

**CARDIFF & VALE OF GLAMORGAN PARENTS
FEDERATION (LEARNING DISABILITIES)
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2010**

Charity Number 1076847

CARSTON & CO LIMITED

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

THURSDAY



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14/10/2010

COMPANIES HOUSE

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

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

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

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2010

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 2010

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
Wyndham Williams

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.

The trustees are developing a policy on risk. To address the risk of financial loss the trustees have a statement on reserves and aims 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 2010

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

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 transitions and leaving school, planning for the future and the provision of hydrotherapy pool facilities. 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 continued to access funding for carers and their disabled relatives to enjoy a variety of group or individual respite support packages. These packages have included therapy sessions, family trips, individual respite support and carers' meals where groups of carers meet and exchange experiences and ideas. The carers project has exceeded expectations with over 50 families benefiting

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 and in particular resulted in extending play options for children with complex and challenging support needs

Information

Information and knowledge on how to access support or assistance is of critical importance to 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 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. The online version of this guide and website is updated on a regular basis

We are continuing work on 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. These are constantly being updated following feedback from carers

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

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2010

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 Wales Assembly Government Learning Disability Implementation Advisory Group, 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 our work with local authorities play and children with disabilities teams has proven fruitful.

We have also been successful as part of a larger consortia, comprising of representation from local authorities in both Cardiff and the Vale of Glamorgan, both counties' Centre for Voluntary Services (CVS) and other voluntary agencies in securing almost a million pounds of Big Lottery funding to extend play for children across the two counties.

FINANCIAL REVIEW

The past year has been a productive one for the Parents' Federation and we are grateful to grants from the Lloyds TSB 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.

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 Parents' 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 2010

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 2006. 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

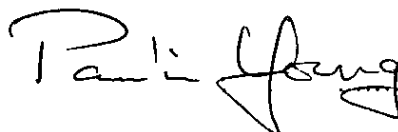
INDEPENDENT EXAMINER

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

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

Signed on behalf of the trustees

Trustee



Name

PAULINE YOUNG

Date 28/9/10

**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 2010

I report on the accounts of the charity for the year ended 31 March 2010 set out on pages 6 to 12

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'.

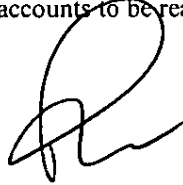
INDEPENDENT EXAMINER'S STATEMENT

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 386 of the Companies Act 2006), and
- accounts are prepared which agree 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, 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 11 October 2010

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

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

YEAR ENDED 31 MARCH 2010

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
INCOMING RESOURCES					
Incoming resources from generating funds					
Voluntary income	2	43,838	100,543	144,381	145,547
Investment income	3	324	—	324	191
TOTAL INCOMING RESOURCES		<u>44,162</u>	<u>100,543</u>	<u>144,705</u>	<u>145,738</u>
RESOURCES EXPENDED					
Charitable activities	4/5	(34,978)	(96,716)	(131,694)	(130,465)
Governance costs	6	(1,703)	(38)	(1,741)	(1,564)
TOTAL RESOURCES EXPENDED		<u>(36,681)</u>	<u>(96,754)</u>	<u>(133,435)</u>	<u>(132,029)</u>
NET INCOMING RESOURCES FOR THE YEAR/NET INCOME FOR THE YEAR					
	7	7,481	3,789	11,270	13,709
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>5,310</u>	<u>11,365</u>	<u>16,675</u>	<u>2,966</u>
TOTAL FUNDS CARRIED FORWARD		<u>12,791</u>	<u>15,154</u>	<u>27,945</u>	<u>16,675</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 8 to 12 form part of these financial statements

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

BALANCE SHEET

YEAR ENDED 31 MARCH 2010

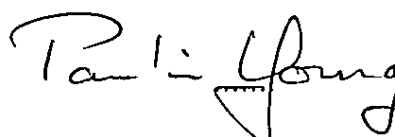
	Note	2010 £	£	2009 £	£
FIXED ASSETS					
Tangible assets	10		414		621
CURRENT ASSETS					
Debtors	11	17,428		14,687	
Cash at bank and in hand		13,225		25,758	
		<u>30,653</u>		<u>40,445</u>	
CREDITORS: Amounts falling due within one year	12	<u>(3,122)</u>		<u>(24,391)</u>	
NET CURRENT ASSETS			27,531		16,054
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>27,945</u>		<u>16,675</u>
NET ASSETS			<u>27,945</u>		<u>16,675</u>
FUNDS					
Restricted income funds	13	15,154		11,365	
Unrestricted income funds	14	12,791		5,310	
TOTAL FUNDS		<u>27,945</u>		<u>16,675</u>	

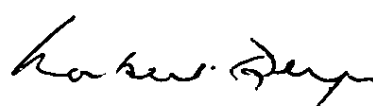
The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476(1) of the Act

The trustees acknowledge their responsibilities for

- (i) ensuring that the charity keeps adequate accounting records which comply with section 386 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 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity

These financial statements were approved by the members of the committee on the 28/09/10 and are signed on their behalf by

 Trustee

 Trustee

PAULINE YOUNG Name

NORBERT FLYNN Name

Company Registration Number 03067995

The notes on pages 8 to 12 form part of these financial statements

CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION (LEARNING DISABILITIES)

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

2 VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Donations				
Donations	100	—	100	515
Grants receivable				
Cardiff CC Core Grant	29,038	—	29,038	28,723
Vale of Glam Council Core Grant	12,700	—	12,700	12,700
Cardiff CC Understanding Disability Grant	—	10,000	10,000	—
Mencap	—	—	—	500
Vale of Glam Carers Special Grant	—	15,450	15,450	16,566
Cardiff CC Play Co-ordinator	—	30,745	30,745	29,955
Vale of Glam Council Section 7 Grant	—	7,548	7,548	7,548
CCC / Cymorth Play Event	—	—	—	3,200
Consensus - Understanding Disability	—	4,000	4,000	4,000
CCC - Where You Stand	—	—	—	9,500
Vale - Play Day	—	6,300	6,300	4,000
Millennium Fund	—	—	—	9,840
The Waterloo Foundation	—	18,500	18,500	18,500
RYA Sailability	—	3,000	3,000	—
Awards 4 All	—	5,000	5,000	—
All Wales Forum	2,000	—	2,000	—
	<u>43,838</u>	<u>100,543</u>	<u>144,381</u>	<u>145,547</u>

3 INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Bank interest receivable	<u>324</u>	<u>324</u>	<u>191</u>

4 COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Promotion of health and welfare	34,978	95,198	130,176	129,366
Support costs	—	1,518	1,518	1,099
	<u>34,978</u>	<u>96,716</u>	<u>131,694</u>	<u>130,465</u>

5 COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Support work £	Support costs £	Total Funds 2010 £	Total Funds 2009 £
Promotion of health and welfare	<u>130,176</u>	<u>1,518</u>	<u>131,694</u>	<u>130,465</u>

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

6. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Accountancy fees	1,554	–	1,554	1,438
Bank charges and interest	149	38	187	126
	<u>1,703</u>	<u>38</u>	<u>1,741</u>	<u>1,564</u>

7. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging

	2010 £	2009 £
Depreciation	<u>207</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:

	2010 £	2009 £
Wages and salaries	94,492	92,980
Social security costs	–	–
	<u>94,492</u>	<u>92,980</u>

No trustee received any remuneration during the year

Particulars of employees:

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

	2010 No	2009 No
Direct charitable staff	<u>4</u>	<u>4</u>

No employee received remuneration of more than £60,000 during the year (2009 - Nil)

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

10 TANGIBLE FIXED ASSETS

	Equipment £
COST	
At 1 April 2009 and 31 March 2010	<u>1,035</u>
DEPRECIATION	
At 1 April 2009	414
Charge for the year	<u>207</u>
At 31 March 2010	<u>621</u>
NET BOOK VALUE	
At 31 March 2010	<u>414</u>
At 31 March 2009	<u>621</u>

11. DEBTORS

	2010 £	2009 £
Other debtors	<u>17,428</u>	<u>14,687</u>

12. CREDITORS: Amounts falling due within one year

	2010 £	2009 £
Accruals	<u>3,122</u>	<u>24,391</u>

13. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2009 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2010 £
Millennium Trust	6,540	–	(6,540)	–
Understanding Disability	–	4,000	(1,805)	2,195
Carers Special grant	–	15,450	(15,450)	–
Waterloo Foundation	4,825	18,500	(23,325)	–
Play Day	–	6,300	(6,300)	–
Playworker project	–	30,745	(30,745)	–
Lloyds TSB	–	10,000	(4,871)	5,129
RYA Sailability	–	3,000	(170)	2,830
Vale CC Section 7	–	7,548	(7,548)	–
Awards 4 All	–	5,000	–	5,000
	<u>11,365</u>	<u>100,543</u>	<u>(96,754)</u>	<u>15,154</u>

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

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 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 Waterloo Foundation grant was for two years towards the cost of providing Advice Services for Carers

The RYA Sailability grant is to provide instructors and winter sailing during the year for members and disabled participants

14. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2009 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2010 £
Designated Fund	4,609	—	—	4,609
General Funds	701	44,162	(36,681)	8,182
	<u>5,310</u>	<u>44,162</u>	<u>(36,681)</u>	<u>12,791</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
Restricted Income Funds:			
Where You Stand	—	5,129	5,129
Carers Special grant	—	2,830	2,830
Learning Disability Forum	—	2,195	2,195
Awards 4 All	—	5,000	5,000
	<u>—</u>	<u>15,154</u>	<u>15,154</u>
Unrestricted Income Funds	<u>414</u>	<u>12,377</u>	<u>12,791</u>
Total Funds	<u>414</u>	<u>27,531</u>	<u>27,945</u>

16. 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