

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

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020  
FOR**

**CARDIFF THIRD SECTOR COUNCIL (C3SC)**



Watts Gregory LLP  
Chartered Accountants & Statutory Auditors  
Elfed House  
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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2020**

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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 2020. 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 2019).

**OBJECTIVES AND AIMS**

C3SC is the membership organisation and umbrella body for all not for profit voluntary groups, community organisations and social enterprises, collectively known as the Third Sector, working or based in Cardiff. Founded in 1979 and taking on responsibility for Cardiff's Volunteer Centre in 2016, our aim is to support the third sector and volunteering to thrive.

*C3SC's vision is a thriving, diverse and relevant voluntary and community sector in Cardiff.*

C3SC's mission is to enable quality community services, community action and volunteering by providing excellent resources and an influential, collective voice for the third sector and volunteering in Cardiff.

C3SC is a member of Third Sector Support Wales (TSSW), an infrastructure partnership comprising County Voluntary Councils, Volunteer Centres and Wales Council for Voluntary Action. Together we work to specifications agreed with Welsh Government and support Wales' vibrant Third Sector.

C3SC has over 1,200 members, and are in touch with many more organisations through a wide range of national and local networks. We support and represent the views and interests of the city's third sector and volunteers by delivering four key pillars of activity -

- Supporting groups and organisations to comply with good **Governance & Financial Management** practices
- Ensuring effective **Representation and Policy Influence**, enabling engagement with and influence of relevant public sector governance, and acting as a route to civic participation especially for disadvantaged and minority groups
- Providing services and resources to ensure a **Thriving and Sustainable Third Sector** where organisations access, secure and generate the resources they need to survive, thrive and remain relevant in the future
- Enabling more people and communities to benefit from **Volunteering**

We are pleased to support grass roots organisations to develop and grow and to work alongside so many inspiring community leaders who champion a range of vital causes to help achieve greater equality and advocate strongly for people who experience barriers to accessing advice, support and services, and to help groups develop mutually supportive relationships with statutory partners.

The third sector has so much to offer - close to communities, lean and competitive, enterprising and full of integrity. Drawing together our annual review has provided a welcome opportunity to reflect on what we have achieved in partnership in the past year to support this vital sector. Our dedicated team have provided a range of practical services, resources and a collective, influential voice in Cardiff, acting as the single point of contact for services and resources for Cardiff's third sector in our mission to enable quality community services, community action and volunteering across the city.

This report provides an overview of some of the work we have undertaken in a year that has featured huge uncertainty, challenges and change for the sector and our communities. In the picture of increasing demand and shrinking budgets there have been opportunities for participatory service design and delivery required by the Wellbeing of Future Generations Act 2014 and the Social Services and Wellbeing (Wales) Act 2015, which we know are applauded and embraced by the third sector. The sector has also played an essential role in the City's response to the COVID-19 pandemic that emerged at the end of the year and its health, wellbeing, economic and social impacts has affected so many lives.

We will endeavour to work collaboratively as we take forward the task of providing excellent services, leadership and challenge to inspire and enable more inclusion, engagement, participation and resilience within our communities and effectively facilitate a joined up, strategic dialogue with Public Bodies at all levels - local, regional and national. The Black Lives Matter movement further underpins the importance of this commitment.

It seems from the great feed-back received across C3SC delivery there is increasing confidence in our services and an improving profile in Cardiff.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2020**

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**OBJECTIVES AND ACTIVITIES**

**Public benefit**

In shaping and planning our objectives and activities for the year, the trustees have considered the Charity Commission guidance on public benefit and has complied with the duty under section 17 of the Charities Act 2011.

The charity operates on an equal access basis for everyone and respects the rights of all the protected characteristics and its related responsibilities as set out in the Equalities Act 2010.

Our activities help to describe how we put these strategies in to action.

**Grant making**

The trustees adhere to a policy that requires C3SC to publicise all grants schemes and invite applications from eligible organisation from every part of Cardiff. Applications are assessed against set criteria and recommendations made by advisory panels representing a wide cross section of expertise. Strict codes of conduct, including declarations of interest, are adhered to.

**Charitable activities**

**Good Governance & Financial Management**

**What difference did we make?**

We promote best practice through networking, localised support and training so that voluntary organisations excel in delivering their aims and objectives, and we are better able to understand and respond to needs and gaps. These services are core to our membership and mean that our members and the wider sector get the support they need to continue to support our communities.

C3SC's Third Sector Development Officers supported people involved in running third sector groups and organisations to have increased confidence, skills and knowledge to lead their organisations through tailored information and help.

- For example, we supported local groups in Cardiff West to plan and grow sustainability - such as a local group wanting to respond to the need for extra support provision to the young people who attend the Additional Needs provision at a local Primary School, and a disability play group which had developed in response to local need. The groups were supported with a critical analysis to find the most appropriate legal structure, and with advice, guidance and practical support to take forward their plans in a considered and sustainable way.
- One of the groups we supported in another part of the City - in Cardiff East - was a cancer support group who were assisted in the next stages of growth, which included its steps towards employing staff. Assistance and guidance were given on employing staff in a local area where there are a number of health challenges and inequalities, and a relatively low number of charities and community groups.

People involved in running third sector organisations were supported to be better able to access information, advice and support on governance

- We met with a long-standing member group based in Cardiff South in one of our interventions and discussed how we could support them to work collaboratively and find the most suitable legal structure to take forward their plan to formalise their collaborative working with other independent groups they had been working with. These grassroots groups told us how pleased they were with our help and information as it gave them increased confidence to develop and take forward their plans.
- Another local group - a cancer support charity based in Cardiff West - requested help with applying for funding, and through this were also supported to review their current structure as the current one would impact on their plans and eligibility for larger funding opportunities. As well as providing information, a question and answer session was held with the trustees to ensure that the group had a clear understanding of the implications of each structure on their group and their plans.

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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2020**

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**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

- Another local group - a cancer support charity based in Cardiff West - requested help with applying for funding, and through this were also supported to review their current structure as the current one would impact on their plans and eligibility for larger funding opportunities. As well as providing information, a question and answer session was held with the trustees to ensure that the group had a clear understanding of the implications of each structure on their group and their plans.

People involved in running third sector organisations were supported in their ability to recruit and retain skilled trustees from a diversity of areas and backgrounds

- As part of ongoing governance support for a charitable group in West Cardiff, the group were helped with handover arrangements and succession planning to manage trustee resignations and bring in replacement volunteer trustees, and to put in place a recruitment policy based on best practice to select trustees with a range of skills from diverse backgrounds. The group reported the importance of having someone they could trust to impartially facilitate these processes.
- Another example included working with a local trust based in South Cardiff and giving advice on good governance and guidelines on how to run their charity and their finances, such as how to account for different project incomes and budgets.
- The BME Skills project aims to recruit BME volunteers to improve their confidence and skills, to support the volunteers to become mentors and to match them with a BME led group or organisation requiring their skills, supporting them with the recruitment and induction. Amongst the range of outcomes, the Groups she works with are signposted to C3SC's core TSDO service for additional support where needed. This project is delivered with partners in different parts of Wales, and is the only partner who has consistently met and exceeded all project targets.

**What did we do?**

- 225 governance enquiries received and responded to
- 118 support sessions provided
- 43 new initiatives/plans/models provided with development support to improve sustainability
- 4 Trustee network events facilitated with 126 participants at the network events

**How well did we do it?**

- 100% participants reporting satisfaction with sessions attended
- 80% of participants reporting growth in skills / use of knowledge acquired through advice / events

**C3SC Funding and Sustainability**

**What difference did we make?**

C3SC delivers a range of quality services to meet the needs of voluntary groups. We are a one stop shop for the voluntary sector. We support our members and stakeholders through training, networks, information, advice and resources. As the third sector umbrella organisation, we take pride in the value our members put on our membership, and our expert services support third sector organisations to develop and provide services that effectively meet gaps and address needs across our communities.

We worked with Third Sector groups and organisations to address identified needs, often in the areas of the City most impacted by poverty and exclusion.

- We worked with one of our groups for over 6 months. The Group, which supports parents living in poverty to manage mental health issues, were looking for funding to take the project forward and to increase the numbers of parents that they work with to increase their confidence and self-esteem. They work with the families and give the children and young people opportunities to do 'normal things' that they are unable to afford - such as day trips and celebratory activities for Easter and Halloween. We helped them to develop a business and project plan, run funding searches, and successfully secure Lottery funding.

## ACHIEVEMENT AND PERFORMANCE

### Charitable activities

- A group in the centre of the City was supported to develop their plans, a proposal and an application to provide financial literacy training to the most vulnerable and seldom heard communities in Cardiff - including homeless people, ex-offenders and the elderly population. The application - for a project which will provide basic and more complex information and training that will address financial exclusion, enhancing money skills and positive financial decision making, especially at times of crisis - was successful.
- Another group in East Cardiff were looking for funding to provide activities that support a series of aims - increasing levels of activity, reducing isolation, relieving stress and providing diversionary activities for young people in the area. We helped them to develop their plans and carry out effective engagement reaching more members of the local community to better understand their needs, and offered extensive feedback to the group on ways to improve their bid using the information from their engagement activities.

Our services are delivered in a variety of ways - one-to-one support, training, information briefing, outreach sessions, advice surgeries - to help third sector groups and organisations access the timely high quality and effective information, advice and support they require

- A women's group in Cardiff South who had previously been successful in securing Awards for All Funding were in a position to apply again to address the needs identified through their delivery of their original project. We provided them with coaching to take forward their application. As the group had a different make up since the last bid, we also worked with them on in-depth preliminary work to update their policies and structures.
- Training sessions were delivered regularly throughout the year to strengthen community activity - including Planning and Writing Successful Funding Bids training, which is frequently attended by people who have no / little experience of writing funding bids. We consistently receive positive evaluations of the differences our training has made alongside great feedback from our courses - *"Excellent delivery and presentation. Thank you!" "Extremely useful and informative" "Thank you very much, most helpful"*.
- Our team jointly delivered one-to-one funding surgeries with commissioners and funder and support to grass root level community organisations in their localities, increasing their chances of meeting identified need by successfully applying for relevant funding. These 1:1 surgeries provide opportunities for groups to discuss their ideas, and also gives the TSDO team the opportunity to meet new groups and discuss wider issues. We received great feedback - including this from a group based in North Cardiff *"Many thanks for your time this morning it was greatly appreciated. We found the information you gave us most helpful and we will be in a position to submit an application in the next few weeks."*

Third sector organisations are able to network, learn and support each other and share best practice through our membership structure and the opportunities we facilitate to make connections

- Our activities provide opportunities to share information with groups and connect them to C3SC's Third Sector Development Officers for help with governance, legal structures, funding and anything that will help them to meet the needs they identify in their local communities. Each of the 'Let's Talk Community Groups events' delivered through the year as part of the Transformation Fund Project had at least one TSDO present to provide relevant information on our services and opportunities for groups to network and collaborate to develop ideas and look for funding.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2020**

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**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

- These opportunities to Network also allow us to create connections. One example was our work with a local charity based on the outskirts of West Cardiff who had attended a Lottery Funding Surgery in the previous year. Having taken away the learning from the surgery, the Group made contact after devising their project plan, and we worked with them on developing their bid for a project to reduce loneliness and isolation.
- Similarly funding opportunities- such as a Food Poverty Grant, Orchard Trees for Cardiff, and a Move More, Eat Well Grant - have been negotiated and developed, and opportunities created for groups to work collectively on applications for funding at the range of meetings we have attend.

Third sector groups and organisations were also supported to effectively secure and generate the resources they need to survive and grow.

- We advocated for and administered funding to enable groups to respond to needs, and this increased in importance as part of our support package to the sector as groups have adapted their services and activities in response to the COVID-19 pandemic. Funding has included the Comic Relief Community Fund for which a total of 14 organisations were awarded funding, and the Move More, Eat Well Small Grant funding for third sector groups and organisations to develop initiatives that increase physical activity and promote healthy eating, in particular across those communities facing more barriers, for which funding was allocated to 11 groups and organisations across Cardiff and the Vale. We also advocated for adaptations to funding in response to COVID-19, and are pleased the funders agreed - enabling project outcomes to be re-directed towards the pandemic, or extending timelines for delivery, for example.
- Of the diverse range of other groups we have been pleased to support, this included a church in the east of the city to develop as a local anchor organisation and secure over £500,000 in funding, undertaking a funding search and coaching for a Community Garden project in Cardiff South, providing advice to a community association in North Cardiff with planning and funding of a community festival to build community connections, a group provided with funding support to organise a festival promoting Japanese culture and cohesion, providing funding advice and support to a group supporting the Chinese community living in Cardiff, assisting a disability charity supporting sight impaired people with funding advice to set up a community baseball & softball club and after school provision for young people, providing help to a local CIC with a funding application for a project supporting children and young people in Cardiff to be protected from knife crime and gang culture, support and help for a group with engagement and developing a project supporting older members of the Philipino community to tackle loneliness and isolation, helping a group to develop a project offering traineeships for young people wishing to gain paid youth work experience, and advising a philanthropic charity wishing to raise funds and donate it back to charities, groups and disadvantaged individuals who need it most.

**What did we do?**

- 2,223 enquiries received and dealt with
- 31 training sessions delivered to 208 participants
- 262 funding enquiries received and dealt with
- Groups supported to apply for £2,472,391.92 of funding

**How well did we do it?**

- 100% - reporting satisfaction with training sessions
- 100% - reporting growth in skills / use of knowledge acquired through training
- £213,489 of funding distributed to groups
- £904,262 of funding secured

**C3SC Influence and Representation**

**What difference did we make?**

We provide support to Third sector groups and organisations to play an active role in engaging and working with people and communities, including seldom heard groups.

- In March, Food Cardiff organised a meeting to respond to the current crises around COVID-19. The main purpose was to discuss food access during the pandemic as well as discuss co-ordination of food supply/food poverty action during the pandemic. We were asked to. This work included being part of the Task Group coordinating and mapping COVID-19 food provision and services in particular for more vulnerable people and those living in poverty, supporting volunteering, mapping services and community responses to COVID-19, and promoting information from dieticians on good nutrition to diverse people and communities.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2020**

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**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

- Other examples of our work undertaken to facilitate connections through partnership working and promote understanding of community needs and service gaps included working with a partnership of national charities and funders to provide information on community assets in Cardiff owned and managed for the benefit of their locality, attending an event to help shape how Share Cardiff could continue to work with the local community and respond to needs, facilitating meetings with community anchor organisations wishing to strengthen the third sector's role in coordinating responses to community needs, and working with the Cardiff Asset Mapping Initiatives Group to advocate for and promote community-level involvement in local solutions to local problems.

C3SC's Health and Social Care Facilitator plays a key role in enabling the voices of individuals and groups to inform and influence policy development, service planning and delivery

- She wrote a proposal for increasing citizen engagement for Cardiff Council Social Services using a third sector model we have developed, which was approved, as well as co-producing the themes within the strategy at one of our member Network meetings - the Cardiff Health, Social Care and Wellbeing Network meeting, and invited third sector organisations to run consultation groups with the users of their services to ensure grassroots voices were included.
- She and the CEO are members of the Boards that are developing the process for re-Commissioning Substance Misuse Services across the region, and have championed the move to a more social than medical model and outcomes based approach developed through co-production, which has been further developed through consultation and feedback from members at the Cardiff Health, Social Care and Wellbeing Network meeting.
- Our role includes facilitating the involvement of third sector representatives at strategic partnership meetings, and included representatives nominated to the Cardiff and Vale Regional Children Safeguarding Board and the Cardiff and Vale Regional Adult Safeguard Board, as well as sharing and coordinating responses to a range of consultation opportunities to ensure diverse voices help to influence policies and services - such as Cardiff: Fair City Survey 2020 - Cardiff Council, Clean Air Plan for Wales - Welsh Government, The Older People's Commissioner for Wales - Equality Strategy, Environment Circular Economy Strategy - Welsh Government, and A More Equal Wales - Commencing the Socio-economic Duty.
- Our representative role also includes attendance at meetings and events. For example, our CEO attends a range of strategic partnerships - including Cardiff Public Services Board, Cardiff and Vale Regional Partnership Board, Children's and Families Strategic Partnership Board and the Area Planning (Exec) Board, representation at the Child Friendly City and the launch of Cardiff Commitment 2.0, and the team supporting members' meetings and consultation events - including the Ely Caerau Learning Partnership, Rhiwbina Methodist Church "Time to Talk - Mental Wellbeing" event, and consultation on forming a partnership strategy for services for BAME communities in Cardiff.

C3SC's Participation and Engagement Facilitator plays a key role in supporting Third sector groups and organisations with opportunities, skills and capacity to effectively influence policy and shape services

- Supporting Cardiff Council's domiciliary care consultation in partnership with Diverse Cymru to hear from diverse individuals with experience of domiciliary care and/ or sessional support, and
- Hosting meetings with local Community Anchor Organisations to engage in consultation on how we can work collaboratively to strengthen cross-sector relationships. Overseeing the engagement events delivered by the Third Sector Locality Officers to provide opportunities for small groups and organisations from across Cardiff to have a voice in how they would like to work with the public sector to improve health and wellbeing in their local communities. We had great feedback, including *"...positive ideas, conversations and contacts made"* and *"Thank you once again to C3SC for giving us the opportunity to attend this event, and we look forward to attending more in the future!"*
- Facilitating opportunities for community engagement - such as at the Council's Bute Town Community Workshop which originated in response to requests from community members for key public organisations to address issues around open drug activity in the area, sharing views on the Council's Equalities Strategy at the Cardiff: Fair City Seminar, and coordinating the schedule of C3SC member Network meetings including the Children, Young People and Families, Trustees and Health, Social Care and Wellbeing Networks.

**What did we do?**

- 29 Network and engagement sessions held
- 312 participants at networks/engagement sessions
- 179 third sector partnership, scrutiny and local governance and related meetings attended by third sector representatives
- 11 consultation responses and evidence reports submitted

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2020**

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**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

**How well did we do it?**

- 93% of participants reporting growth in skills / use of knowledge acquired through advice / events

**C3SC Volunteering**

**What difference did we make?**

As a member of both Third Sector Support Wales and Cardiff Volunteering C3SC's Volunteer Centre Team contribute to improving the quality of life and wellbeing of people and communities by supporting volunteers and volunteering, volunteer recruitment and management. This is additionally supported through the delivery of the Lottery funded volunteer mentoring and governance support service for BME-run groups and activities, an identified area of specific need.

- C3SC's on-line volunteering platform - Volunteering Wales - has again supported high levels of activity and diversity - with 41,833 page views, 8,331 Visitors and 18,990 Volunteering Sessions recorded in a range of activities including Community, Health & Social Care, Advice and advocacy, Arts/Culture/Heritage, and Children and families.
- 5 organisations were supported with a share of £11,000 Youth Led Grant funding. The YLG grants fund enabled youth volunteering activities in many geographical areas across Cardiff - including Fairwater, Butetown and Cathays - as well as a wide demography of young people and children to take part in activities - such as Butetown Carnival and the Autumn Parade, and volunteering with the NHS. The panel of young Volunteers were trained through day to day activities, one to one mentoring, as well as accessing formal Third Sector training for free.
- 4 training courses were delivered to share and develop skills and connections and 3 Network meetings were facilitated - Volunteers Coordinators' Network, Trustee Network, and the Mentoring Network Wales - to enable organisations to contribute and share their knowledge, skills and experience on volunteering and development programmes - such as mentoring, which are integral to effective, sustainable volunteering and, in turn, for the third sector to thrive.
- The VC team represented volunteering at over 30 strategic and partnership meetings and networks including Cardiff University Community Forum on Community Jobs Compact, Volunteering Wales Network, Young Volunteers Network, Open Your Eyes Week, career fairs in schools, special schools and Universities and Race Alliance Wales to champion volunteering and support inclusion of BAME and other seldom heard groups.
- The Volunteer Centre Manager spearheaded the development of a new website portal that will enhance C3SC's information sharing and management for members and other stakeholders.
- The BME Skills Project Officer developed toolkits which are geared to help improve the confidence of BAME volunteer mentors as emerging community leaders and, develop inclusive practice, with the added value of signposting Groups to C3SC's core service for additional support with governance, sustainable funding, etc.
- Surveys and case studies all underline the positive feedback received from these activities - *"Interesting (training) and engaging delivery, good momentum and good level of engagement" "It is great to see so many young people coming together and developing an idea like this."* (A member of the youth-led young people's grant panel).

**What did we do?**

- 2,111 people registered to volunteer on Volunteering Wales site; 557 volunteers placed
- 278 enquiries responded to on good practice in managing volunteers
- 142 local groups and organisations worked with to develop volunteering schemes
- 4 volunteering training courses delivered to 34 training participants

**How well did we do it?**

- 100% of participants reporting satisfaction with sessions attended
- 100% of participants reporting growth in skills/use of knowledge acquired through advice/ events

**REPORT OF THE TRUSTEES  
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**FINANCIAL REVIEW**

**Financial position**

The total income for the year was £777,912 (2019 - £610,158). Net incoming resources amounted to £610,158 (2019 - £53,044). Full details can be found in the attached financial statements.

**Investment policy and objectives**

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

**Reserves policy**

The Board of Trustees has reviewed its policy in recent years for the unrestricted funds not committed or invested in tangible fixed assets (free reserves) held by the charity should be managed on a going concern basis; that is the free reserves should exceed the minimum amount required to provide a minimal level of service whilst focussing on securing additional funds. The view of the Board of Trustees is that if there were a significant drop in funding, reserves of this level would enable the charity to continue the current activities until alternative funding had been secured. The current level of unrestricted reserves are £518,504, restricted reserves are £39,004 and free reserves are £513,365. Due to the unreliability of levels of funding, the level identified to continue to operate and meet core costs for 12 months to maintain and achieve business continuity is £425,000. Additional provision has been made for the short to medium term to put in steps planned to mitigate potential risks given the uncertainty of the current economic and policy environment.

**FUTURE PLANS**

During the forthcoming year we plan to continue to make the case for the support of a strong and sustainable third sector, evidenced by the flexibility in the responses to the pandemic and increased awareness of the value of the not for profit sector in responding to needs, and for engagement and influencing to enable co-produced responses to the diversity of local needs, through:

- Stronger partnership arrangements and providing facilitation and coordination of these
- Leading the development of a third sector strategy
- Promoting the need for funding and administering grants specifically to support services to adapt to the new environment and work safely, including signposting people to the latest information and guidance on funding, signposting people to other sources of funding and holding one to one support sessions and funding surgeries
- Raising awareness of the value of grant funding and longer-term funding arrangements - changing the current trends with greater flexibility to optimise the third sector's ability to adapt quickly to changing environments particularly when not over-encumbered with complex and demanding reporting arrangements.
- Further refreshing our website and membership offer
- Communicating key messages in response to an increase in the need to be up to date in new ways to ensure key messages and information is accessible by all, alongside effective engagement and co-production to better understand and listen to the diversity of voice, circumstances and needs
- Responding to the challenges of digital inclusion as access to the internet and data for groups and individuals is becoming even more important than ever
- Supporting groups with good governance practice and appropriate structures to increase their capacity and confidence in planning, developing and delivering their much-needed activities and services in our communities
- Taking forward our Volunteering support, matching and placements in response to needs - such as matching people's good will in providing support with improving wellbeing, food parcels etc. with registering, volunteer banks, new schemes, and a range of approaches to increasing understanding of H&S, DBS and other rules and responsibilities

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

Cardiff Third Sector Council (C3SC) is a company limited by guarantee and is a registered charity. Its governing documents are the Memorandum and Articles of Association. Following review, these were approved at the Annual General Meeting in January 2011 and at the Extraordinary General Meeting held in February 2019.

**Recruitment and appointment of new trustees**

C3SC's Memorandum and Articles of Association provide for a board of not more than 15 members. Trustees are appointed by the members of the charity at the Annual General Meeting and are chosen from C3SC's membership and individuals and organisations supportive of the aims and objectives of the charity. At every Annual General Meeting Trustees who are eligible based on their term of office (every three years) retire from the Board. Retiring trustees are eligible to stand for re-election for a maximum of three terms. C3SC's Board may at any time co-opt people to serve in addition to the elected members. All members of the Board give their time voluntarily and receive no benefits from the charity. All expenses reclaimed from the charity are disclosed in the notes to the financial statements.

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

C3SC is a membership organisation. Membership is open to organisations and individuals that operate in C3SC's area of benefit and are supportive of the charity's aims. Full members nominate and elect C3SC's Board.

The charity is strategically managed by the Board of Trustees. The Board provide C3SC's long term vision and are supported by the Senior Management Team in protecting its reputation and values. Quarterly Trustee Board meetings are held and are supported by meetings of the two Sub-committees - Executive Sub-Committee and Funding Committee - and Business Improvement Working, which oversees C3SC's Strategic Plan, Equalities, Diversity and Inclusion and Marketing Strategies. The organisation's strategic priorities for the Business Improvement Working Group are set each year at a joint planning meeting involving all trustees and staff members.

The Board employs an operational team of 14 staff and 5 volunteers, led by the Chief Executive Officer, who are responsible for the operational delivery that achieves the charity's strategic objectives. The Chief Executive Officer is supported by a team of two Senior staff who line manage the projects, core team, finance and support staff, and volunteers and work placements who help to support our work.

**Induction and training of new trustees**

Trustee Board members complete Application, Skills Audit and Declaration of Interest forms to identify the knowledge, skills and interests they bring to the organisation and the Board. Newly appointed trustees are supported through a comprehensive induction session and pack explaining the organisation, its structure, policies and procedures and the roles and responsibilities of the Trustee Board, sub-committees and members. Trustees are provided with opportunities to access training including sessions on equality, diversity and inclusion, to join sub-groups and to familiarise themselves with the organisation.

**Risk management**

The Board of Trustees reviews and approves a comprehensive register of the risks to which the charity is exposed which identifies potential risks, the actions required to minimise or avoid the risk. The risk register is overseen by the Trustee Board and reviewed by the Senior Team and the Executive Sub-Committee who ensure the Trustees are kept updated. The key risks identified in the past year were again linked to sustainability given the challenging economic, legislative and political landscape and reductions in public funding with the added uncertainty of the UK's exit from the European Union and the global COVID-19 pandemic. The steps taken to address this have included advocating for capacity amongst the Trustees and Team to progress the organisation's finance and funding strategy, and steps to strengthen C3SC's role in partnerships and networks to support the organisation's sustainability and sector's resilience.

**Improve performance and ensure quality**

Our trustees and Senior Team have continued to work to ensure effective systems, policies and procedures are in place to monitor and improve the charity's efficiency and effectiveness, including securing and maintaining accreditation to support us to deliver quality assured services.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
03336421 (England and Wales)

**Registered Charity number**  
1068623

**Registered office**  
Baltic House  
Mount Stuart Square  
Cardiff Bay  
CARDIFF  
CF10 5FH

**CARDIFF THIRD SECTOR COUNCIL (C3SC)**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

Paul Keeping

Judith John

Terry Price

Althea Collymore

- resigned 5 July 2019

Martin Warren

Anthony Thomas

Ginger Wiegand

Mohammed Field

David Gill

**Company secretary**

Sheila Hendrickson-Brown

**Senior staff**

Sheila Hendrickson- Brown - Chief Executive Officer

Ebed Akotia - Volunteer Centre Manager

Mary Duckett - Operations Manager (until January 2020)

Anna Ros Woudstra - Operations Manager (interim)

**Auditors**

Watts Gregory LLP

Chartered Accountants & Statutory Auditors

Elfed House

Oak Tree Court

Cardiff Gate Business Park

CARDIFF

County of Cardiff

CF23 8RS

**Bankers**

Unity Trust Bank PLC

Nine Brindleyplace

BIRMINGHAM

B1 2HB

## CARDIFF THIRD SECTOR COUNCIL (C3SC)

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

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#### STATEMENT OF TRUSTEES RESPONSIBILITIES

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

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP 2019 (FRS102);
- 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 operation;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

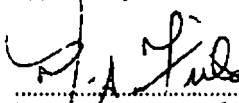
- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

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

#### AUDITORS

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

Approved by order of the Board of Trustees on 10.11.2020 and signed on its behalf by:

  
Mohammed Field - Trustee

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

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### Opinion

We have audited the financial statements of Cardiff Third Sector Council (C3SC) (the 'charitable company') for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. 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).

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 2020 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.

### Basis for opinion

We conducted our audit in accordance with *International Standards on Auditing (UK) (ISAs (UK))* and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

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

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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

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

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

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### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees Responsibilities, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

### **Use of our report**

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

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

11 November 2020

**CARDIFF THIRD SECTOR COUNCIL (C3SC)**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2020**

		Unrestricted fund	Restricted funds	2020 Total funds	2019 Total funds
	Notes	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	3	373,094	-	373,094	394,110
Charitable activities	5				
Sector support and development		5,086	399,053	404,139	215,456
Investment income	4	<u>679</u>	<u>-</u>	<u>679</u>	<u>592</u>
<b>Total</b>		<b>378,859</b>	<b>399,053</b>	<b>777,912</b>	<b>610,158</b>
 <b>EXPENDITURE ON</b>					
Charitable activities	6				
Sector support and development		<u>314,569</u>	<u>387,351</u>	<u>701,920</u>	<u>557,114</u>
<b>NET INCOME</b>		<b>64,290</b>	<b>11,702</b>	<b>75,992</b>	<b>53,044</b>
 <b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>454,214</u>	<u>27,302</u>	<u>481,516</u>	<u>428,472</u>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>518,504</u></b>	<b><u>39,004</u></b>	<b><u>557,508</u></b>	<b><u>481,516</u></b>

The notes form part of these financial statements

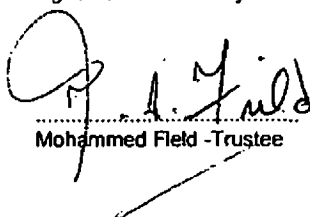
**CARDIFF THIRD SECTOR COUNCIL (C3SC)**

**BALANCE SHEET  
AT 31 MARCH 2020**

		Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
	Notes				
<b>FIXED ASSETS</b>					
Tangible assets	14	5,139	-	5,139	1,929
<b>CURRENT ASSETS</b>					
Debtors	15	62,509	36,026	98,535	159,983
Cash at bank and in hand		<u>478,390</u>	<u>63,519</u>	<u>541,909</u>	<u>382,166</u>
		540,899	99,545	640,444	542,149
<b>CREDITORS</b>					
Amounts falling due within one year	16	(27,534)	(60,541)	(88,075)	(62,562)
<b>NET CURRENT ASSETS</b>		<u>513,365</u>	<u>39,004</u>	<u>552,369</u>	<u>479,587</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>518,504</u>	<u>39,004</u>	<u>557,508</u>	<u>481,516</u>
<b>NET ASSETS</b>		<u>518,504</u>	<u>39,004</u>	<u>557,508</u>	<u>481,516</u>
<b>FUNDS</b>	18				
Unrestricted funds				518,504	454,214
Restricted funds				<u>39,004</u>	<u>27,302</u>
<b>TOTAL FUNDS</b>				<u>557,508</u>	<u>481,516</u>

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved for issue by the Board of Trustees on 10.11.2020 and were signed on its behalf by:

  
Mohammed Field - Trustee

The notes form part of these financial statements

**CARDIFF THIRD SECTOR COUNCIL (C3SC)****CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2020**

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		2020 £	2019 £
<b>Cash flows from operating activities:</b>	<b>Notes</b>		
Cash generated from operations	1	<u>165,170</u>	<u>(127,183)</u>
<b>Net cash provided by (used in) operating activities</b>		<u>165,170</u>	<u>(127,183)</u>
<b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		(6,106)	-
Interest received		<u>679</u>	<u>592</u>
<b>Net cash provided by (used in) investing activities</b>		<u>(5,427)</u>	<u>592</u>
<b>Change in cash and cash equivalents in the reporting period</b>		159,743	(126,591)
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>382,166</u>	<u>508,757</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>541,909</u>	<u>382,166</u>

The notes form part of these financial statements

**NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2020**
**1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2020 £	2019 £
Net income for the reporting period (as per the statement of financial activities)	75,992	53,044
Adjustments for:		
Depreciation charges	2,896	1,828
Interest received	(679)	(592)
Decrease/(increase) in debtors	61,448	(134,845)
Increase/(decrease) in creditors	<u>25,513</u>	<u>(46,618)</u>
Net cash provided by (used in) operating activities	<u>165,170</u>	<u>(127,183)</u>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1/4/19 £	Cash flow £	At 31/3/20 £
Net cash			
Cash at bank and in hand	382,166	159,743	541,909
	<u>          </u>	<u>          </u>	<u>          </u>
Total	<u>382,166</u>	<u>159,743</u>	<u>541,909</u>

**1. STATUTORY INFORMATION**

Cardiff Third Sector Council is a company limited by guarantee incorporated in Wales within the United Kingdom. The registered office is Third Floor, Ballic House, Mount Stuart Square, Cardiff, CF10 5FH.

The financial statements are presented in Sterling (£), the company's functional currency, and rounded to the nearest pound.

The principal activities and nature of the charity's operations are to provide specialist advice, support, and information to local third sector organisations on issues that affect them, including funding and governance.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**2. 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 2019)', 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.

There have been no material departures from Financial Reporting Standard 102.

**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.

This includes capital grants.

**Donations and legacies income**

Donations and legacies income includes donations, gifts and grants that provide core funding or are of a general nature are recognised where there is entitlement, probability of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies it must be used in future accounting periods or the donor has imposed conditions which must be met before the charity has unconditional entitlement.

**Income from charitable activities**

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

**Investment income**

Investment income is recognised on a receivable basis.

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

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2020**

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**2. 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.

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

Support costs are those costs that, whilst necessary to deliver an activity, do not themselves produce or constitute the output of the charitable activity. This includes governance costs which are those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fees and costs linked to the strategic management of the charity as well as a proportion of salaries based on an approximation of time spent in this area.

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

**Allocation and apportionment of costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs includes, finance costs, staff costs, general office and administration costs and governance costs which support the charities programmes and activities. These costs have been allocated based on an estimate of time or resources as appropriate.

**Tangible fixed assets**

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

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

Fixtures, fittings and equipment                      - 25% straight line

**Taxation**

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

**Fund accounting**

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

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

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

**Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as a basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Debtors**

Trade debtors and other debtors are recognised at the settlement amount due and prepayments are valued at the amount prepaid.

**Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

**2. ACCOUNTING POLICIES - continued****Pension costs and other post-retirement benefits**

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

**Employee benefits**

When employees have rendered service to the company, short-term employee benefits to which employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

**Operating leases**

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

**Termination payments**

The charitable company recognises termination benefits as a liability and an expense only when the entity is demonstrably committed either to terminate the employment of an employee or group of employees before the normal retirement date or to provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

**3. DONATIONS AND LEGACIES**

	2020 £	2019 £
Donations	6	-
Grants	<u>373,088</u>	<u>394,110</u>
	<u>373,094</u>	<u>394,110</u>

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

	2020 £	2019 £
Wales Council for Voluntary Action/LVS Grant	181,668	181,690
Cardiff City Council	171,000	192,000
Cardiff and Vale University Health Board	<u>20,420</u>	<u>20,420</u>
	<u>373,088</u>	<u>394,110</u>

**4. INVESTMENT INCOME**

	2020 £	2019 £
Deposit account interest	<u>679</u>	<u>592</u>

**5. INCOME FROM CHARITABLE ACTIVITIES**

	2020 £	2019 £
Training and events	1,560	4,568
Facilities income	56	2,637
Management and service charge	1,500	3,985
Payroll services	220	330
Grants	<u>400,803</u>	<u>203,936</u>
	<u>404,139</u>	<u>215,456</u>

**CARDIFF THIRD SECTOR COUNCIL (C3SC)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2020**

**5. INCOME FROM CHARITABLE ACTIVITIES - continued**

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

	2020 £	2019 £
Cardiff City Council	7,319	-
Cardiff and Vale University Health Board	64,308	38,285
Cardiff Third Sector Partnership	33,000	48,000
WCVA GwirVol Grant	11,320	9,124
Vale of Glamorgan Council - Hau Third Sector Fund	30,527	41,509
Invest Local - Building Communities Trust	6,150	5,500
Ethnic Youth Support Team	30,679	16,863
Dewis Cymru	15,750	14,175
Cardiff Council and Vale of Glamorgan Council - Changing Places	-	30,000
Cardiff University Community Gateway	-	450
More and Better: Your museum, your community	-	30
People's Health Trust	1,750	-
Comic Relief	105,000	-
Cardiff and Vale Regional Partnership Board	95,000	-
	<u>400,803</u>	<u>203,936</u>

**6. CHARITABLE ACTIVITIES COSTS**

	Direct costs (See note 7) £	Grant funding of activities (See note 8) £	Support costs (See note 9) £	Totals £
Sector support and development	<u>437,214</u>	<u>201,655</u>	<u>63,051</u>	<u>701,920</u>

**7. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2020 £	2019 £
Staff costs	369,534	288,003
Rent, rates, light, heat and insurance	28,104	25,759
Telephone	8,743	10,728
Postage and stationery	3,366	3,342
Sundries	756	2,571
Repairs and maintenance	112	2,804
ICT supplies and support	5,543	6,248
Publications and subscriptions	3,013	3,184
Staff travel and subsistence	2,127	1,975
Staff training and recruitment	2,452	4,292
Equipment leasing	2,250	2,728
Project costs	43	-
Health insurance	788	442
Bad debts	635	3,742
Bank charges	700	823
Network, events and community involvement	6,471	8,961
Depreciation	2,577	1,572
	<u>437,214</u>	<u>367,174</u>

**8. GRANTS PAYABLE**

	2020 £	2019 £
Sector support and development	<u>201,655</u>	<u>107,832</u>

**CARDIFF THIRD SECTOR COUNCIL (C3SC)****NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2020****8. GRANTS PAYABLE - continued**

The following grants totalling £201,655 have been paid to organisations by the charity during the year in furtherance of charitable objectives:

**Cardiff Third Sector Partnership:**

	2020 £
Diverse Cymru	33,000
	<u>33,000</u>

**Comic Relief:**

	2020 £
Aurora Trinity Collective	1,742
Castleland Centre	8,874
Cardiff Bangladeshi Society	10,000
CCAW	9,942
Creigiau Cricket Club	1,624
Horn Development Association	6,900
Single Parents Wellbeing	7,500
St Peters Community Gardens and Hall	9,750
The Dusty Shed	7,450
The Mentor Ring	8,506
Therapeutic Activities	9,697
UCAN	9,614
Hope Trust	8,856
Cruse Bereavement	4,545
	<u>105,000</u>

**Gwirvol - Youth Led grant:**

	2020 £
Skills and Volunteering Cymru	1,500
DanceFit Cardiff	1,489
Cardiff and Vale Scouts	1,500
Cardiff and Vale Wellbeing	1,500
Butetown Education and Arts Training Centre	3,000
Raw Ffest	1,000
	<u>9,989</u>

**Vale of Glamorgan Council - Hau Third Sector Fund:**

	2020 £
With Music in Mind	3,000
Bobath Children's Therapy Centre	2,045
CCAW	1,608
Vale Plus	3,000
Cardiff Community Table Tennis Club	2,883
Church Army	2,000
Age Connects Cardiff and the Vale	2,943
Ace Cardiff	2,286
National Youth Advocacy Service	2,788
Displaced People in Action	2,000
Cardiff Deaf Centre	2,974
Auror Trinity Collective	3,000
	<u>30,527</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2020**8. GRANTS PAYABLE - continued**

Together Trust:

	2020 £
Trowbridge Trust	100
Cardiff Community Housing Association	73
Cardiff Met	225
Wales and West Housing	200
The Beacon Centre Trust	1,381
Other	2,804
St Mellons Clean Up	1,003
	<u>5,786</u>

Adult Social Services Strategy:

	2020 £
Action in Caerau and Ely	1,750
Vision 21	580
	<u>2,330</u>

Supporting Parents of Siblings with Issues:

	2020 £
YMCA Cardiff	2,650
Live Music Now	5,600
BEAT Eating Disorders	6,773
	<u>15,023</u>

**9. SUPPORT COSTS**

	Management £	Finance £	Other £	Governance costs £	Totals £
Sector support and development	<u>18,482</u>	<u>14,370</u>	<u>6,720</u>	<u>23,479</u>	<u>63,051</u>

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

Net income/(expenditure) is stated after charging/(crediting):

	2020 £	2019 £
Auditors' remuneration	8,094	6,444
Depreciation - owned assets	<u>2,896</u>	<u>1,828</u>

**11. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 or for the year ended 31 March 2019.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2020 or for the year ended 31 March 2019.

**CARDIFF THIRD SECTOR COUNCIL (C3SC)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2020**

**12. STAFF COSTS**

	2020 £	2019 £
Wages and salaries	363,312	301,790
Social security costs	30,187	29,069
Other pension costs	20,204	18,648
	<u>413,703</u>	<u>349,507</u>

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

	2020 <u>14</u>	2019 <u>13</u>
Average number of employees		
Equivalent full time employees	<u>12</u>	<u>10</u>

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

The total key management personnel remuneration benefits paid during the year was £134,164 (2019: £128,988).

There were termination payments made in the year of £22,729 (2019: £nil).

**13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	394,110	-	394,110
Charitable activities			
Sector support and development	11,550	203,906	215,456
Investment income	<u>592</u>	<u>-</u>	<u>592</u>
<b>Total</b>	<b>406,252</b>	<b>203,906</b>	<b>610,158</b>
<b>EXPENDITURE ON</b>			
Charitable activities			
Sector support and development	<u>373,359</u>	<u>183,755</u>	<u>557,114</u>
<b>Total</b>	<b>373,359</b>	<b>183,755</b>	<b>557,114</b>
<b>NET INCOME</b>	<b>32,893</b>	<b>20,151</b>	<b>53,044</b>
Transfers between funds	<u>(10)</u>	<u>10</u>	<u>-</u>
<b>Net movement in funds</b>	<b>32,883</b>	<b>20,161</b>	<b>53,044</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b>421,331</b>	<b>7,141</b>	<b>428,472</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b><u>454,214</u></b>	<b><u>27,302</u></b>	<b><u>481,516</u></b>

**14. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £
<b>COST</b>	
At 1 April 2019	17,357
Additions	<u>6,106</u>
At 31 March 2020	<u>23,463</u>
<b>DEPRECIATION</b>	
At 1 April 2019	15,428
Charge for year	<u>2,896</u>
At 31 March 2020	<u>18,324</u>
<b>NET BOOK VALUE</b>	
At 31 March 2020	<u>5,139</u>
At 31 March 2019	<u>1,929</u>

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

	2020 £	2019 £
Trade debtors	37,992	36,463
Other debtors	-	4,476
Prepayments and accrued income	<u>60,543</u>	<u>119,044</u>
	<u>98,535</u>	<u>159,983</u>

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

	2020 £	2019 £
Trade creditors	10,890	32,195
Social security and other taxes	9,381	-
Other creditors	2,670	11,636
Accruals and deferred income	<u>65,134</u>	<u>18,731</u>
	<u>88,075</u>	<u>62,562</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2020**17. LEASING AGREEMENTS**

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

	2020 £	2019 £
Within one year	30,032	9,584
Between one and five years	<u>35,990</u>	<u>4,523</u>
	<u>66,022</u>	<u>14,107</u>

Total lease payments recognised as an expense in the year was £34,098 (2019: £34,435).

**18. MOVEMENT IN FUNDS**

	At 1/4/19 £	Net movement in funds £	At 31/3/20 £
<b>Unrestricted funds</b>			
General fund	454,214	64,290	518,504
<b>Restricted funds</b>			
Cardiff and Vale University Health Board Scheme - Joint Working Fund	385	(385)	-
WCVA GwirVol Youth Led Grants	3,311	-	3,311
South Wales Police Youth Trust	3,000	(3,000)	-
Cardiff and Vale University Health Board - Wellbeing in Action	1,371	(1,371)	-
BME Skills Project	1,735	(1,735)	-
Dewis Cymru	-	279	279
Cardiff Council and Vale of Glamorgan Council - Changing Places	17,500	(17,500)	-
Cardiff and Vale Regional Partnership Board (Cardiff Council)- Transformation Fund Project	-	25,414	25,414
Cardiff and Vale UHB - Intergenerational Scoping Exercise - Ffrind I Mi in Cardiff	-	10,000	10,000
	<u>27,302</u>	<u>11,702</u>	<u>39,004</u>
<b>TOTAL FUNDS</b>	<u>481,516</u>	<u>75,992</u>	<u>557,508</u>

CARDIFF THIRD SECTOR COUNCIL (C3SC)

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2020

18. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	378,859	(314,569)	64,290
<b>Restricted funds</b>			
Cardiff and Vale University Health Board Scheme - Joint Working Fund	38,285	(38,670)	(385)
Cardiff Third Sector Partnership	33,000	(33,000)	-
WCVA GwirVol Youth Led Grants	11,320	(11,320)	-
Hau Third Sector Fund	30,527	(30,527)	-
Invest Local - Building Communities Trust	6,150	(6,150)	-
BME Skills Project	30,679	(32,414)	(1,735)
Dewis Cymru	15,750	(15,471)	279
Cardiff Council and Vale of Glamorgan Council - Changing Places	-	(17,500)	(17,500)
Comic Relief – (Community Fund) Grassroots Fund in Wales	105,000	(105,000)	-
Cardiff and Vale Regional Partnership Board (Cardiff Council) – Adult Social Services Strategy Engagement	7,319	(7,319)	-
Cardiff and Vale Regional Partnership Board (Cardiff Council)– Transformation Fund Project	95,000	(69,586)	25,414
Cardiff and Vale UHB - Intergenerational Scoping Exercise – Ffrind I Mi in Cardiff	10,000	-	10,000
Cardiff and Vale UHB - ICF Small Grant Fund Mental Health Parent & Siblings	16,023	(16,023)	-
South Wales Police Youth Trust	-	(3,000)	(3,000)
Cardiff and Vale University Health Board - Wellbeing in Action	-	(1,371)	(1,371)
	399,053	(387,351)	11,702
<b>TOTAL FUNDS</b>	<u>777,912</u>	<u>(701,920)</u>	<u>75,992</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2020

## 18. MOVEMENT IN FUNDS - continued

## Comparatives for movement in funds

	At 1/4/18 £	Net movement in funds £	Transfers between funds £	At 31/3/19 £
<b>Unrestricted Funds</b>				
General fund	421,331	32,893	(10)	454,214
<b>Restricted Funds</b>				
Cardiff and Vale University Health Board				
Scheme - Joint Working Fund	385	-	-	385
WCVA GwirVol Youth Led Grants	-	3,311	-	3,311
South Wales Police Youth Trust	3,000	-	-	3,000
Cardiff and Vale University Health Board -				
Wellbeing in Action	1,371	-	-	1,371
Hau Third Sector Fund	-	(10)	10	-
Invest Local - Building Communities Trust	650	(650)	-	-
BME Skills Project	1,735	-	-	1,735
Cardiff Council and Vale of Glamorgan				
Council - Changing Places	-	17,500	-	17,500
	7,141	20,151	10	27,302
<b>TOTAL FUNDS</b>	<u>428,472</u>	<u>53,044</u>	<u>-</u>	<u>481,516</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	406,252	(373,359)	32,893
<b>Restricted funds</b>			
Cardiff and Vale University Health Board Scheme - Joint			
Working Fund	38,285	(38,285)	-
Cardiff Third Sector Partnership	48,000	(48,000)	-
WCVA GwirVol Youth Led Grants	9,124	(5,813)	3,311
Hau Third Sector Fund	41,509	(41,519)	(10)
Invest Local - Building Communities Trust	5,500	(6,150)	(650)
BME Skills Project	16,863	(16,863)	-
Dewis Cymru	14,175	(14,175)	-
Cardiff Council and Vale of Glamorgan Council - Changing			
Places	30,000	(12,500)	17,500
Cardiff University Community Gateway	450	(450)	-
	203,906	(183,755)	20,151
<b>TOTAL FUNDS</b>	<u>610,158</u>	<u>(557,114)</u>	<u>53,044</u>

18. MOVEMENT IN FUNDS - continued

**Cardiff and Vale University Health Board Scheme:** C3SC's involvement in Health and Social Care governance and planning, and Health and Social Care Facilitator's role in regional delivery of the UHB Strategic Plan for Working with the Third Sector in collaboration with Glamorgan Voluntary Service - the CVC operating in the Vale of Glamorgan.

**WCVA GwirVol Youth Led Grants:** Set up to fund and support 10 diverse youth focussed groups across Cardiff, whose objectives were to increase the participation and influence of young people aged 14-25 in the local community.

**South Wales Police Youth Trust:** This trust supports individuals, projects and organisations that divert young people from crime and anti-social behaviour. C3SC was awarded this grant to encourage young people into Volunteering. The activities of the South Wales Police Youth Trust focus on grant giving with the aim of improving the quality of life of young people who live in the South Wales Police area. This is achieved by focusing on support for projects and activities which divert young people away from crime, anti-social behaviour and substance misuse.

**Wellbeing in Action:** Pilot project funded through the Cardiff and Vale Public Health team, and delivered in partnership with GVS with the aim of working with communities to pilot approaches to increasing community networks as a model of improving wellbeing. The network model provides an asset based approach supporting the health and wellbeing of the populations and foster community resilience by linking up and enhancing activity that is already going on locally.

**Cardiff Council and the Vale of Glamorgan Council - Hau Fund:** Funding to administer a small grants scheme to fund proposals for sustainable preventative initiatives which improve the quality of life for priority groups across Cardiff and the Vale by ensuring people are able to engage in their local community, develop or maintain their independence and access appropriate support at the right time.

**Building Communities Trust - Invest Local:** administration fee for acting as the fundholder and funding passed on for an IL project in East Cardiff - Together Trust - until an alternative fund holder was able to be.

**Big Lottery - BME Skills Project:** Working with partners - EYST and the CVC's in Swansea (SCVS) and Wrexham (AVOW) - to support BME groups to develop sustainable services by recruiting BME professionals and students as trustees to provide mutual opportunities for development and mentoring. Funded to 2021 (three years.) Lead: EYS.

**Cardiff and Vale UHB - Dewis Cymru Project:** An annually funded project to promote the Dewis Cymru on-line wellbeing portal with people and community groups and encourage third sector groups and organisations to register their services on the portal. It includes recruiting volunteers to provide hands-on support with signing in to and signing up for Dewis Cymru.

Cardiff Council and the Vale of Glamorgan Council provided grant funding for **Changing Places Scoping** which funded a regional analysis of need and scoping of changing place facilities across Cardiff and the Vale of Glamorgan.

**Comic Relief - (Community Fund) Grassroots Fund in Wales:** A small grants programme administered by C3SC to help fund community led action to bring about positive, lasting social change.

**Cardiff & Vale Regional Partnership Board (Cardiff Council) - Adult Social Services Strategy Engagement:** Welsh Government funding in 2020-21 to support the wider continuous engagement performance and capacity of the Regional Partnership Board (RPB) in the development of the Strategy.

**Cardiff and Vale Regional Partnership Board - Transformation Fund Project:** C3Sc was funded, in partnership with 6 other partners, to deliver the Integrated Community Teams element of the *Me, My Home, My Community* project, involving mapping community assets and needs for each GP cluster, and identifying and supporting emerging Health and Wellbeing networks in each cluster

**Cardiff & Vale UHB - Intergenerational Scoping Exercise - Ffrind I Mi in Cardiff -** in 2019/20 to scope the current level of intergenerational activity between nursery and education settings and older persons care homes, sheltered accommodation and extra care across the region and seek an overview of existing social value projects which aim to reduce social isolation in Cardiff and the Vale of Glamorgan. The scoping exercise will allow delivery of a Loneliness and Isolation project in 2020/21 to be targeted to fulfil any gaps and to enable best practice to be rolled out more widely into the community and between community groups.

**18. MOVEMENT IN FUNDS - continued**

**Cardiff and Vale UHB - ICF Small Grant Fund Mental Health Parent & Siblings:**

Funding to administer a small grants scheme supporting parents or siblings of children with Mental Health issues

**Cardiff & Vale UHB & Public Health - Prevention funding - A 'Move More, Eat Well' small grants programme** to attract groups in deprived wards/clusters to engage with the MMEW strategy.

**Prior year restricted funds:**

**Cardiff Third Sector Partnership fund** represents the funds received from Cardiff County Council for direct distribution to Diverse Cymru and Race Equality First.

**Cardiff University Community Gateway** provided match funding for the development of a Wellbeing in Action web portal.

**19. PENSION COMMITMENTS**

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in independently administered funds. The pension cost charge represents contributions paid by the charity to the fund and amounted to £20,204 (2019: £18,648). Contributions outstanding at the year end amounted to £2,111 (2019: £3,009).

**20. RELATED PARTY DISCLOSURES**

L Bates, who is a close family member of the trustee, M Field was employed as a Finance Assistant in February 2019. During the current financial year, she was paid £14,652 (2019: £2,321) comprising gross salary payments and employer national insurance and pension contributions.

There were no other related party transactions for the year ended 31 March 2020 that required disclosure (2019: £nil).