



Pembrokeshire Sibling Group

ANNUAL ACCOUNTS

1 April 2015 to 31 March 2016

Registered charity number 1076083

Pembrokeshire Sibling Group
Charity Commission Registered Number 1076083
Receipts and Payments Accounts Year ending 31 March 2016

CONTENTS

	Page
Administrative Details	3
Report of the Trustees	4 - 7
Report of the Independent Examiner	8
Statement of Financial Activities	9
Statement of Assets and Liabilities	10
Notes to the Financial Statements	11

Pembrokeshire Sibling Group
Charity Commission Registered Number 1076083
Receipts and Payments Accounts Year ending 31 March 2016

LEGAL AND ADMINISTRATIVE DETAILS

Trustees

Mr Graham Morgan – **Chair** since 10th September 2014 and **Treasurer**
Ms Lisa van de Capelle – **Secretary**
Mrs Melanie Kilminster - **Vice Chair**
Mr Rory Kilminster
Ms Debi Jones
Mrs Elizabeth Edwards
Mr Paul Regimbal (resigned 23 September 2015)

Staff

Sian Thorne – Co-ordinator

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

Pembrokeshire Sibling Group
Charity Commission Registered Number 1076083
Receipts and Payments Accounts Year ending 31 March 2016

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.

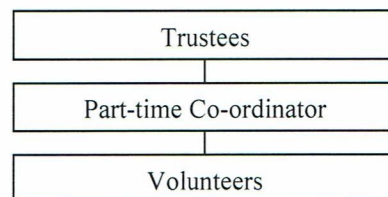
Appointment of Trustees

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 all the day trips and 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

Pembrokeshire Sibling Group
Charity Commission Registered Number 1076083
Receipts and Payments Accounts Year ending 31 March 2016

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

I have thoroughly enjoyed meeting and working with all the volunteers, who have provided me with invaluable expertise and guidance during my time here, without them there would be no Sibling Group and we are indebted to all of them. Everyone has made sure my transition to the role has been smooth. The team around me has been there every step to help the children in the group to grow, come out of themselves and have fun whilst growing up. We are immensely proud of the way the children support each other in the group.

During the year the following trips were undertaken:

August 2015 – Art Camp at Clynyfw Clic.

August 2015 – Residential trip to Alton Towers.

September 2015

We took the children to Oakwood Leisure Park. My first trip at the helm. 30 children attended this trip. This included two new children who settled in easily to the group. It was my first opportunity to meet most of the children. They thoroughly enjoyed going on Megaphobia and the Pirate ship. The little ones enjoyed getting wet at Skull Rock. I added in target shooting as an optional extra and this went down really well. One of the children had been very sceptical about coming as he hadn't enjoyed other trips. He had an amazing time and has been on nearly every trip since.

October 2015

We took the children on a visit to Folly Farm. 30 children attended this trip including five new ones. The children delighted in seeing the Rhinos for the first time, they were enthralled by the giraffes, penguins and lions and had a good time playing in the indoor play area. They had all brought extra money to go on the fair rides and this went down well. Walking around gave us time to talk to all the children. Building up good relationships with them is definitely the best way to gain their confidence. They then feel able to approach us about anything in their lives that is worrying them. I spoke to one child on the way home who had lots of concerns at home, he felt left out. I was able to be an ear for him. He seemed much happier when he got off the bus.

November 2015

We went to Swansea Winter Wonderland. 35 children attended this trip. We started off by taking the children to the cinema in the morning at Carmarthen. The older children were able to watch the Hunger Games in 3D and the younger ones went to watch Inside Out. They all really enjoyed this. We then went to Swansea on the bus and ate our lunch on the way there. The children were able to go on some fair rides before Ice Skating. I saw children grow and grow in confidence during the day and on the ice. It was lovely to see the older children helping the younger ones to get around the ring. The children approached either myself or one of the volunteers, if they felt something was not right within the group and we were able to sort it out immediately.

December 2015.

Our annual Party with bowling and pizza at Pirate Pete's. Parents had to bring the children to this party and stay with them. There were 15 Siblings bowling with some of their siblings. Families were able to meet each other and talk. It was lovely to see families interacting with one another and talking about common issues.

Pembrokeshire Sibling Group
Charity Commission Registered Number 1076083
Receipts and Payments Accounts Year ending 31 March 2016

January 2016

On Sunday 10th January we travelled to the New Theatre in Cardiff to watch Aladdin in pantomime followed by a visit to the food court in Mc Arthur Glen for tea. 23 children attended. We sat high up in the Upper Circle. The children laughed all the way through the production. There was a real buzz amongst them when they came out. I saw new relationships being formed on this trip. They all enjoyed the Food Court on the way home and went home very happy indeed.

February 2016

On Saturday 20th February we travelled to Carmarthen to visit the Laser Station.

22 children attended the trip, including one who had not been on a trip for quite a while. The children were split into teams and enjoyed trying to beat the other teams. We all had food together before the teams went back in to see who would come out on top. The children went in two groups at a time which enabled them to compete against each other whilst the groups outside could watch them in action on the Television screen. They all suddenly became very competitive with one another and had great fun.

March 2015

There were two trip in March.

On Saturday 10th of March we travelled to Heatherton near St Florence.

21 children attended the trip. They split into groups and had fun in all the parks activities. The best time was had by most of the children after lunch. They went to the other side of the road and wore inflatable suits to bounce off one another. It was very amusing to watch and they all laughed a lot. Good friendships are getting stronger and stronger all the time with the children. It is so lovely to see them all having such a good time together and just being able to let off steam.

On Thursday 31st March we travelled to Morfa Bay, Pendine for our first residential of the year.

18 children attended the trip. We arrived by lunch time and had a chance to do archery before tackling the muddy assault course. There were a couple who didn't like the idea of getting wet but most of them got straight into the wet muddy areas without thinking. There was a lot of team work for this as they had to help each other in certain areas. It was lovely to see the slightly older children in the younger group encouraging and supporting the youngest ones and helping them through the course. I really enjoyed seeing them all working together and playing together.

The next day the older ones tackled the zip line. All of them had a go even though some of them were very dubious about the idea. They were all glad they had done it. Some of them received great cheers after picking up the courage to jump of the edge. The youngest ones tackles the high wall and I could hear them all encouraging each other to brave the heights! A couple made it all the way and impressed the rest of the children.

I have tried to work mini workshops into the trips, we are doing rather than having set ones as I feel they are more likely to open up to you in an informal setting. The volunteers and I have had any discussions with the children during the times on the trips. We always converse afterwards about anything that has been said to help the children. I have received concerns from a couple of parents about the behaviour or problems with their children at home or in the school setting. This hasn't spilled over in to the Sibling group. The group gives the children that little bit of freedom and support they need to help and guide them on their steps through childhood. I have seen great leaps in confidence from quite a few of our children this year.

There are 119 active children on the books at the moment with a couple still to join. Since September we worked with 66 different children. I am working on encouraging children to come along who have not been for a while and bringing new children in. We have had a few drop out of the group due to circumstances and being too old. I am intending on a running a trip in May for the older children as they reach a certain age and start dropping out of the group.

Pembrokeshire Sibling Group
Charity Commission Registered Number 1076083
Receipts and Payments Accounts Year ending 31 March 2016

It has been a very enjoyable period getting to know so many Siblings and volunteers. I have already seen so many changes in the Siblings. I am looking forward to working with many more in the year to come.

Sian Thorne

Co-Ordinator

FINANCIAL REVIEW

The trustees wish to thank our principal benefactor for the year, Valero Energy Ltd, for their donation of £20,600. This has provided security for our services at a time when our previous funding from BBC Children in Need was drawing to a close. We are again very grateful to BBC Children in Need and Pembroke Rotary Club for their financial support during the year and to a number of other donors who support us. In particular, donations from Amroth Arms, Yorkshire Building Society, Wisemans Bridge quiz group, and Walwyn Castle Carol Singers.

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 both the paid Co-ordinator and the children who benefit from the provision a sum of approximately 3 - 6 months running costs should be held in reserves to allow the scheme to function for approximately six months whilst additional funding is raised. This would equate to £4,585 to £9,171 based on 2015/16 figures. This level of reserves has been determined taking into account 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 £22,413 are held, which is significantly above this range. Funding from Valero Energy Ltd during the year has had a significant impact on unrestricted funding but will shortly come to an end and further funding will not be considered until 2018. BBC Children in Need funding for the Co-ordinator salary and related costs has now discontinued. The trustees therefore feel that funds of £17,250 should be designated to cover the salary costs for the Co-ordinator until 2018. This brings reserves to £5,163 which is within the agreed reserves level.

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.

Pembrokeshire Sibling Group
Charity Commission Registered Number 1076083
Receipts and Payments Accounts Year ending 31 March 2016

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PEMBROKESHIRE SIBLING GROUP

I report on the accounts of the charity for the period ended 31 March 2016, which are set out on pages 9 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this (under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed. It is my responsibility to

- ❖ Examine the accounts (under section 43 of the Act)
- ❖ To follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7) (b) of the 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 Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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 trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 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**

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

21st April 2016

Pembrokeshire Sibling Group
Charity Commission Registered Number 1076083
Receipts and Payments Accounts Year ending 31 March 2016

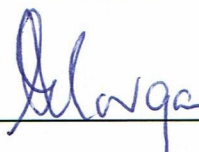
		Unrestricted	Restricted	Total	Total
	Notes	Funds	Funds	2016	2015
Receipts					
Gifts and Donations		23,935	0	23,935	6,259
Grants		0	6,026	6,026	13,880
Activities for generating funds		1,762	0	1,762	5,485
Investment dividends/interest		65	0	65	51
Total Receipts	2	25,762	6,026	31,788	25,674
Payments					
Costs of voluntary receipts		3	0	3	28
Costs of charitable activities					
Administration		314	0	314	404
Coach Hire		2,330	0	2,330	2,825
Day Trips		2,005	0	2,005	4,499
Equipment		50	0	50	22
Fun Days		674	0	674	0
Payroll expenses		90	88	178	369
Residential Trips		2,410	0	2,410	8,744
Sessional subcontracted work		80	0	80	544
Staff costs	4	281	8,434	8,715	12,633
Storage		279	0	279	79
Training		0	180	180	12
Volunteer Expenses		297	0	297	408
Workshops		0	0	0	654
Total costs of charitable activities		8,810	8,702	17,512	31,192
Governance costs					
Room hire		200	0	200	80
Equipment		28	0	28	493
Accounts preparation and IE		150	0	150	996
AGM		20	0	20	32
Bank charges		43	0	43	60
Insurance Expense		177	0	177	175
Other governance costs		0	0	0	90
Trustees Expenses		209	0	209	312
Total Governance costs	3	826	0	826	2,238
Total Payments		9,640	8,702	18,342	33,457
Net Receipts/Payments		16,123	-2,676	13,446	-7,783
Funds Brought Forward Prev Year End		6,097	2,676	8,772	16,556
Funds Carried Forward Current Year End		22,219	0	22,219	8,772

Pembrokeshire Sibling Group
Charity Commission Registered Number 1076083
Receipts and Payments Accounts Year ending 31 March 2016

STATEMENT OF ASSETS AND LIABILITIES

	31 Mar 16	31 Mar 15
ASSETS		
Current Assets		
Cash at bank and in hand		
Barclays Bank	496	2,064
petty cash	100	50
Saver account	21,623	6,658
Total Cash at bank and in hand	22,219	8,772
Total Current Assets	22,219	8,772
NET CURRENT ASSETS	22,219	8,772
TOTAL ASSETS LESS CURRENT LIABILITIES	22,219	8,772
NET ASSETS	22,219	8,772
Fund Breakdown		
Unrestricted funds - reserves	22,219	6,097
Restricted funds	0	2,676
Total Funds	22,219	8,772

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

 **Chairman & Hon Treasurer**

Date

29/4/2016

Pembrokeshire Sibling Group
Charity Commission Registered Number 1076083
Receipts and Payments Accounts Year ending 31 March 2016

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 Restricted Income

BBC Children in Need funding was received for the salary and related costs of the Co-ordinator.

Grant	B/F	Received	Expended	C/F
BBC Children in Need	2,676	6,026	8,702	0
Totals	2,676	6,026	8,702	0

3 Governance Costs

None of the trustees were remunerated. Governance costs were as stated below.

After identifying all costs directly relating to the objects of the charity or to fundraising and publicity there remain costs incurred in connection with the management and administration of the charity. These are calculated on the following basis:

Bank Charges	£ 42.67
Room hire	£200.00
Equipment	£ 27.50
Accounts/IE	£150.00
Trustee Expenses	£209.15
Insurance	£176.86
Total	£826.08

4 Staff Costs

There is only one paid member of staff on a salaried basis. Costs included £6,404 net pay, tax and NI costs of £1,562, pension costs of £661 and £88 travel/expenses.