Packing	-	-	2,690	2,516
Office Supplies	-	-	400	382
Equipment Costs	-	-	168	460
Publications	-	-	327	462
Insurance	-	-	388	387
Travel Costs	-	-	1,160	1,574
Sundry Expenses	-	-	229	126
Printing and Stationery	-	-	1,496	1,500
Subscriptions	-	-	454	254
Refurbishing the Meeting Room	-	-	16,014	604
Website	-	-	4,548	4,583
Advertising	-	-	5,170	-
Events	-	-	-	260
L.D. Forum	-	-	916	665
Computer Costs	-	-	2,600	2,384
Carers Survey	-	-	9,622	-
	-	-	<u>162,438</u>	<u>116,523</u>
5. GOVERNANCE COSTS				
Bank Charges	-	-	141	157
Consultancy Fees	-	-	2,216	550
Audit Fees	-	-	1,234	1,175
	-	-	<u>3,591</u>	<u>1,882</u>
6. DEBTORS			2006	2005
			£	£
Grants Receivable			2,716	15,625
Sundry Debtors			5,078	5,078
			<u>7,794</u>	<u>20,703</u>

CARDIFF & VALE OF GLAMORGAN FEDERATION (LEARNING DISABILITIES)

BALANCE SHEET AS AT 31ST MARCH 2006

	2006		2005	
	£	£	£	£
CURRENT ASSETS				
Debtors	7,794		14,078	
Cash at Bank	54,735		17,558	
Cash at Building Society	4,683		13,299	
Total Current Assets	67,212		44,935	
Creditors: Amounts falling due within one year	(44,876)	22,336	(12,735)	32,200
Net Assets		<u>22,336</u>		<u>32,200</u>
Financed by:				
Unrestricted Funds		5,735		1,771
Designated Funds		4,609		4,609
Restricted Funds		11,992		25,820
		<u>22,336</u>		<u>32,200</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 2006 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 13th October 2006 and signed on its behalf by:


.....
Director and Trustee