



Pembrokeeshire Sibling Group

ANNUAL ACCOUNTS

1 April 2018 to 31 March 2019

Registered charity number 1076083

Pembrokeshire Sibling Group
Charity Commission Registered Number 1076083
Receipts and Payments Accounts Year ending 31 March 2019

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LEGAL AND ADMINISTRATIVE DETAILS

Trustees

Mr Lee Hind – **Chair**
Mr Graham Morgan – **Treasurer**
Ms Lisa van de Capelle – **Secretary**
Mrs Melanie Kilminster - **Vice Chair**
Ms Debi Jones
Mrs Elizabeth Edwards

Staff

Shane Thorne – Co-ordinator (resigned)

Bank Details

Barclays Bank, Pembroke Dock, Pembrokeshire

Registered Address

20 Style Park
Haverfordwest
Pembrokeshire
SA61 1UF

Independent Examiner

Shirley David
B.E.S.T
17 Milton Meadows
Milton
Nr Tenby
Pembrokeshire
SA70 8PL

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STRUCTURE, GOVERNANCE AND MANAGEMENT

Pembrokeshire Sibling Group is a registered charity governed by a constitution adopted on 23 May 2005 and amended 8 February 2007.

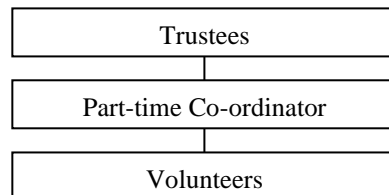
Appointment of Trustees

Trustees are appointed as set out in the constitution of the charity. Parents, professionals and service users within the community, who have a personal interest in the charity, are invited to join the management committee. Applicants are voted onto the committee at an AGM as appropriate. Committee members can also be co-opted when appropriate but must be re-elected at the next AGM.

Trustee Induction and Training

As part of induction all trustees are DBS checked and shown the relevant documentation regarding the running of the Group.

Organisation Structure



Trustees are responsible for the accounting, financial management and policies of the Group. The Co-ordinator is responsible for keeping the register of children, planning and over-seeing the day trips, residential trips and home visits. There is a trustee appointed to supervise the Co-ordinator and volunteers and to undertake the necessary DBS checks and other recruitment procedures such as taking up references.

OBJECTIVES AND ACTIVITIES

The object of the charity is set out in our constitution adopted on 23 May 2005 and amended 8 February 2007:

- 1 To preserve and protect the good mental and emotional health of children with a disabled sibling; and
- 2 To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of such children who have need of such facilities with the object of improving their conditions of life.

The charity works in partnership with other local charities and voluntary groups to ensure the most effective and cost-efficient service is provided. In particular, the charity works closely with the Pembrokeshire Association of Voluntary Services and the Carers Strategic Implementation Group.

The objectives for the next year are to continue to:

- Provide at least one activity per month, including 2 – 3 residential trips and 9-10 day trips
- To continue to develop our website as both an information source and as a means for the children to keep in touch with each other and the Group
- To provide home visits to all new referrals and to such children as require specific support during the year

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Public Benefit

The public benefit through having a service that provides children, aged 7 to 18 years with a disabled brother or sister, to engage in activities that promote health, education and personal well being. The service also provides the children with respite from their responsibilities in the home. The children benefit from peer support, information and advice from the Co-ordinator and volunteers and are encouraged to develop self-help skills and confidence.

ACHIEVEMENT AND PERFORMANCE

Co-Ordinator's Report

April 11th..... Bounce Underground Blaenau Ffestiniog....18 children attended this trip, great activity, although the journey was eventful with many children getting travel sick. It was a very long day for kids as well as staff and it was decided that if we come back it would be as a residential not a one-day trip.

May 26th Folly Farm: only 10 children on this trip, unusual as FF is normally a very popular trip. I think this was a combination of it being bank holiday and maybe the older ones are a little fed up with local trips.

June 23rd Excel Bowling Carmarthen ...18 children attended, a very good trip, venue was a little unorganised in dealing with a large group but all went well in the end. Kids said they enjoyed this trip.

July 28th Dinosaur Park: 10 children down to come, with 1 last minute drop out. Had a few minor behaviour issues with one sib on this trip (JH), this was noted and passed on to the board.

August 22nd....Summer Residential to Chessington....22 attended, excellent trip with the exception of the accommodation. Not what was advertised and was filthy, we had to scrub the kitchen before we could use it. The showers were unusable, and the front door didn't lock resulting in me having to stay awake all night to ensure that no one got in or out. Had a few food issues with 1 vegan and 1 Gluten free but nothing that wasn't sorted.

Sept 22nd: Rose Planting & Imagination VR...13 attended....We were invited by The Milford Inner Wheel to help plant a rose bush for international peace day in the peace gardens in Milford Haven, this was organised by one of our volunteers Mike Peak. The ceremony was lovely(but very wet). After the planting we were invited back into the chambers for tea and biscuits. We then headed to Imagination VR in Pembroke where the kids took part in some virtual reality. This was good apart from it was quite small and the kids had to do a lot of hanging around waiting for their turn.#

Oct 20th: Playzone Swansea....13 attended ...very well organised by the staff in Playzone, it was very busy but they were able to accommodate us and organise food on time. Had a behaviour incident between 2 sibs (LJ) (JH) , dealt with by myself, noted and reported to board.

Nov 17th: Cinema/Hangar 528 attended.... A stressful trip for me, despite ringing ahead cinema in Swansea were unaware we were coming in a large group, each child had to be checked in individually, the films ran over time stated, which had a knock on effect with regards to bus times and hangar 5 booking. Will not book cinema and another 'timed' event again on the same trip.

Dec 15th: Bowling & Pizza Party....attended by sibs and their families.....

Great fun as always in Pirate Petes, they are always great hosts. I think the families had a great time, it's always good to see the families as well as the sibs.

JAN....NO TRIP

Feb 2nd: Ice Skating Cardiff.....30 names downwith 2 not showing up at pick up point(parents forgot). The ice rink has moved and the new one is not as good as the old one used to be, very stressful check in and lots of people on the ice at the same time ...was very difficult to keep tabs on all the sibs. Couple of minor falls, treated by ice rink staff and records copied for our book.

March 2nd ...VC Gallery Haverfordwest....20 attended...This trip was almost a disaster, we arrived at the VC Gallery to find it still locked up, I had no contact number for the man who was running the art workshop, we eventually managed to track him down and he had totally forgotten that he had 20 children booked in!!!.....The gallery is on the main street in Hwest and I had to think fast, I rang Milford bowling and explained to them what had happened and he was very helpful and reserved us 6 lanes there and then. We got back on the bus and took the kids bowling instead. A couple of kids got upset and went home, we had one sib that is having major anxiety problems and only came as it was an art workshop somewhere quiet, his parents were quite upset with the whole thing, and I could only apologise. Lee was informed and dealt with the VC Gallery. I will not be using them again.

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FINANCIAL REVIEW

The trustees wish to thank all those who have donated to the charity during the year, whose support is vital to the success of the charity. In particular, the Valero who adopted Pembrokeshire Sibling as their main charity for support and raised just over £12,900 during the year. In addition, the Wales Millenium Trust provided a grant of £5,000 and Process Deco donated £500. PSG is also extremely grateful to various individual donors whose support has been so generous.

Risk Management and Reserves Policy

The trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission. The greatest area of risk to the effectiveness of the charity is loss of grant income. The trustees feel that given their responsibilities to the children who benefit from the provision a sum of £6,000 (or approximately 6 months running costs) should be held in reserves to allow the scheme to function whilst additional funding is raised. This level of reserves has been determined, considering the fact that income is received from a wide range of sources, the extent of protective measures (such as insurance), commitments it has to staff, and other obligations under agreements with third parties.

Currently unrestricted funds of £29,717 are held, which is significantly above this range, due to an exceptional period of income as a result of being the nominated charity for Valero Energy Corporation. Reserves are monitored closely, and the surplus will be used up over the coming years.

Risk management has been reviewed in terms of child protection policies, risk assessments of events and trips, the undertaking of DBS checks and health and safety issues. The trustees feel they have taken all reasonable steps to protect beneficiaries, staff, volunteers and the organisation itself.

This policy is reviewed annually.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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Independent examiner's report to the trustees of Pembrokeshire Sibling Group

I report on the accounts of the charity for the year ended 31 March 2019, which are set out on pages 8 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

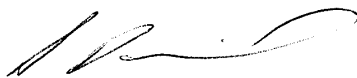
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Name **Mrs Shirley David**
MILM, BA Hons., Dip HE

Address **17 Milton Meadows, Milton, Nr Tenby, Pembrokeshire SA70 8PL**

Date **27th August 2019**

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	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
Receipts					
Activities for Generating Funds		13,533	0	13,533	1041
Bank Interest Earned		19	0	19	4
Gifts and Donations		16,822	5,000	21,822	13,137
Total Receipts	2	30,374	5,000	35,374	14182
Payments					
Cost of Charitable Expenses					
Administration		486	0	486	204
Coach Hire		125	3,850	3,975	2135
Day Trips		458	2,698	3,156	2590
Intervention		0	21	21	0
Payroll Expenses	4	100	0	100	2449
Rent/Hall Hire		50	0	50	120
Residential Trips		2,165	475	2,640	343
Volunteer Expenses		366	76	442	40
Support Costs - Fundraising	3	68	0	68	0
Support Costs - Governance	3	576	0	576	268
Support Costs - HR	3	18	65	83	94
Total Charitable Expenses		4,411	7,185	11,596	8149
Total Payments	2	4,411	7,185	11,596	8149
Net Income		25,963	-2,185	23,778	6034
B/F		4,750	5,500	10,250	4310
Transfers		-995	995	0	0
C/F	2	29,717	4,310	34,027	10344

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STATEMENT OF ASSETS AND LIABILITIES

Pembrokeshire Sibling Group			
Balance Sheet			
As of March 31, 2019			
	Notes	Mar-19	Mar-18
Fixed Asset			
Total Fixed Asset			
Cash at bank and in hand			
Barclays Bank		981	5,196
Petty Cash		28	49
Your Active Saver - Barclays		33,019	5,004
Total Cash at bank and in hand		34,027	10,250
Current Assets			
Undeposited Funds		0	-
Total Current Assets		0	-
Net current assets		34,027	10,250
Current Liabilities		0	-
Total Creditors: amounts falling due within one year		0	-
Net current assets (liabilities)		34,027	10,250
Total assets less current liabilities		34,027	10,250
Total net assets (liabilities)		34,027	10,250
Fund Breakdown			
Unrestricted Reserves	2	29,717	4,750
Designated funds		0	
Restricted Funds	2	4,310	5,500
Total Funds		34,027	10,250

Signed by one of the trustees on behalf of all the trustees

Date

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NOTES TO THE ACCOUNTS

1 Accounting Policies

The accounts have been prepared under the Receipts and Payments convention and in accordance with the Accounting and Reporting by Charities Statement of Recommended Practice (revised 2005) and applicable accounting standards.

The principal accounting policies adopted in the preparation of the accounts are as follows:

Restricted funds are to be used for specified purposes as specified by the donor. Expenditure that meets these criteria is identified to the fund. Unrestricted funds are donations and other income received or generated, for the objects of the charity, without further specified purpose and is available as general funds.

2 Fund Movements

Fund	Brought forward	Income	Expenditure	Transfer	Balance
Big Lottery Fund Awards for All	4,500	0	4,500		0
South Hook	0	0	995	995 *	0
Wales MSCT	0	5,000	690		4,310
Waterloo Foundation	1,000	0	1,000		0
Total Restricted Funds	5,500	5,000	7,185	995	4,310
Unrestricted Funds	4750	30,374	4,411	(995) *	29,717
Total Funds	10,250	35,374	11,596	0	34,027

* In the 2017-18 accounts some expenditure was attributed to South Hook which has subsequently been found to be incorrect. An adjustment has therefore been made in the current period.

3 Support Costs

None of the trustees were remunerated. After identifying all costs directly relating to the objects of the charity there remain costs incurred in connection with the management and administration of the charity i.e. Governance. These are calculated on the following basis:

Governance Costs	£
Bank Charges	32
Accounts	300
Insurance	184
Room hire	60
Total	576

There were no IT support costs.

HR costs relate to payments for payroll to Pembrokeshire Association of Voluntary Services £82.54.

4 PAYE

The paid member of staff ceased employment early in the year with net salary costs for the period of £100.