

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

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 2013**

**Charity Number 1076847**



A01

19/12/2013

#256

COMPANIES HOUSE

**CARSTON & CO LIMITED**

Chartered Accountants  
1st Floor, Tudor House  
16 Cathedral Road  
Cardiff  
CF11 9LJ

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

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2013**

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

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2013**

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 2013

### **REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Registered charity name</b>	Cardiff & Vale of Glamorgan Parents Federation (Learning Disabilities)
<b>Charity registration number</b>	1076847
<b>Company registration number</b>	03067995
<b>Registered office</b>	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  
Wyndham Williams  
Phil Harding (appointed 16 April 2013)

**Secretary** Hasina Kaderbhai

**Bankers** HSBC Bank Plc  
114 St Mary Street  
Cardiff

**Senior Staff** John Cushen

### **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.

The trustees are developing a policy on risk. In order to address the risk of financial loss, the trustees have a statement on reserves and aim towards building on the current level of reserves. There are procedures in place to help deal with risk in the workplace such as health, safety and security and the relevant insurance policies are in place.

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

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2013**

### **OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT**

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Cardiff & Vale of Glamorgan Parents Federation (Learning Disabilities) aims and objectives and in planning future activities

Our stated purpose is

*'...to promote the health and welfare of people with a learning disability in the areas covered by the counties of Cardiff and the Vale of Glamorgan...'*

We achieve this by offering a mix of direct support, information and coordinating effective carer representation in consultation processes

Parents and close relatives are typically the prime source of support and assistance in a learning disabled persons life and our services focus around supporting the family carer to be better able to face the challenges of caring. All our services are free, including the provision of information, literature, individual assistance, organisation membership and newsletters, along with attendance at workshops or events. Furthermore, we reimburse members when attending meetings or events on our behalf

#### **Support**

We aim to help families and carers to be better able to cope, through the provision of a variety of carer-focussed support activities

Examples include coordinating carers' information workshops, accessing funds for various respite packages and piloting innovative ways of having a break from caring and meeting other carers. We coordinate the annual Understanding Disability awards that celebrate the inclusion of people with a learning disability in everyday life. We access funding from the Vale of Glamorgan council for carers and their disabled relatives to enjoy a variety of group gatherings or individual respite support packages. These gatherings are based around lunches or meals where groups of carers meet and exchange experiences and ideas and the occasional social outing. The carers' project has exceeded expectations with over 50 families benefiting and proven very popular. A great deal of credit must go to Vale mum Sue McFarland whose single handed determination and commitment has ensured the schemes' continued growth and success!

Until late 2012 we employed a dedicated staff member whose sole remit was to focus upon supporting the development and extension of play provision for disabled children in Cardiff. As a result of the Cymorth funding ceasing this position was deleted but we have continued to support play for disabled children as best we can including offering on-going support for the Ty Gwyn school playscheme and the cross County Play Aloud project

#### **Information and Signposting**

Information on how to access support or assistance is of critical importance to a disabled individual and their relative/carers. Carers are very often the only advocate or representative an individual can rely upon to press for the support and services that they should receive. Our work includes liaising with families to share information, highlight new ways of doing things and new opportunities. This may include entertaining the 'taking of risks' and trying new or better value approaches to facing challenges in daily life

We produce newsletters, host a website, maintain and update a detailed information guide (Where You Stand) and hold parent meetings to ascertain their views, needs and experiences. The online version of the Where You Stand guide and its' accompanying website is updated on a regular basis and it will be redesigned and improved for the coming year. Editing of the printed copy of the guide was completed during this accounting period and it was printed and awaiting distribution. We are especially grateful for the support (and patience) of the Families First project in Cardiff and Mencap Cymru in supporting this major project

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

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2013**

### **Representation**

Our third key strand is that of pressing for better support services and increased opportunities for people with a learning disability. This has included opposing any threats to current levels of support provision. This involves our working with many partner bodies and organisations to lobby for improvements or help instigate change and encourage new developments.

We support members to participate in key planning forums and networks that influence the strategic direction of existing or future services for people with a learning disability. This covers all age groups and abilities and includes participation in many cross-discipline strategic groups or frameworks at local, regional and national levels.

Members have representation on the Welsh Government and local authority planning groups, strategic play groups and various other working groups. We also chair the Learning Disability Partnership Group (LDPG) that covers both Cardiff and the Vale of Glamorgan local authorities and are actively involved in a number of its sub and task groups. The Federation devised a draft strategy in 2012/13 to deliver a comprehensive and flexible respite provision for children and adults and their families and carers in Cardiff and Vale. We took this strategy to the LDPG and they have facilitated a Task and Finish Group, led by the Federation, to further improve the strategy and deliver it to a Decision Making Board. This work is on-going and should be completed by April 2014. The Federation often consults its membership for their views on various consultations and surveys in order that we can offer families a means to have their views listened to. Our consultation responses are recorded on the website so that members can review our consultation activity.

### **ACHIEVEMENTS & PERFORMANCE**

2012-13 has been an eventful year at the Parents' Federation with much to celebrate, but we have also faced a number of significant challenges arising out of the difficult financial climate.

On a positive note we have continued to maintain our high profile with decision and policy makers across the region and have ensured that families have access to accurate information. The Annual Understanding Disability Awards held in November of 2012 were also a great success and a source of inspiration for many, we appreciate the on-going support of Consensus in helping to offset the costs of holding this prestigious event. During 2012 we agreed a revised Strategic Plan and also commenced work on revising the way in which more parents can play a role in participating in our activities. We have continued to improve our online information and communication resources and our membership continues to grow, now exceeding 800 families!

The Federation has not been immune from the national financial crisis and during much of the year the staff team were stretched to their limits as a result of necessary cutbacks in working hours. For much of the period the director was paid for a two day week and the development officer just three! This difficult decision was taken voluntarily and ensured that we could balance the budget for the year.

In spite of these drawbacks we have enjoyed tremendous support from volunteer parents who have ensured that the Federation has participated in a wide range of consultations, planning and strategic forums, ensuring that the interests of disabled families have stayed in the limelight.

We are delighted that the efforts of staff and volunteers were recognised by the successful inclusion in Families First consortia across Cardiff that was planned to commence in April 2013. This project will help us to improve the support services we offer to families in Cardiff and also increase our capacity to support others.

We appreciate the on-going support from Cardiff and the Vale of Glamorgan councils in underpinning much of our core activities and the Vale council for its continued support through the carers Grant that allows us to explore various innovative ways to support carers. We must also thank all of our partners and organisations that we work alongside for their on-going support and assistance in what was a difficult year.

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

## **TRUSTEES ANNUAL REPORT *(continued)***

### **YEAR ENDED 31 MARCH 2013**

We participated in the appointment of a new Operational Manager in Cardiff and have developed stronger links with key decision makers across the region. We have attended scrutiny committee meetings and given evidence to several strategic forums and this has ensured that the needs of the families we support are recognised in strategic planning. The need for better respite, transitional planning and services that support and nurture rather than simply contain has been a constant theme in our representation and there are signs of change and improvement in all these areas, though nowhere near enough!

We are also pleased to welcome new trustees to the organisation, with fresh thoughts and new skills and are keen to attract more! Last year we reported that we were working hard to develop the Parents Federation in the next few years as a leaner, more focused organisation that continues to involve and include its members. We believe that we are getting there and the federation is still punching well above its weight!

### **FINANCIAL REVIEW**

Our financial situation is still delicate. We need to consolidate our fiscal position and build a reserve in accordance with pre-agreed policies. While we are confident of maintaining our support from local authorities and others, we still need to secure an additional sum of around 15 -20% of our core running costs year on year to ensure that we maintain existing levels of service. We believe that we are in a stronger position than in the preceding year when we were uncertain over new whether we would be able to access the funding streams replacing our Cymorth funding. We are confident of having secured around 80% of next year's operating costs. We feel confident that we shall continue to improve our sustainability by continuing to keep a tight rein on spending while generating longer term income strands. However, are ever conscious of our vulnerability given the external fiscal climate and will adapt and change as circumstances dictate. Trustees have discussed options to reduce overall spend if we do not secure sufficient additional income by the end of the current fiscal year in order that we balance the books while maintaining our capacity to fulfil obligations to funders and continue to support families.

The ending of the Cymorth funding arrangements saw an ending of those posts which actively encourage play opportunities, though the Federation is seeking to support families and young people through the Families First funded projects.

### **Reserves Policy**

We have agreed that we need to secure a minimum of 3 months operating costs or £26,000 as a reserve fund to cover future eventualities.

### **Going Concern**

The reserves of the charity are below that of the reserves policy, however, the trustees feel that the charitable company is still a going concern because we have secured a majority of our predicted funding income from local authorities for the coming year and are an integral part of strategic planning processes. Were this support to cease we anticipate sufficient notice to wind down any operations as necessary in order that we remain within budget.

Throughout our long history raising funds has been a challenge that we have managed to address but we are not complacent and currently focusing efforts on attracting additional sources of funding to balance future budgets as well as generate a surplus to build up a reserve in coming years.

### **PLANS FOR FUTURE PERIODS**

We shall be distributing the 2013 version of our 220 page Where You Stand guide in the coming year and will re-design and improve our online version of the guide and website.

We plan to develop our social networking and Internet presence using Twitter and Facebook and take information to families rather than expect them to come to us!

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

**TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2013**

More than ever families need access to information on demand and we shall rise to this challenge using every means at our disposal

**INDEPENDENT EXAMINER**

Philippa Keane ACA DChA has been re-appointed as independent examiner for the ensuing year

**SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption

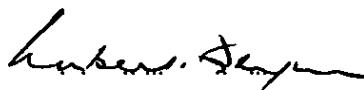
Registered office  
Canton House  
435 Cowbridge Road East  
Canton  
Cardiff  
CF5 1JH

Signed on behalf of the trustees

*Signed*

*Trustee*

*Name*



NORBERT FINN

*Date* 11.12.13

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

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF  
CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION  
(LEARNING DISABILITIES)**

**YEAR ENDED 31 MARCH 2013**

I report on the accounts of the charity for the year ended 31 March 2013 which are set out on pages 7 to 13

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The trustees (who are also the directors of Cardiff & Vale of Glamorgan Parents Federation (Learning Disabilities) for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 seeking 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

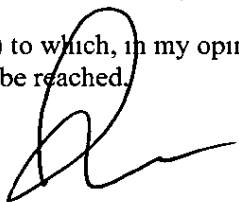
In connection with my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

have 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.



Philippa Keane ACA DChA  
Independent examiner

1st Floor, Tudor House  
16 Cathedral Road  
Cardiff  
CF11 9LJ

Date 18. December 2013



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

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

**YEAR ENDED 31 MARCH 2013**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds					
Voluntary income	2	48,375	47,097	95,472	98,035
Investment income	3	<u>1</u>	<u>—</u>	<u>1</u>	<u>2</u>
<b>TOTAL INCOMING RESOURCES</b>		<u>48,376</u>	<u>47,097</u>	<u>95,473</u>	<u>98,037</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities	4/5	(44,790)	(52,565)	(97,355)	(101,198)
Governance costs	6	<u>(4,760)</u>	<u>—</u>	<u>(4,760)</u>	<u>(2,684)</u>
<b>TOTAL RESOURCES EXPENDED</b>		<u>(49,550)</u>	<u>(52,565)</u>	<u>(102,115)</u>	<u>(103,882)</u>
<b>NET OUTGOING RESOURCES BEFORE TRANSFERS</b>					
Transfer between funds	8	<u>(2,543)</u>	<u>2,543</u>	<u>—</u>	<u>—</u>
<b>NET EXPENDITURE FOR THE YEAR</b>		<u>(3,717)</u>	<u>(2,925)</u>	<u>(6,642)</u>	<u>(5,845)</u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>5,905</u>	<u>2,925</u>	<u>8,830</u>	<u>14,675</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>2,188</u>	<u>—</u>	<u>2,188</u>	<u>8,830</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 13 form part of these financial statements

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

## BALANCE SHEET

31 MARCH 2013

	Note	2013 £	2012 £
<b>FIXED ASSETS</b>			
Tangible assets	10	1,297	—
<b>CURRENT ASSETS</b>			
Debtors	11	15,490	9,396
Cash at bank and in hand		<u>1,023</u>	<u>1,162</u>
		16,513	10,558
<b>CREDITORS: Amounts falling due within one year</b>	12	<u>(15,622)</u>	<u>(1,728)</u>
<b>NET CURRENT ASSETS</b>		891	8,830
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>2,188</u>	<u>8,830</u>
<b>NET ASSETS</b>		<u>2,188</u>	<u>8,830</u>
<b>FUNDS</b>			
Restricted income funds	13	—	2,925
Unrestricted income funds	14	<u>2,188</u>	<u>5,905</u>
<b>TOTAL FUNDS</b>		<u>2,188</u>	<u>8,830</u>

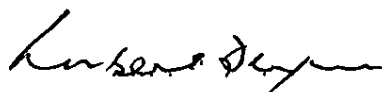
For the year ended 31 March 2013 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies


### Trustees' responsibilities

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476, and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime

These financial statements were approved by the members of the committee and authorised for issue on the 11.12.13 and are signed on their behalf by

 Trustee

 Trustee

NORBERT FLYNN Name

PHILIP HARDIN Name

Company Registration Number 03067995

The notes on pages 9 to 13 form part of these financial statements

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

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2013**

### **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 and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 2006

#### **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 that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Allocation is dependent upon the purposes for which the grant was given. Such income is only deferred when the donor specifies it must be used in future accounting periods or the donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### **Netting off of income and expenditure**

It is not the policy of the charity to show incoming resources net of expenditure.

#### **Fund accounting**

Unrestricted funds represent those monies freely available for application towards achieving any charitable purpose that falls within the charity's charitable objects.

Restricted funds comprise monies which have either been raised for, and their use restricted to, specific purposes, or donations subject to donor imposed restrictions.

Designated funds are unrestricted funds earmarked by the trustees for a particular purpose. Transfers are made from unrestricted funds to designated funds under the instruction of the trustees.

#### **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.

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

## NOTES TO THE FINANCIAL STATEMENTS

**YEAR ENDED 31 MARCH 2013**

### 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

Office equipment	20% straight line
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### Going Concern

The reasons the trustees feel that the charitable company can remain as a going concern are laid out in the trustees report

## 2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
<b>Grants receivable</b>				
Cardiff CC Core Grant	28,723	–	28,723	31,039
Vale of Glam Council Core Grant	18,847	–	18,847	19,632
Vale of Glam Carers Special Grant	–	7,209	7,209	5,978
Cardiff CC Play Co-ordinator	–	27,265	27,265	30,746
Consensus - Understanding Disability	–	4,400	4,400	4,000
Families First	–	8,023	8,023	4,640
The Friendly Trust	805	–	805	2,000
Clevedon Forbes	–	200	200	–
	<u>48,375</u>	<u>47,097</u>	<u>95,472</u>	<u>98,035</u>

## 3. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Bank interest receivable	<u>1</u>	<u>1</u>	<u>2</u>

## 4. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Promotion of health and welfare	<u>44,790</u>	<u>52,565</u>	<u>97,355</u>	<u>101,198</u>

## 5. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Support work £	Total Funds 2013 £	Total Funds 2012 £
Promotion of health and welfare	<u>97,355</u>	<u>97,355</u>	<u>101,198</u>

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

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

### 6. GOVERNANCE COSTS

	Unrestricted Funds	Total Funds 2013	Total Funds 2012
	£	£	£
Accountancy fees	4,290	4,290	2,405
Bank charges and interest	470	470	279
	<u>4,760</u>	<u>4,760</u>	<u>2,684</u>

### 7. NET OUTGOING RESOURCES FOR THE YEAR

This is stated after charging

	2013	2012
	£	£
Depreciation	<u>-</u>	<u>207</u>

### 8. FUND TRANSFERS

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

### 9. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2013	2012
	£	£
Wages and salaries	50,153	72,596
Social security costs	<u>-</u>	<u>-</u>
	<u>50,153</u>	<u>72,596</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 (2012 nil)

#### Particulars of employees:

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

	2013	2012
	No	No
Direct charitable staff	<u>4</u>	<u>4</u>

No employee received remuneration of more than £60,000 during the year (2012 - Nil)

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

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

### 10 TANGIBLE FIXED ASSETS

	Plant and machinery etc. £
<b>COST</b>	
At 1 April 2012	1,035
Additions	<u>1,297</u>
<b>At 31 March 2013</b>	<u><b>2,332</b></u>
 <b>DEPRECIATION</b>	
At 1 April 2012 and 31 March 2013	<u>1,035</u>
 <b>NET BOOK VALUE</b>	
At 31 March 2013	<u><b>1,297</b></u>
At 31 March 2012	<u>—</u>

### 11. DEBTORS

	2013 £	2012 £
Other debtors	13,906	7,394
Prepayments	<u>1,584</u>	<u>2,002</u>
	<u><b>15,490</b></u>	<u><b>9,396</b></u>

### 12. CREDITORS: Amounts falling due within one year

	2013 £	2012 £
Bank loans and overdrafts	7,747	—
Other creditors	<u>7,875</u>	<u>1,728</u>
	<u><b>15,622</b></u>	<u><b>1,728</b></u>

### 13. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2012 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2013 £
Understanding Disability	—	4,400	(3,466)	(934)	—
Carers Special grant	—	7,209	(7,209)	—	—
Playworker project	—	27,265	(27,265)	—	—
RYA Sailability	23	—	—	(23)	—
Mencap	2,902	—	(2,902)	—	—
Families First	—	8,023	(8,023)	—	—
Clevedon Forbes	—	200	(200)	—	—
Vale Families first	—	—	(3,500)	3,500	—
	<u><b>2,925</b></u>	<u><b>47,097</b></u>	<u><b>(52,565)</b></u>	<u><b>2,543</b></u>	<u><b>—</b></u>

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

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

### 13. RESTRICTED INCOME FUNDS *(continued)*

Understanding Disability Awards is for funding to co-ordinate the annual Understanding Disability Awards process and hosting the Awards Presentation Event

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

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 RYA budget was a fund that we administered for the RYA to pay for sessional staff to run weekend sailing sessions for disabled people - it was mostly spent on staff from Cardiff Council Leisure department plus a little for promotion of the course and essential dinghy repairs

Mencap contributed toward the production of our Where You Stand information guide

The Families First grant provides funding with a clear emphasis on prevention and early intervention for families, particularly those living in poverty

Clevedon Forbes was a fund /grant made to an individual parent carer to have a short respite break and administered by us - the conditions of the grant meant that we had to apply on the parents behalf

The Friendly Trust provided a grant as contribution towards the rental costs of our office in the Vale

The Vale Families First fund includes expenditure against a project that was not completed satisfactorily and for which Cardiff & Vale of Glamorgan Parents Federation engaged the services of Barnados to complete This was funded via a transfer from unrestricted funds

### 14. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2012 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2013 £
Designated Fund	4,609	—	—	—	4,609
General Funds	1,296	48,376	(49,550)	(2,543)	(2,421)
	<u>5,905</u>	<u>48,376</u>	<u>(49,550)</u>	<u>(2,543)</u>	<u>2,188</u>

### 15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
<b>Unrestricted Income Funds:</b>			
Designated Funds	—	4,609	4,609
General Funds	1,298	(3,719)	(2,421)
<b>Total Funds</b>	<u>1,298</u>	<u>890</u>	<u>2,188</u>

### 16. RELATED PARTY TRANSACTIONS

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

The charity paid rent and services of £6,134 23 (2012 £8,009) to The Friendly Trust, which has one trustee in common