

Company Registration Number: 04556865
Registered Charity No: 1100964

**WALES COMMUNITY FIRE SAFETY TRUST
COMPANY LIMITED BY GUARANTEE**

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS
YEAR ENDED 31ST MARCH 2009**

Broomfield & Alexander Limited
Waters Lane Chambers
Waters Lane
Newport
NP20 1LA

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COMPANIES HOUSE

**WALES COMMUNITY FIRE SAFETY TRUST
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

Year Ended 31 March 2009

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**WALES COMMUNITY FIRE SAFETY TRUST
COMPANY LIMITED BY GUARANTEE**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name Wales Community Fire Safety Trust

Charity number 1100964

Company registration number 04556865

Registered office Willow House
Ground Floor
Unit 6
Hazell Drive
Newport
NP10 8FY

Trustees M Chown (Chair from October 2008)
S Clarke (Chair to October 2008)
T Roberts
SA Smith
Sir H Jones
C Crowley
A Morgan
R Rosenthal
A Marles (appointed July 2008)
R Smith (appointed July 2008)
G Price (appointed July 2008)

Secretary K Smith

Auditor Broomfield & Alexander
Waters Lane Chambers
Waters Lane
Newport
South Wales
NP20 1LA

Solicitors Geldard's LLP
Dumfries House
Dumfries Place
Cardiff
CF10 3ZF

**WALES COMMUNITY FIRE SAFETY TRUST
COMPANY LIMITED BY GUARANTEE
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 financial statement of the charity for the year ended 31 March 2009.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisors on page 1 of the financial statements.

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

M Chown (Chair from October 2008)
S Clarke (Chair to October 2008)
BD Fraser (resigned July 2008)
A Marles (appointed July 2008)
DWGN Mackay (resigned July 2008)
R Smith (appointed July 2008)
DN Rees (resigned July 2008)
G Price (appointed July 2008)
T Roberts
SA Smith
Sir H Jones
C Crowley
A Morgan
R Rosenthal

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is administered by a Board of eleven Trustees who meet quarterly. The Trustees are also members of the company/charity. The governing document of the charity is its *Memorandum and Articles of Association*. The day to day operations of the charity are delegated to the Chief Executive Officer and staff team. The Chief Executive Officer currently serves as Company Secretary.

The Trustee Board includes the Chief Fire Officers of the three Fire & Rescue Services of Wales and one representative from each of the three Fire Authorities in Wales. There are also 5 additional Trustees who bring specific skills, knowledge and experience to the charity and represent the wider business, public and voluntary sectors.

Until this year, the *Articles of Association* included provision for two seats on the board to be reserved for representatives of the Welsh Assembly Government. Following discussion with the Welsh Assembly Government, the charity amended *Articles of Association* to remove this provision. The two Trustees who previously held these designated seats were re-elected at the same meeting to serve as Independent Trustees of the charity. This change has enabled the charity to convey a stronger sense of independence in governance to all stakeholders.

The charity has adopted a "Governance Charter," which sets out the roles and responsibilities of trustees, clarifies the respective duties of Board and CEO of the charity and includes a Code of Conduct and Conflict of Interest Policy. The Charter is based on the principles of *Good Governance: A Code for the Voluntary and Community Sector*. In addition, each new Trustee receives an induction pack that includes the charity's *Memorandum and Articles of Association*, business plan and relevant guidance from Companies House on directorship and the Charity Commission on Trusteeship. Trustees are encouraged to develop new skills and knowledge to support effective performance in their role and funding is set aside for this purpose.

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INVESTMENT POWERS

Under the Memorandum and Articles of Association, the charity has the power to make any investment but only after obtaining advice from a financial specialist and having regard to the suitability of investments and the need for diversification.

RISK

The Trustees have continued to monitor major strategic, business and operational risks facing the charity. Systems are in place to assess risks with quarterly reports to the Trustee Board that enable them to take steps to lessen the risks. Trustees receive quarterly management accounts of income and expenditure to inform decision making. Trustees adopted a reserves policy which governs how funds will be set aside for contingencies which have been identified through a thorough annual financial risk assessment process.

The charity is currently supported in the main through core grants from the three Fire Authorities and the Welsh Assembly Government as well as specific project grants from the Welsh Assembly Government. The Welsh Assembly Government core grant was reduced by 25% during the year and the Fire Flash (Home Fire Safety Promotion) grant reduced to £100,000. However, the charity plans to seek future funding from the Welsh Assembly Government, Fire Authorities and other public bodies to undertake community fire safety projects to achieve specific outcomes. In the year to come, the charity will also seek to diversify its funding base through securing grants and donations from private sector donations and charitable trust funding sources.

RELATED PARTIES

The charity has a close relationship with the three Fire and Rescue Services and Fire Authorities of Wales, which nominate Trustees to the Board. A summary of those transactions may be found in the audited accounts. The charity has established a policy on Conflict of Interest to clarify accountability and appropriate decision-making with respect to related parties.

OBJECTIVES, ACTIVITIES AND PUBLIC BENEFIT

Wales Community Fire Safety Trust, also known as Atal Tân Cymru and Firebrake Wales, registration number 04556865, is a company limited by guarantee and governed by its Memorandum and Articles of Association. It is also registered with the Charity Commission, number 100964.

The Memorandum and Articles of Association state that the Charity has two objects, which are for the benefit of the people of Wales:

- (i) to advance the education of the public in relation to all aspects of fire safety and fire prevention and
- (ii) to reduce or assist in the reduction in the number of fire related deaths and injuries.

The Trustees have considered guidance from the Charity Commission on public benefit in all aspects of planning, review and development of the charity's activities and services. Atal Tân Cymru / Firebrake Wales has pursued its objects, mindful of the need to demonstrate public benefit, through a range of awareness-raising and educative initiatives including fire safety promotion projects, collecting, analysing and disseminating evidence from research, facilitating partnerships to promote a collaborative approach to fire prevention and encouraging evidence-based policy and practice to reduce the incidence of fire and the number of deaths and injuries in fires within communities. Further information on these activities can be found in the next section.

**WALES COMMUNITY FIRE SAFETY TRUST
COMPANY LIMITED BY GUARANTEE
TRUSTEES ANNUAL REPORT
Year Ended 31 March 2009**

REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS

The charity has continued to develop and clarify its vision, mission, goals, structure, decision-making processes, activities, operational policies and internal systems during the year with a view to ensuring continuous improvement in all activities and services.

During the year, the charity began to re-focus its work from public-facing, media-based campaigns to building partnerships with and between the Fire and Rescue Services and other organisations with an interest in community fire safety to support a strategic, cost-effective, evidence-based approach to fire prevention.

This shift was prompted by an evaluation of the Fire Flash project, which showed that its campaigns had little effect on public awareness or actions related to fire risk. In addition, the planned reduction in the Fire Flash Grant from the Welsh Assembly Government in 2009 would not sustain the same type or level of work. Finally, evidence emerging from studies of fire prevention activities and recommendations in the *Fire and Rescue National Framework for Wales* pointed to the importance of working in partnership, promoting the most effective models for fire safety initiatives and using evidence from research and evaluation to inform developments in practice and policy.

Development of the Organisation

Trustees met quarterly during the year and business was conducted following agreed agendas which were circulated in advance along with reports and supporting documents. Minutes and follow-up reports were disseminated promptly after meetings to ensure efficient implementation of decisions. The CEO and staff maintained effective communication with the Board between meetings through email, postal correspondence and phone to ensure Trustees were regularly informed of developments and consulted on relevant issues between Board meetings.

During the year, terms and conditions of employment, job specifications and remuneration and policies related to employment were reviewed and revised in line with good practice. Performance appraisals were conducted for staff and learning needs were identified, both of which informed the development of individual work programmes and learning and development plans.

A new staffing structure was introduced late in the financial year to take account of emerging challenges and opportunities as well as the newly clarified strategic direction of the Charity. The post of "Projects and Events Officer" was revised to become the "Projects and Partnerships Co-ordinator," reflecting the changing requirements of that role. The post of "Policy and Research Co-ordinator" was established in February to take on responsibility for collecting, analysing, conducting and disseminating research to inform evidence-based public policy and fire prevention practice. A single role of "Central Services Co-ordinator" was developed to work with the CEO in day to day co-ordination of administration, premises, policies and procedures, meetings and financial management.

The charity continues to review and update its business plan on an annual basis to take account of changes within the external environment and opportunities for extending its remit and furthering its objectives. The charity completed a review of internal policies and procedures and devised a plan for continuous review and development to ensure systems and processes for governance, employment and service-delivery are in keeping with good practice and relevant legislation.

The commitment to quality and continuous improvement will continue in future to ensure the organisation maintains a firm base on which to build its activities and services. The charity will also focus on attracting new sources of income in order to sustain and develop its work.

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Partnerships and Projects

The charity was particularly successful in bringing together decision-makers and practitioners across the public, private and voluntary sector to share ideas and forge cohesive strategies aimed at reducing the incidence of fire, thereby delivering benefits to communities throughout Wales.

The Strategic Group, comprised of Fire & Rescue Service lead officers for Community Safety and representatives of the Fire & Rescue Service Communications practitioners group and Fire Services Branch of the Welsh Assembly Government ensures that the charity's priorities and activities are in keeping with wider community safety policy in Wales. The Strategic Group held responsibility for overseeing the planning, delivery and evaluation of fire safety initiatives supported by the Welsh Assembly Government Fire Flash (Home Fire Safety Promotion) grant during the year.

Atal Tân / Firebrake has provided facilitation support and/or been an active participant in forums including the Joint Arson Group, Fire & Rescue Service Equalities Practitioners Forum, Fire & Rescue Service Youth Engagement Forum, Wales Council for Voluntary Action Research Network and the Wales Tobacco Control Alliance. This work has resulted in sharing of good practice between partners as well as a co-ordinated, cost-effective approach to preventative work which in turn will be of benefit to the public.

During the year, the charity embarked on a pioneering Smoke Free Living initiative in partnership with ASH Wales and the Fire & Rescue Services, starting with a pilot phase in Mid & West Wales. The project provides risk reduction information to households where someone smokes in an effort to reduce the risks of smoking to health, children, the environment and fire safety. Evaluation of the pilot phase demonstrated a positive effect in encouraging safer behaviours and lessons learned will be incorporated into the extension of the project throughout Wales later in 2009.

Atal Tân / Firebrake entered a partnership with Care & Repair Cymru, the co-ordinating and support agency for the 22 separate Care & Repair agencies in Wales. The charities work together with the Fire & Rescue Services to ensure information, support and Home Fire Safety Checks are extended to some of the most vulnerable older people in Wales with the aim of engaging with them to reduce their risks of fire in the home.

In the year to come, the charity plans to develop further partnerships with organisation with the goal of reducing the incidence of fires in communities throughout Wales. Partnerships will specifically focus on work with organisations that work for and with people who are most at risk of death or injury in fire, those who are hardest to reach with conventional fire safety information and those most resistant to adopting safer behaviours. Initiatives will promote the ethos of working *with* communities to ensure they are involved in service planning, delivery and evaluation and so that individuals can make informed choices about fire safety.

Policy and Research

During the year, the charity increased its use of research to promote an evidence-based and cost effective approach to community fire safety in Wales. Information gained from fire incidence data, existing research in Wales and beyond, through evaluation of existing practice and completion of new studies was shared with partners, the public and decision-makers in the Fire & Rescue Services and Welsh Assembly Government.

The charity developed stronger links with the academic and research communities and with Communities and Local Government in England in order to explore opportunities for collaboration and better use of qualitative and quantitative data in order to support better targeting of resources and use of methods most likely to achieve a reduction in fire risks in communities throughout Wales.

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Atal Tân / Firebrake co-ordinated a survey of 1000 people in Wales to assess their knowledge, attitudes and behaviour with respect to fire safety. Results will be combined with evidence from incidence data and other research to produce a comprehensive report of latest evidence to inform the development of new initiatives, formation of partnerships and fire safety campaign activities. The charity plans to repeat the study annually in order to measure broad changes in public awareness of fire safety year on year.

As part of the partnership with Care & Repair, Atal Tân / Firebrake conducted a study of the 22 Care & Repair agencies to document their existing work with the Fire and Rescue Services, assess their capacity and willingness for extending this and provide recommendations for expanding, improving and sustaining partnerships to reduce the risks of fire for vulnerable people over 60. The charity will facilitate a working group of Fire and Rescue Service and Care and Repair staff to take forward recommendations from the report, share learning between individual delivery partnerships and monitor and evaluate the effectiveness of project outcomes.

All activities and services were subject to robust monitoring and evaluation to identify outcomes and implications for future initiatives and policy. For example, findings from the Smoke Free Homes pilot evaluation will be used both to improve future implementation of the project and to inform the development of other effective partnerships and fire prevention initiatives in the future.

During the year, the charity maintained close liaison with senior officials in the Welsh Assembly Government to promote the incorporation of evidence from research and evaluation into the ongoing development of effective Wales-wide policy on community fire safety.

In the year to come, Atal Tân / Firebrake will explore further opportunities for conducting, collecting, analysing and disseminating research to promote cost-effective, evidence-based fire prevention practice across Wales.

FINANCIAL REVIEW

During the year, the charity made a surplus on its unrestricted funds of £13,819 which when added to the accumulated surplus brought forward from last year leaves an accumulated surplus carried forward of £220,344. The Trustees have designated a significant proportion of this surplus for activities to be delivered in the coming year or for contingencies identified through the risk assessment within its Reserves Policy.

A full analysis of the incoming and outgoing resources for each restricted fund is shown in note 16 of the statutory accounts.

The Trust wishes to thank the Welsh Assembly Government and the Fire and Rescue Authorities for their continued support and interest in the charity.

**WALES COMMUNITY FIRE SAFETY TRUST
COMPANY LIMITED BY GUARANTEE
TRUSTEES ANNUAL REPORT
Year Ended 31 March 2009**

RESPONSIBILITIES OF THE TRUSTEES

The Charities Act 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 Charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing these financial statements, the Trustees are required to:

- (1) select suitable accounting policies, as described on page 14, and then apply them on a consistent basis;
- (2) make judgements and estimates that are prudent and reasonable; and
- (3) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity 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 Charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the Trustees are aware, there is no relevant audit information (as defined by Section 234Za of the Companies Act 1985) of which the charity's auditors are unaware, and they have taken all the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that the Charity's auditors are aware of that information.

Signed by  (Rebecca Rosenthal)

Approved by the member of the Committee on 

WALES COMMUNITY FIRE SAFETY TRUST
COMPANY LIMITED BY GUARANTEE
Year Ended 31 March 2009

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF WALES COMMUNITY FIRE SAFETY TRUST

We have audited the financial statements of Wales Community Fire Safety Trust for the year ended 31 March 2009 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with section 495 and 496 of the Companies Act 1985. 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 audit's 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 its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The trustees (who are also the directors of the company for the purposes of company law) responsibilities 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) are set out in the Statement of Trustees' Responsibilities.

The trustees have elected for the financial statements not to be audited in accordance with the Companies Act 1985. Accordingly, we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the information given in the Trustees Annual Report is not consistent with those financial statements, if the charity has not kept proper accounting records, if the charity's financial statements are not in agreement with these accounting records or if we have not received all the information and explanations we require for our audit.

We read other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. The other information comprises only the Chairman's Statement and the Trustees' Annual Report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to other information.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

WALES COMMUNITY FIRE SAFETY TRUST
COMPANY LIMITED BY GUARANTEE
Year Ended 31 March 2009

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF WALES COMMUNITY FIRE SAFETY TRUST (Continued)

Opinion

In our opinion

- The financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of affairs of the charity as at 31 March 2009, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- The financial statements have been properly prepared in accordance with the Companies Act 1985.

Broomfield & Alexander Ltd

Broomfield & Alexander Limited
Chartered Accountants & Registered Auditors
Waters Lane Chambers
Waters Lane
Newport
NP20 1LA

Date: *20/10/09*

WALES COMMUNITY FIRE SAFETY TRUST
COMPANY LIMITED BY GUARANTEE
Statement of Financial Activities
(Incorporating the Income And Expenditure Account)
For The Year Ended 31st March 2009

	Note	Unrestricted Funds £	Restricted Funds £	2009 Total Funds £	2008 Total Funds £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income					
Grants	2	210,000	-	210,000	210,000
Donations	3	1,526	-	1,526	1,159
Activities for general funds:	4	127	-	127	89
Investment income	5	9,794	-	9,794	10,986
Incoming from charitable activities					
Grants	6	27,270	274,649	301,919	326,801
Other incoming resources		<u>2,302</u>	<u>-</u>	<u>2,302</u>	<u>-</u>
Total incoming resources		<u>251,019</u>	<u>274,649</u>	<u>525,668</u>	<u>549,035</u>
Resources expended					
Activities for generating funds	7	219,541	-	219,541	244,088
Governance	8	17,659	-	17,659	19,158
Charitable activities	9	<u>-</u>	<u>293,168</u>	<u>293,168</u>	<u>275,104</u>
Total resources expended		<u>237,200</u>	<u>293,168</u>	<u>530,368</u>	<u>538,350</u>
Net incoming /(outgoing) resources for the year / net income /(expenditure) for the year	10	13,819	(18,519)	(4,700)	10,685
Transfers between funds	16	2,136	(2,136)	-	-
Reconciliation of funds					
Total funds brought forward		<u>204,389</u>	<u>20,655</u>	<u>225,044</u>	<u>214,359</u>
Total funds carried forward		<u>220,344</u>	<u>-</u>	<u>220,344</u>	<u>225,044</u>

The statement of financial activities include 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 related to continuing activities.

The notes on pages 12 to 18 form part of these financial statements

WALES COMMUNITY FIRE SAFETY TRUST
COMPANY LIMITED BY GUARANTEE
Balance Sheet
Year Ended 31 March 2009

	Note	2009 £	£	2008 £	£
FIXED ASSETS					
Tangible Assets	12		8,208		10,093
Investments	13		<u>1</u>		<u>1</u>
			8,209		1
CURRENT ASSETS					
Debtors	14	6,144		25,716	
Cash at bank		<u>267,621</u>		<u>195,917</u>	
		273,765		221,633	
CREDITORS: Amounts falling due within one year	15	<u>(61,630)</u>		<u>(6,683)</u>	
NET CURRENT ASSETS			212,135		214,950
NET ASSETS			<u>220,344</u>		<u>225,044</u>
FUNDS					
Restricted income funds	16		-		20,655
Designated income funds	17		214,400		-
Unrestricted income funds	17		<u>5,944</u>		<u>204,389</u>
TOTAL FUNDS			<u>220,344</u>		<u>225,044</u>

These financial statements were approved by the members of the committee on the 20/10/09 and are signed on their behalf by:

Chairman: 
M Chown

The notes on pages 12 to 18 form part of these financial statements

WALES COMMUNITY FIRE SAFETY TRUST
COMPANY LIMITED BY GUARANTEE
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, except for investments which are included at market value, and in accordance with applicable accounting standards and 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.

Charitable trading activities

This includes all costs relating to the furtherance of the Charity's objectives as stated in the Trustees report.

Income Receivable

- Grants receivable are credited to the Statement of Financial Activities in the year in which they are due.
- Donations and voluntary income are credited to the Statement of Financial Activities in the year in which they are received.
- Investment income is credited to income when it is actually received.

Funds Accounting

Funds held by the company are either:

- **Unrestricted funds** are donations and other incoming resources receivable or generated for the objects of the company without further specified purpose and are available as general funds.
- **Designated funds** are unrestricted funds earmarked by the board of directors for particular purposes.
- **Restricted funds** are to be used for specific purposes as laid down by the donor. Expenditure, which meets these criteria, is charged to the fund.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Resources expended are allocated to the particular activity where the cost relates directly to the activity.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out of Headquarters. Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Fixed Assets

Fixed assets are initially recorded at cost.

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	- 25%-33.33% straight line
Fixtures & Fittings	- 25%-33.33% straight line
Leasehold property improvements	- 10% straight line

WALES COMMUNITY FIRE SAFETY TRUST
COMPANY LIMITED BY GUARANTEE
Notes To The Financial Statements
Year Ended 31 March 2009

1. ACCOUNTING POLICIES (continued)

Operating Lease agreements

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

Governance Costs

This includes all costs relating to compliance with constitutional and statutory requirements.

Pension Costs

The Charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the statement of financial activities.

Irrecoverable VAT

The Charity qualifies for partial exemption for VAT purposes. The irrecoverable VAT is written back to the income and expenditure account in the year to which it relates.

2. VOLUNTARY INCOME - GRANTS

	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
Welsh Assembly Government	105,000	-	105,000	105,000
SW Fire & Rescue	35,000	-	35,000	35,000
Mid & West Fire & Rescue	35,000	-	35,000	35,000
NW Fire & Rescue	35,000	-	35,000	35,000
	<u>210,000</u>	<u>-</u>	<u>210,000</u>	<u>210,000</u>

3. DONATIONS

	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
Charities Aid	26	-	26	-
Icon Creative	500	-	500	-
Lloyds TSB	1,000	-	1,000	-
Eisteddfod Lucky dip	-	-	-	398
Sundry	-	-	-	761
	<u>1,526</u>	<u>-</u>	<u>1,526</u>	<u>1,159</u>

4. ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2009 £	Total Funds 2008 £
Lottery	127	-	127	89
	<u>127</u>	<u>-</u>	<u>127</u>	<u>89</u>

WALES COMMUNITY FIRE SAFETY TRUST
COMPANY LIMITED BY GUARANTEE
Notes To The Financial Statements
Year Ended 31 March 2009

5. INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2009 £	Total Funds 2008 £
Bank interest receivable	9,794	-	9,794	10,986
	<u>9,794</u>	<u>-</u>	<u>9,794</u>	<u>10,986</u>

6. INCOME FROM CHARITABLE ACTIVITIES - GRANTS

	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
Welsh Assembly Government – Tanni Packs	-	16,273	16,273	-
Fire Flash	27,270	258,376	285,646	278,633
Communities Conferences	-	-	-	30,543
ART	-	-	-	17,625
	<u>27,270</u>	<u>274,649</u>	<u>301,919</u>	<u>326,801</u>

7. RESOURCES EXPENDED – GENERATING FUNDS

	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
Direct Costs				
Wages & Salaries	99,191	-	99,191	130,778
Redundancy	10,000	-	10,000	-
Recruitment	2,583	-	2,583	12,034
Training & Development	2,468	-	2,468	1,060
Staff travel	1,557	-	1,557	4,961
Website	6,281	-	6,281	11,374
Promotion & info materials	14,598	-	14,598	50
Meeting & groups	167	-	167	194
External & promotional	150	-	150	-
Translation	2,480	-	2,480	-
	<u>139,475</u>	<u>-</u>	<u>139,475</u>	<u>160,451</u>
Support Costs				
Wages & Salaries	14,657	-	14,657	13,038
Rent, rates & water	36,377	-	36,377	32,983
Maintenance	4,120	-	4,120	5,379
Insurances	2,024	-	2,024	1,454
Memberships & subs	372	-	372	-
Printing & stationery	7,272	-	7,272	2,726
Postage	550	-	550	880
Telephone	2,965	-	2,965	3,717
Office & IT equipment	9,844	-	9,844	15,362
Leasehold depreciation	1,885	-	1,885	8,098
	<u>80,066</u>	<u>-</u>	<u>80,066</u>	<u>83,637</u>
	<u>219,541</u>	<u>-</u>	<u>219,541</u>	<u>244,088</u>

WALES COMMUNITY FIRE SAFETY TRUST
COMPANY LIMITED BY GUARANTEE
Notes To The Financial Statements
Year Ended 31 March 2009

8. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
Accountancy fees	2,504	-	2,504	3,840
Audit fees	2,275	-	2,275	1,900
Legal & professional fees	5,590	-	5,590	8,596
Cost of trustee meetings	85	-	85	175
AGM & annual report	7,205	-	7,205	4,647
	<u>17,659</u>	<u>-</u>	<u>17,659</u>	<u>19,158</u>

9. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
TV	-	127,965	127,965	89,660
Radio	-	7,974	7,974	19,128
New media	-	15,481	15,481	45,462
Promotional materials	-	77,068	77,068	45,263
PR meetings	-	583	583	300
Evaluation	-	37,567	37,567	47,026
Exhibition stand	-	10,257	10,257	7,555
Materials	-	16,273	16,273	7,569
Venues	-	-	-	12,641
Postage & phone	-	-	-	500
	<u>-</u>	<u>293,168</u>	<u>293,168</u>	<u>275,104</u>

10. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR

This is stated after charging:

	2009 £	2008 £
Staff pension contributions	4,788	6,210
Depreciation	1,885	8,097
Auditors' remuneration:		
- Audit of the financial statements	2,275	1,900
- Other services	<u>2,201</u>	<u>3,838</u>

11. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2009 £	2008 £
Wages and salaries	105,628	116,400
Social security costs	10,011	12,354
Other pension costs	<u>4,758</u>	<u>6,210</u>
	<u>1</u>	<u>1</u>

WALES COMMUNITY FIRE SAFETY TRUST
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None of the trustees received any remuneration for their services as trustees, but were paid expenses in furtherance of their duties as trustees. No employee earned in excess of £60,000.

Trustees expense reimbursed during the year were:

Number of trustees	Expense £	2009 £	2008 £
Two (2008 : Three)	Mileage	<u>59</u>	<u>157</u>
		<u>59</u>	<u>157</u>

Particulars of employees:

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

	2009 No	2008 No
Number of administrative staff	<u>4</u>	<u>4</u>

12. TANGIBLE FIXED ASSETS

	Equipment £	Fixtures & Fittings £	Leasehold Property £	Total £
COST				
At 1 st April 2008	26,;	13,238	18,850	58,627
Additions				
	<u>26,;</u>	<u>13,238</u>	<u>18,850</u>	<u>58,627</u>
At 31 st March 2009	<u>26,;</u>	<u>13,238</u>	<u>18,850</u>	<u>58,627</u>
DEPRECIATION				
At 1 st April 2008	26,;	13,238	8,757	48,534
Charge for year		-	1,885	1,885
	<u>26,;</u>	<u>13,238</u>	<u>10,642</u>	<u>50,419</u>
At 31 st March 2009	<u>26,;</u>	<u>13,238</u>	<u>10,642</u>	<u>50,419</u>
NET BOOK VALUE				
At 31 st March 2009	<u>26,;</u>	<u>-</u>	<u>8,208</u>	<u>8,208</u>
At 31 st March 2008	<u>26,;</u>	<u>-</u>	<u>10,093</u>	<u>10,093</u>

WALES COMMUNITY FIRE SAFETY TRUST
COMPANY LIMITED BY GUARANTEE
Notes To The Financial Statements
Year Ended 31 March 2009

13. FIXED ASSET INVESTMENTS

Cost	£
At 1 April 2008 and 31 March 2009	<u>1</u>
Provisions	
At 1 April 2008 and 31 March 2009	<u>-</u>
Net Book Value	
At 1 April 2008 and 31 March 2009	<u>-</u>

Subsidiary Company

The investment relates to the Charity's wholly owned subsidiary Firebrake (Wales) Limited. This company is a company limited by guarantee and has not traded during this or the previous year.

14. DEBTORS

	2009 £	2008 £
Amounts due within one year:		
Trade debtors	-	250
Prepayments	<u>6,144</u>	<u>25,466</u>
	<u>6,144</u>	<u>25,716</u>

15. CREDITORS: Amounts falling due within one year

	2009 £	2008 £
Trade creditors	45,252	896
Other creditors	1	1
Accruals	13,348	5,786
Social security & other taxes	<u>3,029</u>	<u>-</u>
	<u>61,630</u>	<u>6,683</u>

WALES COMMUNITY FIRE SAFETY TRUST
COMPANY LIMITED BY GUARANTEE
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For The Year Ended 31st March 2009 (Continued)

16. RESTRICTED INCOME FUNDS

	Balance at 1 April 2008	Incoming Resources	Outgoing resources	Transfer	Balance at 31 March 2009
	£	£	£	£	£
Fireflash	18,094	258,376	(276,895)	425	-
Tanni Packs	-	16,273	(16,273)	-	-
Community Conferences	2,561	-	-	(2,561)	-
	<u>20,655</u>	<u>274,649</u>	<u>(293,168)</u>	<u>(2,136)</u>	<u>-</u>

Fire Flash

Funding was received to promote the arson awareness programme.

Tanni Packs

Funding was received for the distribution of children's fire safety packs.

Community conferences

Funding was received for three conferences to share good practice for fire safety in the public, private and voluntary sector. The balance at 1 April 2008 has been de-restricted and a transfer has been made to unrestricted reserves.

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets £	Investments £	Net Current Assets £	Total £
Designated funds				
Contingencies	-	-	136,400	136,400
Activities & services	-	-	78,000	78,000
Unrestricted funds	<u>8,208</u>	<u>1</u>	<u>(2,265)</u>	<u>5,944</u>
	<u>8,208</u>	<u>1</u>	<u>212,135</u>	<u>220,344</u>

Contingencies

These are funds set aside to provide reasonable resources to respond with unexpected events that would have considerable financial implications for the charity.

Activities and services

These are funds set aside for activities and services which the charity intends to deliver in 2009/2010.

18. COMPANY LIMITED BY GUARANTEE

The Charity is a company limited by guarantee and, as such, has no share capital.

19. PENSIONS

Included in accruals is £678 (2008: nil) which relates to unpaid pension contributions.

20. RELATED PARTIES

The charity has a close relationship with the three Fire and Rescue Services and Fire Authorities of Wales, which nominate Trustees to the Board. A summary of those transactions may be found in the audited accounts. The charity has established a policy on Conflict of Interest to clarify accountability and appropriate decision-making with respect to related parties.