# CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING DISABILITIES) FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009

**Charity Number 1076847** 

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COMPANIES HOUSE

## CARSTON

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

## FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2009

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#### TRUSTEES ANNUAL REPORT

#### YEAR ENDED 31 MARCH 2009

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2009.

#### 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

Gloria Sweeny retired as a trustee on 14 November 2008.

Senior management

John Cushin

Secretary

Hasina Kaderbhai

**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.

#### TRUSTEES ANNUAL REPORT (continued)

#### YEAR ENDED 31 MARCH 2009

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

#### **Support**

Assistance we can offer varies from direct support to overcome daily caring pressures in order that carers feel better able to continue to cope, through the provision of a variety of carer-focussed support activities.

Examples include co-ordinating IT training classes across the region, accessing funds for various respite packages and piloting innovative ways of having a break from caring and meeting other carers. We have hosted various topic themed parent workshops covering subjects such as sexuality and growing up, transitions and leaving school and the provision of daytime activities and opportunities. We have also co-ordinated key events aimed at promoting play provision for disabled children as well as organising the annual Understanding Disability awards that celebrate the inclusion of people with a learning disability in everyday life. We have also accessed funding for carers and their disabled relatives to enjoy a variety of group or individual respite support packages.

We have a dedicated staff member whose sole remit is to focus upon supporting the development and extension of play provision for disabled children; encouraging the provision of more and varied such provision as well as helping to maintain existing playschemes. This has increased opportunities for disabled children across the region to enjoy better and more frequent play choices.

#### Information

Information and knowledge on how to access support or assistance is of critical importance to disabled individuals and their relative/carer. 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 highlight new ways of doing things;- including entertaining the 'taking of risks' and trying new 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.

We are currently engaged in preparing a series of leaflets that give a carer and disabled individual's perspective on key issues faced at key times of life, illustrating what support to look out for and highlighting pitfalls to avoid.

#### TRUSTEES ANNUAL REPORT (continued)

#### YEAR ENDED 31 MARCH 2009

#### Representation

Our third key strand is that of pressing for better services and opportunities for people with a learning disability, and/ or opposing any threats to current levels of support provision. This includes 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 LDIAG, several local authority planning groups, strategic play groups and various working groups.

#### ACHIEVEMENTS AND PERFORMANCE

We are currently key players in projects that aim to extend play provision for disabled children across both counties, develop hydrotherapy provision and improve access and take up of various leisure activities on the part of people with a learning disability.

We work closely with other bodies to maximise our activities within tight budgetary constraints and in many cases this includes seeking assistance 'in kind'. Examples during this period include having the support of a seconded staff member from WAG and the free development of a website by postgraduate students from the University of Victoria, Australia.

#### FINANCIAL REVIEW

The past year has been a productive one for the Parent's Federation and we are grateful to grants from the Millennium Stadium Charitable Trust and Waterloo Foundation that have enabled us to improve our information materials and seek the views of parent members. We have achieved a great deal as a result of working in partnership with others and in particular, have received a great deal of support in kind via a seconded member of staff from the Wales Assembly Government and the voluntary efforts of students and staff at the Victoria University in Melbourne, Australia in developing our website.

While these efforts have enabled us to move the organisation forward, we still face difficult financial challenges in the coming year. In spite of the above support we lack a reserve sufficient to meet our obligations and rely upon the success of ongoing funding bids to balance the books, year on year. The difficult fiscal challenges predicted for the public sector in coming years will doubtless compound this further and we must find alternative sources of more sustainable funding to 'top-up' the core grant funding we receive from both counties.

We are investigating a number of income generating ideas that could serve to address the above and continue to seek sponsors for key events and other activities to generate undesignated funds that could be added to our reserves. The future remains challenging but we are confident that we have the skills, product and support to ensure that the Parent's Federation will continue to serve its members in the coming years.

#### RESPONSIBILITIES OF THE TRUSTEES

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 preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION

## (LEARNING DISABILITIES)

#### TRUSTEES ANNUAL REPORT (continued)

#### YEAR ENDED 31 MARCH 2009

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 these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

#### INDEPENDENT EXAMINER

A resolution to re-appoint Philippa Keane as independent examiner for the ensuing year will be proposed at the Annual General Meeting.

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

Signed on behalf of the trustees

Name PAULINE YOUNG

Trustee Tani Young

..... Date

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

#### YEAR ENDED 31 MARCH 2009

I report on the accounts of the charity for the year ended 31 March 2009 set out on pages 6 to 13.

#### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

The charity's 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 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), as amended by section 28 of the Charities Act 2006) 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 43(3)(a) of the 1993 Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, as amended); and
- to state whether particular matters have come to my attention.

#### BASIS OF INDEPENDENT EXAMINER'S STATEMENT

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 I do not express an audit opinion on whether the accounts present a 'true and fair view'.

#### 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 trustees have not met the requirements to ensure that:
  - proper accounting records are kept (in accordance with section 221 of the Companies Act 1985); and
  - accounts are prepared which agree with the accounting records, comply with the accounting requirements of section 226(A) of the Companies Act 1985 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; 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

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

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

#### YEAR ENDED 31 MARCH 2009

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2009 £	Total Funds 2008 £
INCOMING RESOURCES Incoming resources from		~	-	-	-
generating funds:					
Voluntary income	2	41,938	103,609	145,547	108,509
Investment income	3	191		191	661
Other incoming resources	4				228
TOTAL INCOMING RESOURCES		42,129	103,609	145,738	109,398
RESOURCES EXPENDED					<del></del>
Charitable activities	5/6	(35,270)	(95,197)	(130,467)	(119,285)
Governance costs	7	(1,330)	(232)	(1,562)	(2,297)
	•	(1,000)			
TOTAL RESOURCES EXPENDED		(36,600)	(95,429)	(132,029)	(121,582)
NET INCOMING/ (OUTGOING) RESOURCES FOR THE YEAR/NET INCOME/ (EXPENDITURE) FOR					
THE YEAR RECONCILIATION OF FUNDS	8	5,529	8,180	13,709	(12,184)
Total funds brought forward		(220)	3,186	2,966	15,150
TOTAL FUNDS CARRIEI	)		<del></del>		
FORWARD		<u>5,309</u>	11,366	16,675	2,966

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.

#### **BALANCE SHEET**

#### 31 MARCH 2009

		2009		2008	
	Note	£	£	£	£
FIXED ASSETS					
Tangible assets	11		621		828
CURRENT ASSETS					
Debtors	12	14,687		8,078	
Cash at bank and in hand		25,758		7,977	
CDEDITODS: Amounts falling du	•	40,445		16,055	
CREDITORS: Amounts falling du within one year	13	(24,391)		(13,917)	
within one year	10	(24,5)1)			
NET CURRENT ASSETS			16,054		2,138
TOTAL ASSETS LESS CURREN	T LIABILI	TIES	16,675		2,966
NET ASSETS			16,675		2,966
			10,075		2,500
FUNDS					
Restricted income funds	14		11,365		3,186
Unrestricted income funds	16		5,310		(220)
TOTAL FUNDS			16,675		2,966
			<u> </u>		<del></del>

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.

I am in formy Trusted

Rusen Dey Trustee

PAULINE YOUNG Name

MORSER! FLYNN Name

The notes on pages 8 to13 form part of these financial statements.

#### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 31 MARCH 2009

#### 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:

Office equipment

20% straight line

#### 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

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2009

## 2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2009 £	Total Funds 2008 £
Donations				
Donations	515	_	515	500
Grants receivable				
Cardiff CC Core Grant	28,723	_	28,723	27,468
Vale of Glam Council Core Grant	12,700	_	12,700	12,457
Cardiff CC Understanding Disability	,			•
Grant	_	4,500	4,500	1,255
Vale of Glam Carers Special Grant	_	16,566	16,566	13,268
Cardiff CC Play Co-ordinator		29,955	29,955	29,750
Vale of Glam Council Section 7 Grant	_	7,548	7,548	7,400
CCC / Cymorth Play Event	<del></del>	´ <b>-</b>	·	3,000
Social Risk Fund	_	_	_	7,411
Help a South Wales Child	_	_	<del>-</del>	3,000
Consensus - Understanding Disability	_	_	_	3,000
Vale - WYS	_	9,500	9,500	´ <b>-</b>
Vale - Play Day	_	7,200	7,200	_
Millennium Fund	_	9,840	9,840	_
Waterloo Foundation	_	18,500	18,500	_
	41,938	103,609	145,547	108,509
INVESTMENT INCOME				

#### 3.

	Unrestricted	Total Funds	Total Funds
	Funds	2009	2008
	£	£	£
Bank interest receivable	191	191	661
	_	_	_

#### 4. OTHER INCOMING RESOURCES

	<b>Total Funds</b>	Total Funds
	2009	2008
	£	£
Sundry income	_	228
		_

#### 5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

Unrestricted	Restricted	Total Funds	Total Funds
Funds	Funds	2009	2008
£	£	£	£
35,270	94,098	129,368	119,285
<del>-</del>	1,099	1,099	-
35,270	95,197	130,467	119,285
	Funds £ 35,270	Funds Funds £ 35,270 94,098 - 1,099	Funds Funds 2009 £ £ £ 35,270 94,098 129,368 - 1,099 1,099

#### NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2009

#### 6. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Support work	Support costs	Total Funds 2009	Total Funds 2008
	£	£	£	£
Promotion of health and welfare	129,367	1,100	130,467	119,285

## 7. GOVERNANCE COSTS

	Unrestricted	Restricted	<b>Total Funds</b>	Total Funds
	Funds	Funds	2009	2008
	£	£	£	£
Accountancy fees	1,204	232	1,436	2,172
Bank charges and interest	126	_	126	125
	1,330	232	1,562	2,297

#### 8. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR

This is stated after charging:

5 5	2009	2008
	£	£
Depreciation	207	207

#### 9. FUND TRANSFERS

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

#### 10. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2009	2008
	£	£
Wages and salaries	92,980	90,445
Social security costs	-	_
	92,980	90,445

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 (2008 nil).

#### Particulars of employees:

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

	2009	2008
	No	No
Direct charitable staff	4	3

No employee received emoluments of more than £60,000 during the year (2008 - Nil).

## **NOTES TO THE FINANCIAL STATEMENTS**

## YEAR ENDED 31 MARCH 2009

## 11. TANGIBLE FIXED ASSETS

					Equipment £
	COST				
	At 1 April 2008 and 31 Mar	ch 2009			1,035
	DEPRECIATION				
	At 1 April 2008				207
	Charge for the year				207
	At 31 March 2009				414
	NET BOOK VALUE				
	At 31 March 2009				621
	At 31 March 2008				828
12.	DEBTORS				<del>_</del>
			2009		2008
			£		£
	Other debtors		14,687	•	8,078
13.	CREDITORS: Amounts fa	lling due within one	year		
			2009		2008
			£		£
	Bank loans and overdrafts		-	-	11,745
	Accruals		24,391		2,172
			24,391	-	13,917
14.	RESTRICTED INCOME I	TUNDS			
		Balance at	Incoming	Outgoing	Balance at
		1 Apr 2008	resources	resources	31 Mar 2009
	When Von Stand	£	£	£	£
	Where You Stand Millennium Trust	_	9,500 9.840	(9,500) (3,300)	- 6 540
	TATTICALITIES TATE	_	9.840	1 7 711111	n ¬411

	Balance at 1 Apr 2008 £	Incoming resources £	Outgoing resources	Balance at 31 Mar 2009
Where You Stand	_	9,500	(9,500)	
Millennium Trust	-	9,840	(3,300)	6,540
Understanding Disability	_	4,500	(4,500)	, <u> </u>
Carers Special grant	81	16,566	(16,647)	_
Waterloo Foundation	_	18,500	(13,675)	4,825
Play Day	_	7,200	(7,200)	-
Playworker project	-	29,955	(29,955)	_
Learning Disability Forum	1,705	_	(1,705)	_
Vale CC Section 7 Help a South Wales Child /	_	7,548	(7,548)	-
Funfinder	1,400		(1,400)	
	3,186	103,609	(95,430)	11,365

#### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 31 MARCH 2009

#### 14. 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 playschemes and helping develop new play opportunities for disabled children across Cardiff.

The Learning Disability Forum serves as a means for organisations (mostly voluntary sector) with an interest in supporting people with a learning disability to share experiences, ideas and developments. It also acts as the formal means to consult with these groups for (Cardiff Council) Advisory Planning Groups and Voluntary Action Cardiff's health Social Care & Wellbeing Network. Meetings are co-ordinated by Cardiff & Vale Parents Federation and members of the group have seats on the aforementioned planning groups.

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.

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.

The Social Risk Fund was a one year project that sought to improve communication by means of IT and the internet for carer members of the Parents' Federation. It was a European Union funded project, funds managed by WCVA. Participants participated variously in introductory level Computer Classes and more advanced IT training sessions where they learned the basics of how to use our interactive website.

The Cymorth grant was used toward the costs of holding a public event where developments and achievements in improving play opportunities for disabled children across Cardiff were 'showcased'. The audience consisting of families and professionals reported that the day was very useful and requested that we carry out a follow up event in 2009.

This Help a South Wales Child/ Funfinder grant funded the initial development and setting up of an interactive website that focuses upon play and leisure opportunities in our region. It also has a feedback section where visitors can leave comments upon a venue's suitability, access and other information.

#### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 31 MARCH 2009

#### 15. UNRESTRICTED FUNDS

This year the unrestricted funds have increased from last year's deficit. Whilst these reserves are still low, 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.

#### 16. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2008	Incoming resources	Outgoing resources	Balance at 31 Mar 2009
	£	£	£	£
Designated Fund	4,610	_	_	4,610
General Funds	(4,830)	42,129	(36,599)	_700
	(220)	42,129	(36,599)	5,310

#### 17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Net current assets £	Total £
Restricted Income Funds:			
Millennium Trust	_	6,540	6,540
The Waterloo Foundation	<u>-</u>	4,825	4,825
		11,365	11,365
Unrestricted Income Funds	621	4,689	5,310
Total Funds	621	16,054	16,675

#### 18. 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.