

**REGISTERED COMPANY NUMBER: 03062605 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1048218**

**Report of the Trustees and Financial Statements**  
**for the Year Ended 31 March 2017**  
**for**  
**Pembrokeshire Care Society**



Ashmole and Co.  
Chartered Certified Accountants and Statutory  
Auditors  
Williamston House  
7 Goat Street  
Haverfordwest  
Pembrokeshire  
SA61 1PX



**Pembrokeshire Care Society**  
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**for the year ended 31 March 2017**

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**Report of the Trustees  
for the year ended 31 March 2017**

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 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

**OBJECTIVES AND ACTIVITIES**

**Overview**

Pembrokeshire Care Society (PCS) which incorporates Pembrokeshire Action for the Homeless (PATH) and Pathway Lettings (PL) was founded in 1979. Our service users are often the most marginalised groups in society and the majority will be entitled to very limited statutory assistance. Our aim continues to be balancing the ever increasing demand on our services with respect to the reductions or changes to our funding streams and the changing customer groups needs by innovation and a speedy reaction to change.

We continue to serve the people of Pembrokeshire and firmly believe that our success is due to our local knowledge and expertise in our field. Our model of working has been developed to meet the demanding needs of providing services in a rural area. The quality and standard of our services has been acknowledged by independent audits and individuals as being at an exceptional standard.

Our services, both practical and legal, include housing and homeless advice, assistance and advocacy, welfare and debt advice, administration of bond schemes and our generic tenancy support scheme. We also now manage a number of properties through our Pathway Lettings service. Although we work with all customer groups we continue to provide the majority of our services to the non priority homeless.

Geographically Pembrokeshire comprises of a large rural area with a number of large towns surrounded by villages and small rural communities. The difficulty of 'provision of services to all' remains one of our biggest challenges. We use a balance of outreach surgeries, floating support, a free phone number and our travel warrant scheme to give our customers a number of options to access PCS services. We have a generic duty worker available during core hours to deal with immediate or crisis problems and to facilitate service access options dependant on need.

PCS have again retained the Advice Quality Standard. Due to cost, the decision has been made to retain only the Quality Advice Standard and therefore have not renewed our Investors In People Accreditation which finished in December 2016.

It is also with regret that due to increasing demand on our services combined with funding restrictions that we have had to change our open door policy. We do now refer some new customers to those statutory bodies who may have a duty to provide financial assistance or a level of service. Successful management of our resources including cost efficiency savings still provides all our funders with best value for money services. We remain open to negotiation with regard to service delivery and funding from other statutory bodies who may require our services for their customer groups. All our Service Level Agreement targets have again been met or surpassed.

The main focus on our working practice this year has been to maintain and further our close working relationship with the Local Authority Housing Department. Development has been undertaken and implemented to strengthen our joint working partnership, resulting in a more robust and streamline service. The new service commenced at the start of 2016 and this new method of working is already achieving positive outcomes.

Pathway Lettings' pilot of leasing 5 units for single person accommodation has been a success in its first three months of operation. It is hoped that this may lead to an additional project if sustainability is evidenced.

All our services remain dependant on continued funding.

**Grant Making Policy**

Where clients are in need of assistance to purchase basic furniture for their new accommodation or require initial financial assistance to budget for their transfer to independent living, grants for furniture and/or food are available dependant on current funds.

The Society acts as guarantor for the bonds required by landlords from their clients. Whilst no payment is made initially, on many occasions the landlords call on the guarantee and funds are made available by the Society.



**Report of the Trustees  
for the year ended 31 March 2017**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The number of people who approach us for assistance was 1331 new clients. 1049 of whom would be deemed non priority homeless and so would have limited duties owing to them from any statutory services. With 683 existing clients at the start of the year we have this year worked with over 2000 people. Our Pathway Lettings and Bond scheme continues to provide both our non priority homeless and the Local Authority priority homeless groups with a steady source of private sector tenancies. This year we administered 109 new bonds and manage a total bond liability across all our Bond Schemes of £64,682.

This year the Supporting People Generic Support Service incorporates the GSS Local Authority scheme and we still provide support to the Gypsy Traveller community, although this comes under the umbrella of the GSS.

All quality standards have been retained and our Pathway Lettings staff have achieved Rent Smart Wales licensing. In addition they have assisted some stand alone landlords with the process of registration.

Despite the huge increase in demand we have continued to operate our open door policy. It has been with regret but to continue with our open door policy we have had no choice but to limit the level of services to some client groups. This will be an ongoing issue for all our teams and will be dependent on the level of demand and funding restrictions.

The new database has been advanced and installed, further developments are underway. Although we are not yet fully benefitting from the improvements we envisage that once the system is being utilised fully we will reduce data input time and duplications leaving us more time to work with clients.

We still aim to provide the best services possible to the people of Pembrokeshire within the current resources whilst ensuring employee's caseloads are manageable.

**FINANCIAL REVIEW**

**Principal funding sources**

The principal funding sources for the work of Pembrokeshire Care Society this year are that of the Welsh Assembly Government Section 180 Grant to the value of £187,551 and the Supporting People Grant of £293,510. This year's funding was used to fulfill the aims and objectives of the organisation as set out in its Governing document and as described in the Achievements and Performance section of this report.

**Reserves policy**

In order that the Society can continue to operate if grant funding aid is not forthcoming in the future, unrestricted free reserves (excluding funds designated for specific purposes) are being maintained in order to allow time to identify alternative sources of funds and/or meet any resulting redundancy costs. The Council of Management has built the free reserves up to a level equivalent to 8 months running costs plus longer term contractual costs (based on expenditure in the current year), the balance at 31st March 2017 amounting to £372,330 (2016 - £388,407).

The Society has designated funds for the purpose of Senior Management Succession Planning, £120,000 having been designated as at 31st March 2017.

Redundancy costs are calculated at statutory minimum level as at 31st January each year. The Society holds £60,954 for this purpose.

£20,000 remains as designated for the ongoing development and maintenance of the new database and £10,000 remains designated for staff related costs. £28,075 has been transferred to the designated Pathway Development Fund giving a total of £136,006.

The organisation also has a bond reserve allowing for the issuing of Bond Guarantees to landlords on behalf of the homeless clients Pembrokeshire Care Society serves. As of 31st March 2017 the Society has a bond liability of £15,900 and a bond reserve of £15,900.

We also have money under management for the Local Authority which is used specifically for the following purposes, e.g. Bonds, RIA, White Goods, Landlord Enhancements, PCC Travel Warrants.



**Report of the Trustees  
for the year ended 31 March 2017**

**FUTURE PLANS**

There are further difficult times ahead for all sectors working with vulnerable people. With regard to Pembrokeshire Care Society the continuing cuts to funding budgets undermines the whole ethos and needs mapping of the organisation. Our main concern is that we have always been able to retain our open door policy but unfortunately this year, due to increased demand and less funding, we have no option but to close our services to some clients. This difficult decision on who can access our services has been decided due to a new ex offender service provider being contracted for the area. This client group will have an advice and bond service available by the new provider and we will endeavour to retain our open door policy to all other groups.

Our second major concern is the changes to the benefit system which is already having a negative effect on the ability to retain and support landlords who have historically accepted the more vulnerable and chaotic client groups. The changes are in direct conflict with the new housing legislation aims of utilising more of the private rented sector.

Pathway Lettings (PL) is now in its second year at the new office site. With the advantage of street access it has seen more footfall from both clients and landlords. After securing financial support from the local authority Environmental Health department PL were able to champion registration with Rent Smart Wales for Pembrokeshire landlords. A local radio and newspaper campaign highlighted the importance of registration and licensing. Four publicised drop in sessions around the county were of great benefit to landlords who appreciated face to face contact for informal Q&A sessions. Some landlords who participated later came to PL for managed services bringing with them existing and trusted tenants. It is hoped that some funding may be available to focus on the return of the Landlord's Forum in Pembrokeshire.

A much anticipated pilot lease scheme is now operational. Close working links with an existing landlord developed into an opportunity to lease 5 single units below the PL office. Four are now occupied and a fifth has been reserved for a tenant seeking assistance through PCS. Other agencies were approached to assist with funding and could offer emergency bed space for their client base. Unfortunately, there was no take up, leaving PL to fund the project independently.

This leaves profit margins critically narrow. However, the start has been very encouraging and as was always the plan, any income will go towards plugging gaps in services created by budget and funding changes.

Ongoing joint working is seeing more clients being referred from the local authority. Steps have been made to streamline the service and sharing of information on one site. While this is a new working method it is already proving to be successful. PL and PCS will continue to monitor its progress and work with the local authority to develop it further.

The ongoing work with the Local Authority Housing Department will continue. The partnership has already produced joint and standardised paperwork including Housing Needs Assessments, financial assessments and information packs. This will be further developed during the year. The aim as always to provide the best service for vulnerable people, reduce duplication, identify other support needs early in the process and secure and maintain suitable affordable tenancies.

Due to the loss of the Supporting People Gypsy Traveller Pilot and the expected further cuts to Supporting People funding, we envisage that the waiting list for this service will grow. Due to the specialist requirements of the Gypsy Traveller community we will be attempting to secure funding from other sources. In the interim we will attempt to support as many as possible within our Generic Support Service.

The added uncertainty is that the GSS will be going out for re-tender this year. Although TUPE would apply which would ensure some client services there is obviously a high level of concern for both those employed through this service and if lost the affect this will have on the whole organisations apportioned overheads.

Our client participation project is still producing some valuable outcomes. The service has now reduced down to one day per week and is due to come to an end during the next financial year. Further funding opportunities for this type of work will be difficult to source however we will continue to look into possible options.

Local Service Level agreements have been confirmed and will continue for the forthcoming year.

**Report of the Trustees  
for the year ended 31 March 2017**

The never changing ethos of Pembrokeshire Care Society has and will always be that no person should have to sleep rough. However, we also believe that not all persons can or should have their own tenancy. We will continue to raise awareness of the need for a project for those who are not, able or willing, at the time of homelessness to successfully manage their own accommodation. Experience and historic evidence show that however good a support service is there are still a high number of failed tenancies often due to the tenant being not accommodation ready when entering into the tenancy.

PCS are fully aware that funders who are inclined to be sympathetic towards homelessness and the associated social problems will need to continue making difficult allocation of funding choices. There will be limited options for further development and/or additional funding to allow for the expansion of existing services. We will however strive to maintain our services and meet our aims and objectives within the limits of our resources. All within PCS remain committed to the long term future of the organisation and provision of services specific to Pembrokeshire's needs.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

PCS is a charitable company limited by guarantee which was founded in 1979. The company was established under a Memorandum of Association which established the objectives and powers of the charitable company. The Memorandum of Association, in the year 2000, was reviewed, amended and agreed by the Charity Commission therefore enabling the company to change its services to suit the changing needs of the homeless or threatened with homelessness in Pembrokeshire. The governing document, in 2013, has again been reviewed, amended, adopted and accepted by the Charity Commission to simplify its objectives and better meet the charitable aims of the association.

The Company's objectives are:

- To relieve the effects of poverty, housing problems (e.g. financial management, inadequate/substandard accommodation, setting up and maintaining tenancies and other related issues including advocating with courts, landlords, statutory departments, health professionals and other organisations) and homelessness on individuals and families who present to the charity for assistance.
- To promote the study, research and campaigning into all aspects and methods of relieving and/or prevention of the effects of poverty, housing problems and homelessness.
- To raise awareness and educate the public regarding the effects of poverty, housing need and homelessness on individuals and families through activities such as consultation work, reporting, advertising, presentations to local and national groups and information sessions in schools.

**Areas of Expertise:**

PCS provide advice, assistance and advocacy on housing, homeless rights, evictions, welfare benefits, housing benefits and debt. We also administer bond guarantees and rent in advance payments in partnership with client specific organisations and local private landlords. We are also managing a large supporting people scheme which operates across any tenure. We continue to develop formal and informal partnerships with local education, training and other like minded organisations that assist us to meet our aims. Pathway Lettings, which is one of our social enterprises, continues to develop. The aim is to provide a full letting service which produces an income to supplement our grant funding. Recent work with the Syrian Resettlement Programme has seen joint working with landlords, Housing Directorate and Social Services.

**Customer Groups Served:**

PCS provides services for anyone over the age of 15, resources permitting. PCS also have specialist services available for young people and families, again dependant on Service Level Agreements continuing. The charity also, with the aim of continuation of future services, provides advice for Private Sector Landlords on tenancy law and other related issues.



**Report of the Trustees  
for the year ended 31 March 2017**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Recruitment and appointment of new trustees**

There have been 13 members of the Council during the year, all of which are trustees. Trustees are also directors of the Company. Under the Memorandum of Association, the members of the Council are elected to serve for a period of three years after which, if they wish to remain as a trustee, they must be re-elected at the next Annual General Meeting.

At the 2016 Annual General Meeting three members of the Council were re-elected.

The Council has agreed the necessity of the use of a Management Committee for issues that may arise between the full meetings. Management Committee members are selected from the full Council of Management and will usually include the Managing Director.

Due to the diversity of the client group and the varied services that the charity provides it is important that the Council consists of members with varied backgrounds and expertise. In an effort to maintain a broad skill mix, or in the event of particular skills being lost to retirements, individuals with the identified required skills are approached, by current Council members, to offer themselves for election to the Council.

**Organisational structure**

The charity has a Council of Management who meet on average, 5 times per year and are responsible for agreeing the strategic direction and policy of the charity. The Managing Director attends the Council of Management meetings to propose any change in strategic and/or Policy direction.

For matters of urgency which fall between Council of Management and informal update meetings the Managing Director or the Management Committee will arrange a meeting to discuss.

Staff meetings are held periodically. Scheme specific meetings are also held on a regular basis dependant on the current or identified need and the Managing Director is available to all employees on a daily basis. The Managing Director refers problems that require Council approval back to the Council.

Our Annual Report provides information on our short and midterm goals. A three year business plan is in place which is reviewed annually or as funding changes dictate need.

Policies and procedures are reviewed at a minimum annually and individual schemes are monitored and evaluated for effectiveness on an ongoing basis.

Reports are provided for funders and partners at agreed times.

For additional support and in order to safeguard PCS's committee and employees, PCS subscribe to Peninsula Employment Specialists for legal and practical advice on employment issues. They also contract to Peninsula for Health and Safety Advice to ensure continual compliance.

**Induction and training of new trustees**

Prior to election prospective new trustees are invited to attend a meeting at the main office to view the work of the charity. They are then invited to attend a Council meeting in an observatory capacity. After election trustees are provided with a trustee handbook and can access trustee training if required.

**Public Benefit**

In accordance with our aims and objectives, when providing our services to some of the most vulnerable people in society, we strive to have a positive effect on the reduction in crime, anti social behaviour, utility and other public debt re-payments. We aim to develop sustainable tenancies and assist with the integration into the community of those who are most marginalised.



**Report of the Trustees  
for the year ended 31 March 2017**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Risk management**

The charity has and continues to develop policies & procedures which reduce the financial and litigation risk that the charity may face. The charity holds the Advice Quality Standard. This intensive external audit ensures that the working policies, procedures and ongoing training provide as low a risk as is possible for employees, committee and customers. The risk management policy is reviewed annually and presented to the Council for full approval at the AGM.





**Report of the Trustees  
for the year ended 31 March 2017**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
03062605 (England and Wales)

**Registered Charity number**  
1048218

**Registered office**  
1 Corner House  
Barn Street  
HAVERFORDWEST  
Pembrokeshire  
SA61 1BW

**Trustees**

Mrs G Morgan	- President
Mrs J Davies	- Chairperson
Mrs A Symons	- Vice Chairperson
Mr P Lucas	- Treasurer
Mr C Sheridan	- Client Safety Officer
Mr R Sinnott	
Mrs G Bowen	- Senior Management Mentor
Miss C Hitchings	
Mrs J Foss	
Mrs E Hayes	
Mrs A Thomas	
Mr J Hart	
Mrs L Hughes	

**Senior Management**  
Carol Crowther

**Auditors**

Ashmole and Co.  
Chartered Certified Accountants and Statutory  
Auditors  
Williamston House  
7 Goat Street  
Haverfordwest  
Pembrokeshire  
SA61 1PX

**Solicitors**

JCP Solicitors,  
Oak Corner,  
Winch Lane,  
Haverfordwest.

**Bankers**

Lloyds Bank Plc,  
Victoria Place,  
Haverfordwest.



**Report of the Trustees  
for the year ended 31 March 2017**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Pembrokeshire Care Society 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;
- 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.

**AUDITORS**

The auditors, Ashmole and Co., will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 19 September 2017 and signed on its behalf by:



Mrs J Davies - Trustee

**Report of the Independent Auditors to the Trustees of  
Pembrokeshire Care Society (Registered number: 03062605)**

We have audited the financial statements of Pembrokeshire Care Society for the year ended 31 March 2017 on pages eleven to twenty three. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees 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 trustees 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 seven, 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, including APB Ethical Standard - Provisions Available for Small Entities (Revised), in the circumstances set out in note 15 to the financial statements.

**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 2017 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; and
- have been prepared in accordance with the requirements of the Companies Act 2006.



**Report of the Independent Auditors to the Trustees of  
Pembrokeshire Care Society (Registered number: 03062605)**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.



Ashmole and Co.  
Chartered Certified Accountants and Statutory  
Auditors  
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006  
Williamston House  
7 Goat Street  
Haverfordwest  
Pembrokeshire  
SA61 1PX

Date: ..... *19<sup>th</sup> Sept 2017* .....



**Pembrokeshire Care Society**

**Statement of Financial Activities  
for the year ended 31 March 2017**

		Unrestricted funds £	Restricted fund £	31.3.17 Total funds £	31.3.16 Total funds £
	Notes				
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	3,042	-	3,042	5,455
<b>Charitable activities</b>	5				
Advice, pathway letting & bond scheme		-	206,248	206,248	250,703
Debt services		-	28,211	28,211	28,905
Pathway lettings development		-	10,000	10,000	-
Supporting people services		295,096	-	295,096	320,164
Travel warrant scheme		-	8,452	8,452	6,141
Community voice project		-	10,823	10,823	17,207
Other trading activities	3	28,075	-	28,075	16,775
Investment income	4	4,483	-	4,483	2,000
<b>Total</b>		<b>330,696</b>	<b>263,734</b>	<b>594,430</b>	<b>647,350</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	6				
Advice, pathway letting & bond scheme		-	205,832	205,832	233,030
Debt services		-	28,211	28,211	28,908
Pathway lettings development		-	6,203	6,203	-
Supporting people services		296,535	-	296,535	280,217
Furniture & crisis scheme		2,530	-	2,530	1,302
Travel warrant scheme		-	7,325	7,325	6,813
Community voice project		-	9,457	9,457	20,638
<b>Total</b>		<b>299,065</b>	<b>257,028</b>	<b>556,093</b>	<b>570,908</b>
<b>NET INCOME</b>		<b>31,631</b>	<b>6,706</b>	<b>38,337</b>	<b>76,442</b>
<b>Transfers between funds</b>	17	<b>854</b>	<b>(854)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>32,485</b>	<b>5,852</b>	<b>38,337</b>	<b>76,442</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>696,804</b>	<b>52,874</b>	<b>749,678</b>	<b>673,236</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>729,289</b>	<b>58,726</b>	<b>788,015</b>	<b>749,678</b>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements



**Balance Sheet**  
**At 31 March 2017**

	Notes	Unrestricted funds £	Restricted fund £	31.3.17 Total funds £	31.3.16 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	12	6,653	11,963	18,616	19,596
<b>CURRENT ASSETS</b>					
Debtors	13	31,803	85,454	117,257	139,776
Cash at bank and in hand		711,411	166,000	877,411	811,650
		<u>743,214</u>	<u>251,454</u>	<u>994,668</u>	<u>951,426</u>
<b>CREDITORS</b>					
Amounts falling due within one year	14	(20,578)	(204,691)	(225,269)	(221,344)
<b>NET CURRENT ASSETS</b>		<u>722,636</u>	<u>46,763</u>	<u>769,399</u>	<u>730,082</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>729,289</u>	<u>58,726</u>	<u>788,015</u>	<u>749,678</u>
<b>NET ASSETS</b>		<u>729,289</u>	<u>58,726</u>	<u>788,015</u>	<u>749,678</u>
<b>FUNDS</b>	17				
Unrestricted funds				729,289	696,804
Restricted funds				<u>58,726</u>	<u>52,874</u>
<b>TOTAL FUNDS</b>				<u>788,015</u>	<u>749,678</u>

The notes form part of these financial statements

**Balance Sheet - continued  
At 31 March 2017**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 144 of the Charities Act 2011.

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.

The financial statements were approved by the Board of Trustees on 19 September 2017 and were signed on its behalf by:



Mrs J Davies -Trustee

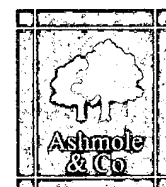


**Pembrokeshire Care Society**

**Cash Flow Statement  
for the year ended 31 March 2017**

	Notes	31.3.17 £	31.3.16 £
<b>Cash flows from operating activities:</b>			
Cash generated from operations	1	82,497	88,808
<b>Net cash provided by (used in) operating activities</b>		<u>82,497</u>	<u>88,808</u>
<b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		(8,755)	(13,529)
Interest received		4,483	2,000
<b>Net cash provided by (used in) investing activities</b>		<u>(4,272)</u>	<u>(11,529)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>78,225</u>	<u>77,279</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	2	<u>784,886</u>	<u>707,607</u>
<b>Cash and cash equivalents at the end of the reporting period</b>	2	<u><u>863,111</u></u>	<u><u>784,886</u></u>

The notes form part of these financial statements





**Pembrokeshire Care Society**

**Notes to the Cash Flow Statement  
for the year ended 31 March 2017**

**1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	31.3.17	31.3.16
	£	£
<b>Net income for the reporting period (as per the statement of financial activities)</b>	38,337	76,442
<b>Adjustments for:</b>		
Depreciation charges	9,735	7,901
Interest received	(4,483)	(2,000)
Decrease/(increase) in debtors	22,519	(45,040)
Increase in creditors	16,389	51,505
	<u>82,497</u>	<u>88,808</u>
<b>Net cash provided by (used in) operating activities</b>	<u>82,497</u>	<u>88,808</u>

**2. ANALYSIS OF CASH AND CASH EQUIVALENTS**

	31.3.17	31.3.16
	£	£
Cash in hand	143	260
Notice deposits (less than 3 months)	877,268	811,390
Overdrafts included in bank loans and overdrafts falling due within one year	(14,300)	(26,764)
	<u>863,111</u>	<u>784,886</u>
<b>Total cash and cash equivalents</b>	<u>863,111</u>	<u>784,886</u>



**Pembrokeshire Care Society**

**Notes to the Financial Statements  
for the year ended 31 March 2017**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Changes in accounting policies**

These financial statements for the year ended 31 March 2017 are the first financial statements that comply with the Charities SORP (FRS 102). The date of transition is 1 April 2015.

The transition to the Charities SORP (FRS 102) has resulted in a small number of changes in accounting policies to those used previously, as stated below.

The application of the Charities SORP FRS 102 requires the recognition of the value of holiday pay that had been earned by the year end date, and is expected to be taken in a subsequent financial year. This change in accounting policy has been applied retrospectively and the comparative figures have been adjusted accordingly for the year ended 31st March 2016.

**Reconciliation of funds**

	31.3.16
	£
Funds as previously stated	756,542
Recognition of accrual for holiday pay	(7,559)
Recognition of prepayment of holiday pay	695
	<hr/>
Funds as restated as at 31.3.16	749,678
	<hr/>

**Reconciliation of income and expenditure**

	31.3.16
	£
Net surplus as previously stated	78,056
Movement on accrual for holiday pay	(1,240)
Movement on prepayment for holiday pay	(374)
	<hr/>
Net surplus as restated as at 31.3.16	76,442
	<hr/>

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.



# Pembrokeshire Care Society

## Notes to the Financial Statements - continued for the year ended 31 March 2017

### 1. ACCOUNTING POLICIES - continued

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### **Allocation and apportionment of costs**

Costs have been allocated as far as possible between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others have been apportioned based on the estimated usage of the resource.

Support costs represent the costs of maintaining the office premises and the society's equipment, and the management of the charities assets and compliance with constitutional and statutory requirements.

#### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off the cost of each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter.

Office equipment	- 15% reducing balance
Computer equipment	- Straight line over 3 years

#### **Taxation**

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

#### **Fund accounting**

The accounts distinguish between restricted and unrestricted funds. Unrestricted funds are those where there are no externally imposed restrictions. These include those freely available to the charity for expenditure in accordance with the charitable objectives or appropriation to reserves for internally designated purposes.

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**

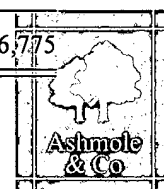
The society operates a stakeholder pension scheme. Contributions payable for the year are charged in the Statement of Financial Activities.

### 2. DONATIONS AND LEGACIES

	31.3.17	31.3.16
	£	£
Donations	3,042	5,455
	<u>          </u>	<u>          </u>

### 3. OTHER TRADING ACTIVITIES

	31.3.17	31.3.16
	£	£
Rental income	1,636	-
Pathway lettings	26,439	16,775
	<u>          </u>	<u>          </u>
	28,075	16,775
	<u>          </u>	<u>          </u>



**Pembrokeshire Care Society**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2017**

**4. INVESTMENT INCOME**

	31.3.17	31.3.16
	£	£
Deposit account interest	4,483	2,000
	<u>4,483</u>	<u>2,000</u>

**5. INCOME FROM CHARITABLE ACTIVITIES**

	31.3.17	31.3.16
	£	£
Grants	206,248	250,703
Grants	28,211	28,905
Grants	10,000	-
Grants	295,096	320,164
Grants	8,452	6,141
Grants	10,823	17,207
	<u>558,830</u>	<u>623,120</u>

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

	31.3.17	31.3.16
	£	£
WG Advice, Resettlement & Bond Scheme	187,551	192,163
WG Debt & Financial Planning	28,211	28,905
LA Funding for Advice, Assistance, Advocacy & Bond Scheme	11,440	11,440
Probation Service Partnership Funding	-	10,000
LA Social Care	6,372	6,372
Travel Warrants	8,452	6,141
SP Generic Support Service	268,510	268,510
Gypsy Traveller Generic Support Service	-	25,000
Big Lottery Funding (PAVS)	10,823	17,207
Rough Sleeper Count	885	853
LA Housing Department Generic Support Service	25,000	25,801
LA Pathway Lettings Development	10,000	30,728
Customer Consultation	1,586	-
	<u>558,830</u>	<u>623,120</u>

**6. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Support costs (See note 7)	Totals
	£	£	£
Advice, pathway letting & bond scheme	187,155	18,677	205,832
Debt services	24,477	3,734	28,211
Pathway lettings development	6,203	-	6,203
Supporting people services	266,458	30,077	296,535
Furniture & crisis scheme	2,530	-	2,530
Travel warrant scheme	7,325	-	7,325
Community voice project	9,457	-	9,457
	<u>503,605</u>	<u>52,488</u>	<u>556,093</u>



**Pembrokeshire Care Society**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2017**

**7. SUPPORT COSTS**

	Management	Governance costs	Totals
	£	£	£
Advice, pathway letting & bond scheme	15,438	3,239	18,677
Debt services	3,086	648	3,734
Supporting people services	24,710	5,367	30,077
	<u>43,234</u>	<u>9,254</u>	<u>52,488</u>

Support costs are calculated as a proportion of expenses based on administration staff time.

**8. NET INCOME/(EXPENDITURE)**

Net resources are stated after charging/(crediting):

	31.3.17	31.3.16
	£	£
Depreciation - owned assets	9,735	7,901
Auditors' remuneration	2,230	2,200
Other accountancy services	<u>2,630</u>	<u>2,600</u>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016.

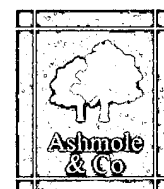
**10. STAFF COSTS**

	31.3.17	31.3.16
	£	£
Wages and salaries	403,950	419,948
Social security costs	27,132	28,497
Other pension costs	<u>6,537</u>	<u>4,237</u>
	<u>437,619</u>	<u>452,682</u>

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

	31.3.17	31.3.16
Administration	2	2
Advocacy & Support	<u>27</u>	<u>24</u>
	<u>29</u>	<u>26</u>

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



**Pembrokeshire Care Society**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2017**

**11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES 31/03/2016**

	Unrestricted funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	5,455	-	5,455
<b>Charitable activities</b>			
Advice, pathway letting & bond scheme	-	250,703	250,703
Debt services	-	28,905	28,905
Supporting people services	319,311	853	320,164
Travel warrant scheme	-	6,141	6,141
Community voice project	-	17,207	17,207
Other trading activities	16,775	-	16,775
Investment income	2,000	-	2,000
<b>Total</b>	343,541	303,809	647,350
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Advice, pathway letting & bond scheme	-	233,030	233,030
Debt services	-	28,908	28,908
Supporting people services	279,364	853	280,217
Furniture & crisis scheme	1,302	-	1,302
Travel warrant scheme	-	6,813	6,813
Community voice project	-	20,638	20,638
<b>Total</b>	280,666	290,242	570,908
<b>NET INCOME</b>	62,875	13,567	76,442
<b>Transfers between funds</b>	(4,164)	4,164	-
<b>Net movement in funds</b>	58,711	17,731	76,442
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	638,093	35,143	673,236
<b>TOTAL FUNDS CARRIED FORWARD</b>	696,804	52,874	749,678



**Pembrokeshire Care Society**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2017**

**12. TANGIBLE FIXED ASSETS**

	Office equipment £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2016	23,485	33,882	57,367
Additions	2,564	6,191	8,755
	<u>26,049</u>	<u>40,073</u>	<u>66,122</u>
At 31 March 2017	26,049	40,073	66,122
<b>DEPRECIATION</b>			
At 1 April 2016	12,904	24,867	37,771
Charge for year	1,972	7,763	9,735
	<u>14,876</u>	<u>32,630</u>	<u>47,506</u>
At 31 March 2017	14,876	32,630	47,506
<b>NET BOOK VALUE</b>			
At 31 March 2017	<u>11,173</u>	<u>7,443</u>	<u>18,616</u>
At 31 March 2016	<u>10,581</u>	<u>9,015</u>	<u>19,596</u>

**13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

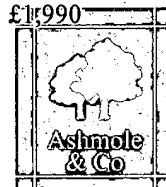
	31.3.17 £	31.3.16 £
Debtors	95,468	131,001
Office bond	3,125	3,125
Employee hardship loan	100	1,300
Prepayments	18,564	4,350
	<u>117,257</u>	<u>139,776</u>

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.17 £	31.3.16 £
Bank loans and overdrafts (see note 15)	14,300	26,764
Creditors	8,754	3,948
Social security and other taxes	7,370	7,332
Accruals and deferred income	194,845	183,300
	<u>225,269</u>	<u>221,344</u>

Included within accruals and deferred income are amounts that the Charity is holding on behalf of the Local Authority Housing department and the Local Authority Social Services department for the purpose of issuing bonds to landlords on behalf of the Charity's clients. Also included are amounts received from Pembrokeshire County Council for the purpose of assisting landlords with letting fees as well as an amount for assisting individuals to purchase household items when they do not have any other means of funding.

As at 31st March 2017 Pembrokeshire Care Society are holding £58,709 (£69,650 - 2016) on behalf of the Housing department, where active bonds at the year end amount to £43,422 (£46,351 - 2016), and £781 (£3,241 - 2016) on behalf of the Social Services department of which active bonds at the year end amount to £1,990 (£800 - 2016).



**Pembrokeshire Care Society**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2017**

**15. LOANS**

An analysis of the maturity of loans is given below:

	31.3.17	31.3.16
	£	£
Amounts falling due within one year on demand:		
Bank overdraft	<u>14,300</u>	<u>26,764</u>

**16. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.3.17	31.3.16
	£	£
Within one year	32,626	17,566
Between one and five years	<u>76,207</u>	<u>40,000</u>
	<u>108,833</u>	<u>57,566</u>

**17. MOVEMENT IN FUNDS**

	At 1.4.16	Net movement in funds	Transfers between funds	At 31.3.17
	£	£	£	£
<b>Unrestricted funds</b>				
General funds	386,574	31,631	(45,876)	372,329
Designated funds	<u>310,230</u>	<u>-</u>	<u>46,730</u>	<u>356,960</u>
	696,804	31,631	854	729,289
<b>Restricted funds</b>				
Restricted funds	52,874	6,706	(854)	58,726
<b>TOTAL FUNDS</b>	<u>749,678</u>	<u>38,337</u>	<u>-</u>	<u>788,015</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General funds	330,696	(299,065)	31,631
<b>Restricted funds</b>			
Restricted funds	263,734	(257,028)	6,706
<b>TOTAL FUNDS</b>	<u>594,430</u>	<u>(556,093)</u>	<u>38,337</u>





**Pembrokeshire Care Society**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2017**

**17. MOVEMENT IN FUNDS - continued**

**RESTRICTED FUNDS**

	31.3.17	31.3.16
	£	£
Advice and bond scheme	22,713	22,297
Pathway lettings development fund	22,816	19,019
Furniture & crisis fund	8,627	8,115
Travel warrants	4,570	3,443
	<u>58,726</u>	<u>52,874</u>

**DESIGNATED FUNDS**

	31.3.17	31.3.16
	£	£
Redundancy	60,954	52,299
Senior management succession planning	120,000	120,000
Office relocation and refurbishment	10,000	0
Database redesign	20,000	20,000
Pathway lettings development fund	136,006	107,931
Staff related costs	10,000	10,000
	<u>356,960</u>	<u>310,230</u>

**Transfers between funds**

During the year a transfer of £28,075 took place into the Pathway Lettings Development designated fund from unrestricted funds, and this has been ring-fenced for the continued development of Pathway Lettings.

Transfers into designated funds were also considered necessary after a review of the expected costs for office refurbishment and statutory redundancy.

**18. RELATED PARTY DISCLOSURES**

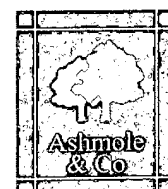
There were no related party transactions for the year ended 31 March 2017.

**Pembrokeshire Care Society**

**Detailed Statement of Financial Activities  
for the year ended 31 March 2017**

	31.3.17 £	31.3.16 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	3,042	5,455
<b>Other trading activities</b>		
Rental income	1,636	-
Pathway lettings	26,439	16,775
	<hr/> 28,075	<hr/> 16,775
<b>Investment income</b>		
Deposit account interest	4,483	2,000
<b>Charitable activities</b>		
Grants	558,830	623,120
	<hr/> 594,430	<hr/> 647,350
<b>Total incoming resources</b>		
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Salaries	365,740	380,046
Social security	23,268	24,444
Pensions	5,737	3,487
Rent and rates	19,950	12,827
Insurance	1,501	1,455
Light and heat	4,116	3,063
Telephone	10,007	11,798
IT, printing & postage	14,480	16,516
Advertising	931	3,160
Sundries	1,940	1,391
Staff travel expenses	24,973	25,218
Subscriptions & course fees	4,206	2,949
Repairs maintenance & cleaning	2,654	6,686
Furniture fund expenditure	2,530	1,302
Travel warrants	7,325	6,813
Consultancy fees	3,531	3,531
Recruitment costs	326	132
Professional fees	1,303	5,039
Depreciation	9,087	7,370
	<hr/> 503,605	<hr/> 517,227
<b>Support costs</b>		
<b>Management</b>		
Salaries	34,224	35,979
Social security	3,470	3,667
Pensions	800	750
Rent & rates	1,474	938
Carried forward	39,968	41,334

This page does not form part of the statutory financial statements



**Pembrokeshire Care Society**

**Detailed Statement of Financial Activities  
for the year ended 31 March 2017**

	31.3.17	31.3.16
	£	£
<b>Management</b>		
Brought forward	39,968	41,334
Insurance	117	109
Light and heat	360	238
Stationery & telephone	1,936	2,116
Sundries	37	80
Office repairs	91	39
Subscriptions & course fees	77	111
Depreciation	648	531
	<hr/>	<hr/>
	43,234	44,558
<b>Governance costs</b>		
Wages	3,986	3,923
Social security	394	386
Auditors' remuneration	4,860	4,800
Sundries	14	14
	<hr/>	<hr/>
	9,254	9,123
	<hr/>	<hr/>
<b>Total resources expended</b>	556,093	570,908
	<hr/>	<hr/>
<b>Net income</b>	<u>38,337</u>	<u>76,442</u>

This page does not form part of the statutory financial statements

