



# **Pembrokeeshire Sibling Group**

## **ANNUAL ACCOUNTS**

**1 April 2019 to 31 March 2020**

**Registered charity number 1076083**

**Pembrokeshire Sibling Group**  
**Charity Commission Registered Number 1076083**  
**Receipts and Payments Accounts Year ending 31 March 2020**

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**LEGAL AND ADMINISTRATIVE DETAILS**

**Trustees**

Lee Hind – **Chair**  
Graham Morgan – **Treasurer**  
Lisa van de Capelle – **Secretary**  
Debi Jones  
Vicky Easton

**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.

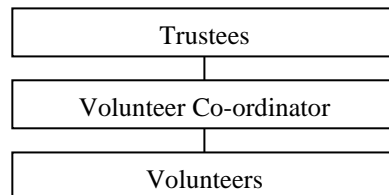
### **Appointment of Trustees**

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:**

Hangar 5 and BP Karting .....Good turnout for this trip 20 took part. A very competitive start to the afternoon, with the big kids really wanting to beat each other. The little ones took a more leisurely pace.

**MAY:**

Folly Farm.....Not a great turnout for this trip only 10 (mainly because it was a last minute trip due to some legal problems). A good day though always a firm favorite.

**JUNE:**

Sealyham Activity Centre.....We did Bushcraft and High ropes, discovered today that many of our sibs have a fear of heights!! 24 on this trip. We learned how to light fires using flint and to filter water using moss.

**JULY:**

Bristol Zoo.....12 sibs on this trip, the weather was beautiful, we had a few issues with parking but Lesley sorted it. We had a minor behavioral problem on this trip, nothing that couldn't be sorted and all was good at the end of the trip.

**AUGUST:**

Alton Towers Residential ....always extremely popular, we had a fantastic time. All sibs were on their best behavior. 18 sibs attended. Residential trips are always a great time to spend time with the kids as we have so much more time. We did have a small problem with one sib accessing unsuitable internet but this was dealt with straight away and caused no further problems on the trip. It was later taken to the board for discussion.

**SEPT:**

CQB Paintballing .....15 on the bus for this one, 1st time we have used this place, very well organised and the kids totally enjoyed it, again there was some competition among the older ones.

**OCT:**

Heatherton Activity centre.....trip cancelled due to personal circumstances

**NOV:**

Limitless Swansea.....19 on this trip, fab place and the food was great, well organised although a little slow. The kids were exhausted at the end of this trip.

**DEC:**

Pizza and Bowling Christmas get together....As always open to all the sibs and their families, its always great to reconnect with the families and Pirate Petes were amazing again.

**JAN:**

Playking Llanelli.....11 on this trip, a small number but lots of fun. Not sure if I will use this facility again as it was run by mainly very young staff and the food was very late and totally unorganised.

**FEB:**

VR Wales (Aberdare).....Well what an interesting trip this turned out to be, the Place was a nightmare to find, and was actually in the back of a cash and carry !!.....The 11 sibs that came had a good time. The journey home was a bit hairy with gale force winds and a closed bridge. Much thanks to our fantastic Bus driver Lesley.

MARCH: NO TRIP DUE TO COVID 19

**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, donations totalling £1,144 from the WW Health and

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Well Being fund and £2,000 from Inner Wheel, during the year. 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 £6,452 (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 £27,104 are held, which is significantly above this range, due to an exceptional period of income in the previous year 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 2020, 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**

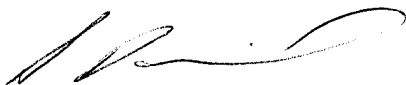
In connection with my examination, no matter has come to my attention:

(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**            **8<sup>th</sup> March 2021**

**Pembrokeshire Sibling Group**  
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	Notes	Unrestricted	Restricted	Total 2020	Total 2019
<b>Receipts</b>					
Activities for Generating Funds		0	0	0	13,533
Bank Interest Earned		64	0	64	19
Gifts and Donations		5,916	0	5,916	21,822
<b>Total Receipts</b>	<b>2</b>	<b>5,980</b>	<b>0</b>	<b>5,980</b>	<b>35,374</b>
<b>Payments</b>					
Cost of Direct Charitable Expenses					
Administration		73	0	73	486
Advertising/Promotional		534	0	534	0
Coach Hire		3,250	685	3,935	3,975
Counselling		180	0	180	0
Day Trips			3,341	3,341	3,206
Intervention		0	0	0	21
Payroll	<b>4</b>	0	0	0	100
Postage and Delivery		40	0	40	
Residential Trips		3,493	284	3,777	2,640
Training		70	0	70	
Volunteer Expenses		118	0	118	442
<b>Total Cost of Direct Charitable Activities</b>		<b>7,758</b>	<b>4,310</b>	<b>12,068</b>	<b>10,870</b>
Support Costs - Fundraising	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>68</b>
Support Costs - Governance	<b>3</b>	<b>834</b>	<b>0</b>	<b>834</b>	<b>576</b>
Support Costs - HR	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>83</b>
<b>Total Payments</b>	<b>2</b>	<b>8,593</b>	<b>4,310</b>	<b>12,903</b>	<b>11,597</b>
<b>Net Receipts/Payments</b>		<b>-2,613</b>	<b>-4,310</b>	<b>-6,923</b>	<b>23,777</b>
<b>B/F Prev Year End</b>		<b>29,717</b>	<b>4,310</b>	<b>34,027</b>	<b>10,250</b>
<b>C/F Current Year End</b>	<b>2</b>	<b>27,104</b>	<b>0</b>	<b>27,104</b>	<b>34,027</b>



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**STATEMENT OF ASSETS AND LIABILITIES**

	<b>As of Mar 31, 2020</b>	<b>As of Mar 31, 2019</b>
<b>Cash at bank and in hand</b>		
<b>Barclays Bank</b>	987	981
<b>Business Premium Account</b>	6,006	
<b>Petty Cash</b>	35	28
<b>Your Active Saver - Barclays</b>	20,077	33,019
<b>Total Cash at bank and in hand</b>	<b>27,105</b>	<b>34,027</b>
<b>Total net assets (liabilities)</b>	<b>27,105</b>	<b>34,027</b>
<b>Fund Breakdown</b>		
<b>Unrestricted Funds</b>	27,104	29,717
<b>Restricted Funds</b>	0	4,310
<b>Total Funds</b>	<b>27,104</b>	<b>34,027</b>

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

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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**

<b>Fund</b>	<b>Brought forward</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfer</b>	<b>Balance</b>
Wales MSCT	4,310	0	4,310	0	0
<b>Total Restricted Funds</b>	<b>4,310</b>	<b>0</b>	<b>4310</b>	<b>0</b>	<b>0</b>
Unrestricted Funds	29,717	5980	8593	0	27104
<b>Total Funds</b>	<b>34,027</b>	<b>5,980</b>	<b>12,903</b>	<b>0</b>	<b>27,104</b>

**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:

<b>Governance Costs</b>	<b>£</b>
Bank Charges	32
Accounts	468
Insurance	244
Room hire	60
Membership of PAVS	30
<b>Total</b>	<b>834</b>

There were no Fundraising, IT or HR support costs.