

REGISTERED COMPANY NUMBER: 03336421 (England and Wales)
REGISTERED CHARITY NUMBER: 1068623

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 MARCH 2015
FOR
CARDIFF THIRD SECTOR COUNCIL (C3SC)**

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20/11/2015

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COMPANIES HOUSE

Watts Gregory LLP
Chartered Accountants & Statutory Auditors
Elfed House
Oak Tree Court
Cardiff Gate Business Park
CARDIFF
County of Cardiff
CF23 8RS

CARDIFF THIRD SECTOR COUNCIL (C3SC)
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

	Page
Report of the Trustees	1 to 6
Report of the Independent Auditors	7 to 8
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Financial Statements	11 to 18

CARDIFF THIRD SECTOR COUNCIL (C3SC)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03336421 (England and Wales)

Registered Charity number
1068623

Registered office
Brunel House
2 Fitzalan Road
CARDIFF
CF24 0EB

Trustees

Roger Bone	
Ed Cole	- Resigned 2 July 2015
Nick Corrigan	- Resigned 29 January 2015
Richard Edwards	
Michael Flynn	
Judith John	
Karen Jones	- Resigned 2 October 2015
Terry Price	
Gerald Puttock	- Resigned 4 October 2015
Reynette Roberts	- Resigned 24 September 2015
Sujatha Thaladi	- Resigned 24 September 2015
Althea Collymore	- Appointed 29 January 2015

Company secretary
Sheila Hendrickson-Brown

Senior staff

Sheila Hendrickson- Brown - Chief Executive Officer
Mair Henry - Finance and Office Manager
Wendy Marinos - Cluster Manager
David Poole - Operations Manager

Auditors

Watts Gregory LLP
Chartered Accountants & Statutory Auditors
Elfed House
Oak Tree Court
Cardiff Gate Business Park
CARDIFF
County of Cardiff
CF23 8RS

Bankers

Unity Trust Bank PLC
Nine Brindleyplace
BIRMINGHAM
B1 2HB

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its Memorandum and Articles of Association. These were revised and approved at the Annual General Meeting in January 2011.

CARDIFF THIRD SECTOR COUNCIL (C3SC)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

Trustees are appointed by the members at the Annual General Meeting and are chosen from C3SC's membership of individuals and organisations supportive of the aims and objectives of the charity.

All members of the Board give their time voluntarily and receive no benefits from the charity. All expenses reclaimed from the charity are disclosed in the notes to the financial statements.

Induction and training of new trustees

The Board of Trustees provide C3SC's long term vision and are supported by the Senior Management Team in protecting its reputation and values. As the Local Infrastructure Organisation for the third sector in Wales' capital city, the Trustee Board and Senior Management Team recognise the importance of strong leadership and accountability and this is supported by the governing document.

Bi-monthly Trustee Board meetings are held and are supported by meetings of the Executive Committee, Sub-committees - Strategic Planning, Marketing and Equality and Diversity - and an annual joint planning meeting which includes all trustees and staff members in reviewing and influencing the organisation's strategy and direction.

Trustee Board members complete Application, Skills Audit and Declaration of Interest forms to identify the knowledge, skills and interests they bring to the organisation and the Board. Newly appointed trustees are supported through an induction and new and experienced trustees are availed of local and national training opportunities, including at least two sessions on equality and diversity per year.

This support will be further enhanced by the organisation's commitment to achieving recognised Quality Assurance accreditation.

Organisational structure

The charity is strategically managed by the Board of Trustees. The Board employs an operational team of 31 staff; led by the Chief Officer, they have responsibility for operational delivery to achieve the charity's strategic objectives. The Chief Officer is supported by a team of three Senior Managers who line manage the projects, core team, finance and support staff and the increasing number of volunteers that we are attracting to support our work through proactive efforts to support volunteering.

Cardiff Third Sector Council represents campaigns for, supports and develops voluntary organisations, community action and supports volunteering in Cardiff. It is the umbrella organisation that represent Cardiff's third sector at local, regional and national level and through the Welsh government Partnership Agreement, works together with our partner County Voluntary Councils, Volunteer Centres and Wales Council for Voluntary Action to provide a support structure for the third sector in Wales. C3SC is a membership organisation and is in touch with many more organisations through a wide range of local and national networks.

Risk management

The Board of Trustees continue to review the major risks to which the charity is exposed and to ensure that systems are established to mitigate those risks. This work is supported by the development of a full risk register which is reviewed regularly by the Senior Management Team and the Executive Committee and annually by the Trustee Board. In the past year the key risks identified have remained financial management and sustainability. The former has been addressed by reviewing the organisation's finance function and policies and the latter by further updating and progressing the funding strategy and reserves policy.

CARDIFF THIRD SECTOR COUNCIL (C3SC)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

OBJECTIVES AND ACTIVITIES

Objectives and aims

The object for which the charity was established is the promotion of any charitable purposes for the benefit of communities in the City and County of Cardiff, in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness.

We work towards the achievement of our vision of a strong, diverse and vibrant voluntary and community sector in Cardiff through our aims of:

- Sector support and development
- Sector influence and representation
- Sector collaboration and co-ordination
- Sector equality and diversity

We support voluntary action and in turn make a real difference to people's lives by -

- Building capacity within the sector to deliver responsive and sustainable services through funding and governance support and the provision of specialist information, advice and training.
- Supporting sector influence and representation - supporting communities to speak for themselves and to connect with decision makers via our networks, policy work and enabling third sector representation at Programme Boards and work-streams.
- Encouraging cooperative and collaborative ways of working through signposting, themed networks and events and working with those that help us to achieve our vision.
- We promote cohesion by contributing to the building of resilient and inclusive communities and services.

Ensuring C3SC's work delivers C3SC's aims

C3SC reviews its aims, objectives and activities each year. This review looks at what has been achieved; the outcomes of the work in the previous twelve months and the benefits they have brought to those C3SC is set up to help. This review also helps C3SC ensure its aims, objectives and activities remain focussed on its stated purposes. C3SC has referred to the guidance contained in the Charity's Commission general guidance on public benefit when reviewing its aims and objectives and in planning future activities and has complied with the duty under section 17 of the Charities Act 2011. The Trustee Board and Senior Management Team hold particular responsibility for considering how planned activities will contribute to agreed aims and objectives.

How C3SC's activities deliver services to the public

All the charity's objects are supported by the charity's key activities. The charity operates on an equal access basis for everyone and respects the rights of all the protected characteristics and its related responsibilities as set out in the Equalities Act 2010. The charity's funding is limited by its grant providers to beneficiaries defined by a geographical area.

Grant making

The trustees publicise all grants schemes and invite applications from eligible organisation from every part of Cardiff. Applications are assessed against set criteria and recommendations made by advisory panels, appointed by the Board and including at least one Board member, representing a wide cross section of expertise. Strict codes of conduct, including a register of interest, are adhered to. All the awards are publicly announced.

CARDIFF THIRD SECTOR COUNCIL (C3SC)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

ACHIEVEMENT AND PERFORMANCE

Charitable activities

C3SC recognises that good governance is one of the cornerstones of a thriving third sector. Trustees are required to deal with a range of matters when fulfilling their roles, some of which can be complex. We have endeavoured to ensure trustees have ready access to information and are provided with the advice and assistance they require to feel confident in governing their organisations. We dealt with in excess of 500 enquiries on third sector governance and 190 delegates participated in our events promoting and supporting good governance.

C3SC has continued to provide support and guidance to trustees, staff and volunteers within Cardiff's third sector to develop funding strategies and raise funds. Third sector groups and organisations have been supported with funding searches, business planning, financial management, working collaboratively and assistance with funding applications in order to generate income. C3SC helped local organisations obtain over £900,000 in funding and distributed over £376,000 through our managed grant schemes. In addition, 490 funding-related enquiries were received and responded to by Third Sector Officers and a further 227 people participated in our funding events.

Direct community development support has been provided in the largest Community First cluster in Wales by the East Cardiff, Llanedeyrn and Pentwyn (ECLP) Project, which works with some of the most excluded people and families in the capital city to tackle poverty and improve community health, learning and prosperity. In 2014-15 the Project benefitted local people and families through its provision of 26 separate projects.

- 3,682 individual participants took part in ECLP activities, events, courses etc.
- 4,424 individual sessions delivered, some on a 1:1 basis but mostly via group settings
- 106 people secured employment
- 191 participants said they were more positive and had improved confidence about seeking work
- 103 people gained basic IT skills and said they were more confident using a computer
- 71 went into higher education
- 61 people gained qualifications and 50 progressed to a higher qualification
- 143 children and young people gained a better understanding of the importance of school, with 124 improving their attendance rates
- 382 parents felt more engaged with the school
- 253 individuals increased their physical activity levels
- 289 adults and young people reduced their risky behaviours

C3SC has strived to develop and deliver a comprehensive package of information and support to ensure third sector personnel have the knowledge and skills they need to enable their organisations to operate on a sustainable and legal basis. C3SC dealt with in excess of 2,800 requests for advice and information. Over 80,000 visits were made to our website, and we have over 1300 regular recipients of our publications detailing opportunities and information relevant to people, groups and organisations in Cardiff and the wider charity sector. Of the 429 delegates attending our training courses during the year, over 99% rated all aspects as 'good' or 'excellent'.

C3SC has continued to deliver a range of support to help new services or organisations to become established and meet identified needs. This work includes supporting organisations through business planning and establishing appropriate legal structures or collaboration to take forward opportunities for diversifying or generating income, including through commissioning and procurement, and working collaboratively with partners in the third, public and private sectors. C3SC helped develop 148 new organisations and services across Cardiff.

We have supported the third sector to contribute to policy making. We continued to provide information about relevant consultation from Welsh Government, the Local Authority, the Health Board and other bodies on our website, in our e-newsletter and face to face at meetings. C3SC supported a total of 15 policy-specific networks. We have represented the sector's interests through various strategic meetings including Ministerial Meetings, the Local Service Board and the Integrated Health and Social Care Programme Board, we provided responses to a range of policy consultations, participated in various networks that enable the sector to contribute to policy and facilitated over 160 links with strategic planning and working groups for our members. Additionally, the Co-creating Healthy Change Project worked closely with community groups and with public sector partners in health and social care to improve consultation processes and increase the participation in consultation opportunities by traditionally marginalised groups. The varied work undertaken includes arranging engagement sessions with service users and carers with health and social care, the Welsh Government and national charities to share best practise.

We achieved United Kingdom Investors in Equality and Diversity (UKIED) re-accreditation following the successful completion of our audit for good practise in promoting equality and challenging discrimination.

FINANCIAL REVIEW

The total income for the year was £1,441,303 (2014 - £1,483,047). Net incoming resources amounted to £79,566 (2014 - £8,907).

CARDIFF THIRD SECTOR COUNCIL (C3SC)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

FINANCIAL REVIEW

Reserves policy

The Board of Trustees has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (free reserves) held by the charity should be approximately six months of the resources expended upon core activities. This policy has been maintained and it continues to be the view of the Board of Trustees that if there were a significant drop in funding, reserves of this level would enable the charity to continue the current activities until alternative funding had been secured.

The current level of free reserves is £337,911 and the level identified to enable the organisation to continue for six months is £175,000 based on anticipated expenditure.

Investment policy

The Memorandum and Articles of Association govern the trustees' investment powers. The trustees continue to monitor its policy of keeping any surplus as liquid funds in interest bearing accounts that can be accessed readily.

FUTURE DEVELOPMENTS

Building on our achievements, and in order to respond to the emerging economic, legislative and political landscape and the ongoing impacts of austerity, C3SC will aim to increase its sustainability through collaboration. We recognise the vital role we have in supporting community organisations to grow and develop as demand on the charity sector grows and which, in turn, will support inclusive communities and build capacity in individuals to tackle issues such as poverty, skills, unemployment and sustainability. We will:

- Develop our work on a regional and collaborative basis with key partners
- Develop our links with other CVC's in the city region to share and generate ideas
- Seek alternative premises as a first step to developing a hub for third sector services in Cardiff
- Take over responsibility for delivering volunteer support services within the capital as part of the Wales infrastructure
- Work with public sector partners to move towards an outcomes based model of evaluating our services, and continue to influence partnership frameworks for working with the third sector
- Work with our members to strengthen our approach to linking with decision makers, including reviewing Network meetings and developing a pilot in partnership to provide a bigger role for the third sector in Local Authority Scrutiny arrangements
- Introduce a new trustee network to provide an opportunity for trustees to share ideas and information, provide mutual support, network and collaborate
- Review our funding strategy to increase the sustainability of C3SC and the local third sector
- Develop a framework for mapping the sector and its assets to promote opportunities for collaboration and shared services
- Work with the private sector to support infrastructure services for the charity sector
- Support the above by defining our operational priorities of supporting good governance, sustainable funding and influencing policy in consultation with our members, seek further opportunities for accreditation to ensure the quality of our services and continue to improve the accessibility of our services including through an appropriate digital strategy.

CARDIFF THIRD SECTOR COUNCIL (C3SC)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Cardiff Third Sector Council (C3SC) for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity 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 business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They 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.

In so far as the trustees are aware:

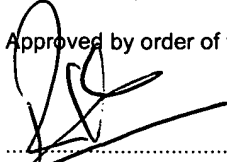
- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

AUDITORS

The auditors, Watts Gregory LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the Board of Trustees on 14/11/2015 and signed on its behalf by:



Roger Bone - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF CARDIFF THIRD SECTOR COUNCIL (C3SC)

We have audited the financial statements of Cardiff Third Sector Council (C3SC) for the year ended 31 March 2015 which comprise the Statement of Financial Activities (incorporating an Income and Expenditure Account), the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees Responsibilities set out on page six, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
CARDIFF THIRD SECTOR COUNCIL (C3SC)**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Julia Mortimer (Senior Statutory Auditor)
for and on behalf of Watts Gregory LLP
Chartered Accountants & Statutory Auditors
Elfed House
Oak Tree Court
Cardiff Gate Business Park
CARDIFF
County of Cardiff
CF23 8RS

Date: 18 November 2015

CARDIFF THIRD SECTOR COUNCIL (C3SC)

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2015**

	Notes	Unrestricted fund £	Restricted funds £	2015 Total funds £	2014 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	301,016	-	301,016	353,187
Investment income	3	654	-	654	929
Incoming resources from charitable activities					
Sector support and development	4	2,250	1,137,050	1,139,300	1,119,714
Other incoming resources		<u>333</u>	<u>-</u>	<u>333</u>	<u>9,217</u>
Total incoming resources		304,253	1,137,050	1,441,303	1,483,047
RESOURCES EXPENDED					
Charitable activities					
Sector support and development	5	252,106	1,090,785	1,342,891	1,462,557
Governance costs	8	<u>18,846</u>	<u>-</u>	<u>18,846</u>	<u>11,583</u>
Total resources expended		<u>270,952</u>	<u>1,090,785</u>	<u>1,361,737</u>	<u>1,474,140</u>
NET INCOME FOR THE YEAR BEFORE TRANSFERS					
		33,301	46,265	79,566	8,907
Gross transfers between funds	16	<u>54,041</u>	<u>(54,041)</u>	<u>-</u>	<u>-</u>
Net income/(expenditure) for the year		87,342	(7,776)	79,566	8,907
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>275,768</u>	<u>26,779</u>	<u>302,547</u>	<u>293,640</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>363,110</u></u>	<u><u>19,003</u></u>	<u><u>382,113</u></u>	<u><u>302,547</u></u>

The notes form part of these financial statements

CARDIFF THIRD SECTOR COUNCIL (C3SC)

**BALANCE SHEET
AT 31 MARCH 2015**

	Notes	Unrestricted fund £	Restricted funds £	Total 2015 funds £	Total 2014 funds £
FIXED ASSETS					
Tangible assets	12	25,199	-	25,199	6,165
CURRENT ASSETS					
Debtors	13	32,557	190,911	223,468	105,334
Cash at bank and in hand		<u>317,221</u>	<u>(76,541)</u>	<u>240,680</u>	<u>296,247</u>
		349,778	114,370	464,148	401,581
CREDITORS					
Amounts falling due within one year	14	(11,867)	(95,367)	(107,234)	(105,199)
NET CURRENT ASSETS		<u>337,911</u>	<u>19,003</u>	<u>356,914</u>	<u>296,382</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>363,110</u>	<u>19,003</u>	<u>382,113</u>	<u>302,547</u>
NET ASSETS		<u>363,110</u>	<u>19,003</u>	<u>382,113</u>	<u>302,547</u>
FUNDS	16				
Unrestricted funds				363,110	275,768
Restricted funds				<u>19,003</u>	<u>26,779</u>
TOTAL FUNDS				<u>382,113</u>	<u>302,547</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved for issue by the Board of Trustees on 14/11/2015 and were signed on its behalf by:



Richard Edwards -Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

Voluntary income including donations, gifts and 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. 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.

This includes capital grants.

Investment income

Investment income is recognised on a receivable basis.

Incoming resources from charitable activities

Incoming resources from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions. This income is recognised as the related services are provided and there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred when the amounts received are in advance of the performance of the service or event to which they relate.

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

Resources expended

Resources expended are included on an accruals basis as a liability is incurred. Costs are allocated between expenditure headings on a reasonable, justifiable and consistent basis. As the charity is not registered for VAT any input VAT is irrecoverable and included with its related cost.

"Charitable expenditure" comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

"Governance costs" include expenditure in respect of audit and accountancy, legal and professional and the costs of generating funds and costs in furtherance of the Charity's objects and includes that proportion of head office costs that relate to these activities.

"Support costs" are those costs that, whilst necessary to deliver an activity, do not themselves produce or constitute the output of the charitable activity.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Allocation and apportionment of costs

All costs are allocated between the expenditure categories on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis.

Tangible fixed assets

Fixed assets in excess of £250 are capitalised at cost.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Fixtures, fittings and equipment - 25% straight line

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2015**1. ACCOUNTING POLICIES - continued****Taxation**

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

2. VOLUNTARY INCOME

	2015 £	2014 £
Grants	<u>301,016</u>	<u>353,187</u>

Grants received, included in the above, are as follows:

	2015 £	2014 £
Wales Council for Voluntary Action/LVS Grant	151,807	155,161
Cardiff City Council	128,789	143,100
Welsh Government Secondment Grant	-	34,506
Cardiff and Vale University Health Board Core Grant	<u>20,420</u>	<u>20,420</u>
	<u>301,016</u>	<u>353,187</u>

3. INVESTMENT INCOME

	2015 £	2014 £
Deposit account interest	<u>654</u>	<u>929</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2015 £	2014 £
Training and events	1,625	2,990
Facilities income	625	107
Grants	<u>1,137,050</u>	<u>1,116,617</u>
	<u>1,139,300</u>	<u>1,119,714</u>

CARDIFF THIRD SECTOR COUNCIL (C3SC)

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2015**

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES - continued

Grants received, included in the above, are as follows:

	2015 £	2014 £
Communities First Grant	659,646	617,526
Communities First Grant PDG	112,373	49,215
Communities First Tackling Poverty Small Grants	-	27,777
Big Lottery Fund - Long Term Conditions Grant	15,321	14,070
Cardiff and Vale University Health Board	38,285	38,285
Big Lottery Fund - Co-Creating Healthy Change Grant	310,084	367,396
Big Lottery Fund - Friendly Advantage	1,341	1,648
Money for Life Grant	-	700
	<u>1,137,050</u>	<u>1,116,617</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct costs £	Grant funding of activities (See note 6) £	Support costs (See note 7) £	Totals £
Sector support and development	<u>1,000,036</u>	<u>258,887</u>	<u>83,968</u>	<u>1,342,891</u>

6. GRANTS PAYABLE

	2015 £	2014 £
Sector support and development	<u>258,887</u>	<u>325,619</u>

The total grants paid to institutions during the year were as follows:

	2015 £	2014 £
Big Lottery Fund - Community Voice Project	258,887	297,833
Tackling Poverty Small Grant Scheme	-	27,786
	<u>258,887</u>	<u>325,619</u>

The following grants totalling £258,887 have been paid to organisations by the charity during the year in furtherance of charitable objectives:

Grants paid under Big Lottery Fund - Community Voice Project:

	2015 £
ACE Cardiff Limited	27,907
Alzheimer's Society	23,545
Cardiff People First	37,857
Cardiff and Vale Action for Mental Health	30,459
Diverse Cymru	28,792
Displaced People in Action Limited	23,403
Gingerbread, The Charity for Single Parent Families	28,468
Hafal	27,919
Media Academy Cardiff Limited	30,537
	<u>258,887</u>

CARDIFF THIRD SECTOR COUNCIL (C3SC)

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2015**

7. SUPPORT COSTS

	Management £	Other £	Depreciation £	Totals £
Sector support and development	<u>66,040</u>	<u>17,349</u>	<u>579</u>	<u>83,968</u>

8. GOVERNANCE COSTS

	2015 £	2014 £
Staff costs	10,374	2,800
Trustees expenses	-	13
Trustees' training	280	-
Legal fees	3,502	-
Sundry expenses	-	165
Auditors' remuneration	4,690	6,486
Annual report	-	2,119
	<u>18,846</u>	<u>11,583</u>

9. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2015 £	2014 £
Auditors' remuneration	4,690	6,486
Depreciation - owned assets	<u>4,684</u>	<u>7,080</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2015 or for the year ended 31 March 2014.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2015 or for the year ended 31 March 2014.

11. STAFF COSTS

	2015 £	2014 £
Wages and salaries	683,401	717,703
Social security costs	60,398	67,024
Other pension costs	<u>42,186</u>	<u>42,108</u>
	<u>785,985</u>	<u>826,835</u>

The average monthly number of employees during the year was as follows:

	2015	2014
Administration	4	3
Charitable activities	<u>27</u>	<u>25</u>
	<u>31</u>	<u>28</u>

No employees received emoluments in excess of £60,000.

The full time equivalent number of employees is 27.

CARDIFF THIRD SECTOR COUNCIL (C3SC)

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2015**

12. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
COST	
At 1 April 2014	180,905
Additions	23,718
Disposals	<u>(84,222)</u>
At 31 March 2015	<u>120,401</u>
DEPRECIATION	
At 1 April 2014	174,740
Charge for year	4,684
Eliminated on disposal	<u>(84,222)</u>
At 31 March 2015	<u>95,202</u>
NET BOOK VALUE	
At 31 March 2015	<u>25,199</u>
At 31 March 2014	<u>6,165</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
Trade debtors	6,275	-
Other debtors	<u>217,193</u>	<u>105,334</u>
	<u>223,468</u>	<u>105,334</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
Trade creditors	48,018	22,047
Social security and other taxes	-	19,616
Other creditors	3,954	58,196
Accruals and deferred income	<u>55,262</u>	<u>5,340</u>
	<u>107,234</u>	<u>105,199</u>

15. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	2015 £	2014 £
Expiring:		
Within one year	1,596	32,680
Between one and five years	<u>3,143</u>	<u>7,335</u>
	<u>4,739</u>	<u>40,015</u>

Included within operating lease commitments is an amount of £nil (2014 - £32,680) in respect of land and buildings.

CARDIFF THIRD SECTOR COUNCIL (C3SC)

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2015**

16. MOVEMENT IN FUNDS

	At 1/4/14 £	Net movement in funds £	Transfers between funds £	At 31/3/15 £
Unrestricted funds				
General fund	275,768	33,301	54,041	363,110
Restricted funds				
BLF Co-Creating Healthy Change Grant	20,744	(6,348)	(1,304)	13,092
Cardiff and Vale University Health Board Scheme - Joint Working Fund	-	10,645	(10,645)	-
BLF Long Term Conditions Fund	6,035	(1,306)	-	4,729
Communities First Fund	-	35,840	(35,840)	-
Communities First PDG Fund	-	7,434	(6,252)	1,182
	26,779	46,265	(54,041)	19,003
TOTAL FUNDS	<u>302,547</u>	<u>79,566</u>	<u>-</u>	<u>382,113</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	304,253	(270,952)	33,301
Restricted funds			
BLF Co-Creating Healthy Change Grant	310,084	(316,432)	(6,348)
Cardiff and Vale University Health Board Scheme - Joint Working Fund	38,285	(27,640)	10,645
BLF Long Term Conditions Fund	15,321	(16,627)	(1,306)
BLF Friendly Advantage Fund	1,341	(1,341)	-
Communities First Fund	659,646	(623,806)	35,840
Communities First PDG Fund	112,373	(104,939)	7,434
	1,137,050	(1,090,785)	46,265
TOTAL FUNDS	<u>1,441,303</u>	<u>(1,361,737)</u>	<u>79,566</u>

16. MOVEMENT IN FUNDS - continued

The BLF Community Voice Grant supports C3SC, in partnership with Vale Centre for Voluntary Services, to manage a portfolio of ten projects in Cardiff and the Vale of Glamorgan which benefit those with long-term health conditions, young people who are not in education, employment or training and people with learning disabilities.

The Cardiff and Vale University Health Board Scheme funds C3SC to support and promote joint working between voluntary and statutory organisations involved in health and social care.

The BLF Long Term Conditions Fund is hosted by C3SC, funded by the Big Lottery as part of co-creating health change. The Long Term Conditions Alliance has been set up to bring together a range of organisations that support people in Cardiff and the Vale of Glamorgan living with a long term health condition. The Alliance aims to increase opportunities for organisations to engage with each other and partners to help influence service development and delivery and help improve outcomes for people living with a long term health condition.

BLF Friendly Advantage Fund receives a grant from the Big Lottery for projects for people over 50 living in Cardiff and the Vale of Glamorgan who are feeling lonely and isolated.

Communities First is a Welsh Government sponsored regeneration initiative to identify and support disadvantaged people within Eastern Cardiff, Llanedeyrn and Pentwyn with the aim of contributing to alleviating persistent poverty by creating prosperous, learning and healthier communities within the cluster area.

Communities First PDG Fund represents a Pupil Deprivation Grant to fund projects that are intended to overcome the additional barriers that learners from disadvantaged backgrounds face which prevent them from attaining their full potential.

Transfers between funds

The transfer of funds in respect of the Cardiff and Vale University Health Board - Joint Working Fund represents management charges incurred.

The transfer of funds in respect of Communities First Fund relates to expenditure of £17,209 incurred on fixed assets, where there is no restriction placed on the assets purchased and £18,631 relating to expenditure incurred in previous periods.

The transfer of funds in respect of BLF Community Voice Grant relates to expenditure of £3,246 incurred on fixed assets, where there is no restriction placed on the assets purchased and £1,942 relating to expenditure incurred in previous periods.

The transfer of funds in respect of Communities First PDG fund relates to expenditure incurred in previous periods which has been reallocated.

17. PENSION COMMITMENTS

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in independently administered funds. The pension cost charge represents contributions paid by the charity to the fund and amounted to £42,186 (2014: £42,108). Contributions outstanding at the year end amounted to £Nil (2014 : £Nil).

18. RELATED PARTY DISCLOSURES

Most of C3SC's trustees are elected from within C3SC's membership. However, individuals serve as trustees within their own right and not as representatives of their particular member organisation.

During the year, the following related party transactions occurred:

Gerald Puttock, trustee is also a director of ACE Cardiff Limited, an organisation which received a grant of £Nil (2014 - £5,000). C3SC made payments to ACE Cardiff Limited of £2,486 in respect of various expenses.

Richard Corrigan, trustee is also a director of Media Academy Cardiff Limited, an organisation which received a grant of £30,537 (2014 - £34,244).

Some members of staff may be involved on a voluntary basis with organisations who are successful recipients of grants. Where such staff are involved in the administration of grants, they are not involved in determining the awards. In addition, it is best practice for all staff and trustees to declare their interest in any meeting they may be attending and to leave the room, as appropriate, during the decision making process.

19. ULTIMATE CONTROLLING PARTY

The charity is controlled by the trustees. No one party has overall control.

20. COMPANY LIMITED BY GUARANTEE

C3SC is a company limited by guarantee, which means that there is no issued share capital, the liability of members being restricted to £1.