

**CARDIFF & VALE OF GLAMORGAN PARENTS
FEDERATION (LEARNING DISABILITIES)
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2007**

Charity Number 1076847

CARSTON

Chartered Accountants
First Floor, Tudor House
16 Cathedral Road
Cardiff
CF11 9LJ

SATURDAY



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COMPANIES HOUSE

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

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2007

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CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING DISABILITIES)

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2007

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2007

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Cardiff & Vale of Glamorgan Parents Federation (Learning Disabilities)
Charity registration number	1076847
Company registration number	03067995
Registered office	Canton House 435 Cowbridge Road East Canton Cardiff CF5 1JH

THE TRUSTEES

The trustees who served the charity during the period were as follows

	Pauline Young Norbert Flynn Denise Pearson Usha Sarangi Gloria Sweeny Wyndham Williams (appointed 8 March 2007)
Secretary	Hasina Kaderbhai
Senior management	John Cushen
Accountants	Carston Chartered Accountants First Floor, Tudor House 16 Cathedral Road Cardiff CF11 9LJ
Bankers	HSBC Bank Plc 114 St Mary Street Cardiff

STRUCTURE, GOVERNANCE AND MANAGEMENT

The organisation is a charitable company limited by guarantee and is governed by a Memorandum and Articles of Association. The company was incorporated on 14 June 1995 and amended by special resolution on 13 July 1999. The charity was registered on 2 August 1999.

The directors of the company also serve as trustees of the charity. Trustees can be voted for at the Annual General Meeting annually by the members or can be co-opted by the board of trustees at any time.

CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING DISABILITIES)

TRUSTEES ANNUAL REPORT (*continued*)

YEAR ENDED 31 MARCH 2007

OBJECTIVES AND ACTIVITIES

The objectives 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 of the year continue to be the provision of information for carers and families and representing carers' views at planning meetings in order to ensure that unpaid carers' views are represented

We provide a range of information of particular relevance to carers through a variety of mediums, formats and mechanisms. This includes a newsletter, an in-depth and detailed information guide called *Where You Stand*, an interactive website, hosting parent meetings, workshops and information events

In addition, we administer a small carers grant budget that offers respite and support to families living in the Vale

We employ a dedicated play officer who has a remit of supporting families and disabled children to participate in discrete and mainstream play opportunities across the county of Cardiff

ACHIEVEMENTS AND PERFORMANCE

During the year the charity has continued to work closely with other organisations involved in similar work and to offer the following

- Regular parent drop-in meetings
- Understanding Disability Awards ceremony
- Website development
- Secured funds for an IT and carers training project

We have continued support to ensure that Play schemes for children with complex needs continue to receive funding and comply with all necessary legislation. We have continued to support inclusive play opportunities in Cardiff and have also helped to secure significant additional funding from the Wales Assembly Government to extend play for disabled children. Our detailed survey of carers / members' views was completed and will be launched in late 2007

Carer representation at local and regional planning forums has continued and we have contributed to plans for the current re-commissioning of services across both counties. This has included chairing council planning meetings in both counties

We supported and co-ordinated protests that successfully prevented extreme and damaging cutbacks to services across the Vale and continue to work closely with the authority to identify workable ways forward

Our efforts in pressing for transition issues to be better prioritised are paying off insofar as councils are now in a far better position to predict the future needs of families and children/young people

CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING DISABILITIES)

TRUSTEES ANNUAL REPORT (*continued*)

YEAR ENDED 31 MARCH 2007

FINANCIAL REVIEW

Our reserves have been exhausted and we urgently need to replenish them. The reserves need to be at a level to ensure that the charity can continue working for several months if all funding disappeared. The trustees are looking into new sources of funding to help this situation.

The designated funds brought into the financial year 2006-7 have been used as intended.

The unexpected and urgent nature of responding and reacting to many changes across both counties while effective was at a cost to our other activities, most notably in our ongoing fundraising activities. We are dedicating more time to addressing this and have identified this as a priority and we are seeking to renegotiate existing Service Level Contracts with local authorities as well as seeking additional support from other statutory bodies.

We are also actively marketing our innovative website and information facilities to other local authorities in Wales and in negotiations over extending the Understanding Disability Awards across Wales in order to generate new strands of 'free' income.

RESPONSIBILITIES OF THE TRUSTEES

The trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing these financial statements the trustees are required to

- select suitable accounting policies and then apply them consistently,
- 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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with Companies Act 1985. 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.

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

TRUSTEES ANNUAL REPORT (*continued*)


YEAR ENDED 31 MARCH 2007

REPORTING ACCOUNTANTS

Messrs Carston will continue in office as reporting accountants for the ensuing year

Registered office
Canton House
435 Cowbridge Road East
Canton
Cardiff
CF5 1HH

Signed on behalf of the trustees

 trustee

PAULINE YOUNG Name

5/12/07 Date

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

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE
INCOME AND EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2007

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2007 £	Total Funds 2006 £
INCOMING RESOURCES					
Incoming resources from generating funds					
Voluntary income	2	39,925	81,800	121,725	153,029
Investment income	3	587	-	587	3,136
Other incoming resources	4	647	-	647	-
TOTAL INCOMING RESOURCES		<u>41,159</u>	<u>81,800</u>	<u>122,959</u>	<u>156,165</u>
RESOURCES EXPENDED					
Charitable activities	5/6	(51,583)	(75,835)	(127,418)	(162,438)
Governance costs	7	(1,946)	(781)	(2,727)	(3,591)
TOTAL RESOURCES EXPENDED		<u>(53,529)</u>	<u>(76,616)</u>	<u>(130,145)</u>	<u>(166,029)</u>
NET OUTGOING RESOURCES BEFORE TRANSFERS					
Transfer between funds	8	(12,370) 167	5,184 (167)	(7,186) -	(9,864) -
NET EXPENDITURE FOR THE YEAR		<u>(12,203)</u>	<u>5,017</u>	<u>(7,186)</u>	<u>(9,864)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>10,343</u>	<u>11,993</u>	<u>22,336</u>	<u>32,200</u>
TOTAL FUNDS CARRIED FORWARD		<u>(1,860)</u>	<u>17,010</u>	<u>15,150</u>	<u>22,336</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared

All of the above amounts relate to continuing activities

The notes on pages 9 to 14 form part of these financial statements

CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING DISABILITIES)

BALANCE SHEET

31 MARCH 2007

	Note	2007 £	£	2006 £	£
FIXED ASSETS					
Tangible assets	10		1,035		-
CURRENT ASSETS					
Debtors	11	5,078		7,794	
Cash at bank and in hand		<u>34,000</u>		<u>59,418</u>	
		39,078		67,212	
CREDITORS Amounts falling due within one year	12	<u>(24,963)</u>		<u>(44,876)</u>	
NET CURRENT ASSETS			14,115		22,336
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>15,150</u>		<u>22,336</u>
NET ASSETS			<u>15,150</u>		<u>22,336</u>
FUNDS					
Restricted income funds	13		17,010		11,993
Unrestricted income funds	15		<u>(1,860)</u>		<u>10,343</u>
TOTAL FUNDS			<u>15,150</u>		<u>22,336</u>

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the financial statements for the year by virtue of section 249A(1) and that no member or members have requested an audit pursuant to section 249B(2) of the Act

The trustees acknowledge their responsibilities for

- (i) ensuring that the charity keeps proper accounting records which comply with section 221 of the Act and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 226 and which otherwise comply with the requirements of the Act relating to financial statements so far as applicable to the charity

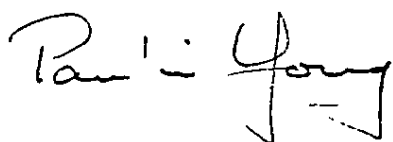
The Balance sheet continues on the following page
The notes on pages 9 to 14 form part of these financial statements

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

BALANCE SHEET (*continued*)

31 MARCH 2007

These financial statements were approved by the members of the committee on the _____ and
are signed on their behalf by

 Trustee

 Trustee

PAULINE YOUNG Name

E. W. WILLIAMS Name

The notes on pages 9 to 14 form part of these financial statements

CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING DISABILITIES)

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2007

1 ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 1985

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small

Donations

Donations are credited to the income and expenditure account in the year in which they are notified to the charity

Grants

Grants are credited to the accounts in the year to which they relate

Resources expended

Resources expended are included in the statement of financial affairs on an accruals basis

Certain expenditure is directly attributable to specific activities and has been included in the costs relating to that activity. Where costs cannot be directly attributed to a specific activity they have been allocated on a basis consistent with the use of the resource

Fixed assets

All fixed assets are initially recorded at cost. Items costing less than £200 are not capitalised but written off directly to the income and expenditure account

Depreciation

Depreciation is calculated so as to write off the cost of an asset less its estimated residual value over the useful economic life of that asset as follows

Equipment	20% straight line
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**CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION
(LEARNING DISABILITIES)**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2007

2 VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2007 £	Total Funds 2006 £
Grants receivable				
Cardiff CC Core Grant	27,468	—	27,468	27,223
Vale of Glam Council Core Grant	12,457	—	12,457	30,754
Cardiff CC Understanding Disability Grant	—	1,255	1,255	1,744
Big Lottery Fund Community grant	—	20,479	20,479	26,140
Vale of Glam Carers Special Grant	—	14,666	14,666	11,532
Cardiff CC Play Co-ordinator	—	23,000	23,000	22,936
Vale of Glam Council Section 7 Grant	—	7,400	7,400	32,700
Lloyds TSB Foundation for England and Wales	—	15,000	15,000	—
	<u>39,925</u>	<u>81,800</u>	<u>121,725</u>	<u>153,029</u>

3 INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2007 £	Total Funds 2006 £
Bank interest receivable	<u>587</u>	<u>587</u>	<u>3,136</u>

4 OTHER INCOMING RESOURCES

	Unrestricted Funds £	Total Funds 2007 £	Total Funds 2006 £
Room Hire Income	210	210	—
Sundry income	<u>437</u>	<u>437</u>	<u>—</u>
	<u>647</u>	<u>647</u>	<u>—</u>

5 COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2007 £	Total Funds 2006 £
Promotion of health and welfare	<u>51,583</u>	<u>75,835</u>	<u>127,418</u>	<u>162,438</u>

6 COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Support work £	Total Funds 2007 £	Total Funds 2006 £
Promotion of health and welfare	<u>127,418</u>	<u>127,418</u>	<u>162,438</u>

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2007

7 GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2007 £	Total Funds 2006 £
Accountancy fees	1,805	781	2,586	1,235
Consultancy fees	-	-	-	2,216
Bank charges and interest	141	-	141	141
	<u>1,946</u>	<u>781</u>	<u>2,727</u>	<u>3,592</u>

8 FUND TRANSFERS

The transfers of funds from unrestricted funds are to meet deficits arising on restricted funds

9 STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows

	2007 £	2006 £
Wages and salaries	<u>88,261</u>	<u>84,466</u>
	<u>88,261</u>	<u>84,466</u>

No trustee received any remuneration during the year

All trustees are entitled to claim expenses for attending meetings but none have done so this year (2006 nil)

Particulars of employees:

The average number of employees during the year calculated on the basis of full-time equivalents was as follows

	2007 No	2006 No
Direct charitable staff	<u>3</u>	<u>3</u>

No employee received emoluments of more than £60,000 during the year (2006 - Nil)

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2007

10 TANGIBLE FIXED ASSETS

	Equipment £
COST	
Additions	1,035
At 31 March 2007	<u>1,035</u>
DEPRECIATION	
At 1 April 2006 and 31 March 2007	-
NET BOOK VALUE	
At 31 March 2007	<u>1,035</u>
At 31 March 2006	<u>-</u>

11 DEBTORS

	2007 £	2006 £
Other debtors	<u>5,078</u>	<u>7,794</u>

12 CREDITORS Amounts falling due within one year

	2007 £	2006 £
Bank loans and overdrafts	22,787	-
Accruals	<u>2,176</u>	<u>44,877</u>
	<u>24,963</u>	<u>44,877</u>

13. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2006 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2007 £
Where You Stand	2,532	-	(2,532)	-	-
Vale CC	47	-	-	(47)	-
Understanding Disability	84	1,255	(1,677)	338	-
Carers Special grant	-	14,666	(14,666)	-	-
Community Fund	105	20,479	(20,479)	(105)	-
CCC Playworker scheme	-	23,000	(24,547)	1,547	-
Learning Disability Forum	4,825	-	(915)	(1,900)	2,010
Information Project	4,400	-	(4,400)	-	-
Lloyds TSB Foundation	-	15,000	-	-	15,000
Balance carried forward	11,993	74,400	(69,216)	(167)	17,010

CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING DISABILITIES)

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2007

13 RESTRICTED INCOME FUNDS *(continued)*

	Balance at 1 Apr 2006 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2007 £
Balance brought forward	11,993	74,400	(69,216)	(167)	17,010
Vale CC Section 7	—	7,400	(7,400)	—	—
	<u>11,993</u>	<u>81,800</u>	<u>(76,616)</u>	<u>(167)</u>	<u>17,010</u>

Where You Stand is funding to update and distribute the information guide

Understanding Disability Awards is for funding to co-ordinate the annual award ceremonies and host the event

The Big Lottery provides funding to increase the capacity of the membership to access information through the internet and a means to have members' views listened to

The Playworker grant provides a dedicated play specialist officer to support parents running discreet play schemes and helping develop new play opportunities for disabled children across Cardiff

The Lloyds TSB Foundation for England and Wales grant is to part-fund the post of development officer and to contribute to the cost of holding regular parent meetings across both counties

Information project is helping to provide information packs to all newly referred parents

The Carers Special grant is to provide support for carers in the Vale of Glamorgan to access IT training

Vale CC Section 7 grant is provided to cover the core rental costs of a Vale base and to contribute towards the cost of the website and updated online information guide

14 UNRESTRICTED FUNDS

This year the unrestricted funds have been overspent by £1 860. The trustees are aware of this and are trying to rectify the situation.

The unexpected and urgent nature of responding and reacting to many changes across both counties while effective was at a cost to our other activities most notably in our ongoing fundraising activities. We are dedicating more time to addressing this and have identified this as a priority and we are seeking to renegotiate existing Service Level Contracts with local authorities as well as seeking additional support from other statutory bodies.

We are also actively marketing our innovative website and information facilities to other local authorities in Wales and in negotiations over extending the Understanding Disability Awards across Wales in order to generate new strands of 'free' income.

We are confident that the position will be recovered in 2007/08 and that we should start rebuilding our reserves.

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2007

15 UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2006 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2007 £
Designated Fund	4,609	—	—	—	4,609
General Funds	5,734	48,305	(60,436)	(72)	(6,469)
	<u>10,343</u>	<u>48,305</u>	<u>(60,436)</u>	<u>(72)</u>	<u>(1,860)</u>

16 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets/ (liabilities) £	Total £
Restricted Income Funds			
Where You Stand	—	15,000	15,000
Vale CC	—	2,010	2,010
	—	<u>17,010</u>	<u>17,010</u>
Unrestricted Income Funds	<u>1,035</u>	<u>(2,895)</u>	<u>(1,860)</u>
Total Funds	<u>1,035</u>	<u>14,115</u>	<u>15,150</u>

17 RELATED PARTY TRANSACTIONS

The charity was under the control of the trustees throughout the current and previous year

There were no related party transactions during the year