

**CARDIFF & VALE OF GLAMORGAN PARENTS
FEDERATION (LEARNING DISABILITIES)
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2016**

Charity Number 1076847

CARSTON
Chartered Accountants
1st Floor, Tudor House
16 Cathedral Road
Cardiff
CF11 9LJ

**CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION
(LEARNING DISABILITIES)
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

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**CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION
(LEARNING DISABILITIES)
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2016

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2016.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name Cardiff & Vale of Glamorgan Parents Federation
(Learning Disabilities)

Charity registration number 1076847

Company registration number 03067995

Unit 14 Sbectrwm Community Centre
Bwlch Road
Fairwater
Cardiff
CF5 3EF

The trustees

The trustees who served the charity during the period were as follows:

Philip Harding
Pauline Young
Norbert Flynn
Denise Pearson
Usha Sarangi
Wyndham Williams
Elaine Gee
Susan McFarland

Elaine Gee was appointed as a trustee on 27 October 2015.

Susan McFarland was appointed as a trustee on 25 November 2015.

Wyndham Williams retired as a trustee on 25 June 2015.

Secretary Hasina Kaderbhai

Senior management John Cushen

Bankers HSBC Bank Plc
114 St Mary Street
Cardiff

**CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION
(LEARNING DISABILITIES)
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2016

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Cardiff & Vale of Glamorgan Parents Federation (Learning Disabilities) aims and objectives and in planning future activities.

Our stated purpose is '...to promote the health and welfare of people with a learning disability in the areas covered by the counties of Cardiff and the Vale of Glamorgan...'.

We achieve this by offering a mix of direct support, information and coordinating effective carer representation in consultation processes.

Parents and close relatives are typically the prime source of support and assistance in a learning disabled persons life and our services focus around supporting the family carer to be better able to face the challenges of caring. This work compliments the aims of the recent Social Services and Well Being Act (2014).

All our services are free, including the provision of information, literature, individual assistance, organisation membership and newsletters, along with attendance at workshops or events. Furthermore, we reimburse members expenses when attending meetings or events on our behalf in a voluntary capacity.

Support

We aim to help families and carers to be better able to able to continue to cope, through the provision of a variety of carer-focussed support activities.

This includes coordinating carers' information workshops, social and training events and promoting activities that will benefit carers. We also coordinate the annual Understanding Disability awards that celebrate the inclusion of people with a learning disability in everyday life.

Carers and their disabled relatives are supported to enjoy a variety of social gatherings where they meet and exchange experiences, ideas and socialise. At these events, parents overcome social isolation and build confidence and skills to help them continue their caring role.

We are part of a Families First funded project that offers support, information and advice to families and young disabled individuals aged up to 25 and staff offer a hands on service as required to eligible families to help remove some of the barriers to accessing support and services.

We offer similar support to families that care for an adult. For some families this extends to offering an enhanced level of signposting support to ensure that they are put in touch with appropriate sources of support.

Information and Signposting

Information on how to access support or assistance is of critical importance to a disabled individual and their relative/carers. Family carers are very often the only advocate or representative an individual can rely upon to press for the support and services that they should receive.

Our work includes liaising with families to share information, highlight new ways of doing things and promoting new opportunities. This may include entertaining the idea of families 'taking risks' by trying new or better value approaches to facing challenges in daily life.

We produce newsletters, host a website, maintain and update a detailed information guide (Where You Stand) and hold parent meetings to ascertain their views, needs and experiences.

The online version of the Where You Stand website is updated on a daily basis and has been redesigned during this period. We also have a very popular social media presence.

**CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION
(LEARNING DISABILITIES)
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2016

Representation

Another aspect of our work is in pressing for better support services and increased opportunities for people with a learning disability.

This involves our working with many partner bodies and organisations to lobby for improvements, promote or instigate change and encourage new opportunities to be developed.

We support members to participate in key planning forums and networks that influence the strategic direction of existing or future services for people with a learning disability. This covers all age groups and abilities and includes participation in many cross-discipline strategic groups or frameworks at local, regional and national levels.

Members have representation on the Welsh Government and local authority planning groups and various other working groups. We also chair the Learning Disability Partnership Group (LDPG) that covers both Cardiff and the Vale of Glamorgan local authorities and are actively involved in a number of its sub and task groups as well as the Autism Strategic group across Cardiff and the Vale.

This has included leading on the development of a Respite Strategy for the two counties, chairing the cross county Learning Disability Partnership Group and parental participation in many statutory or third sector initiatives.

The Federation often consults its membership for their views on various consultations and surveys in order that we can offer families a means to have their views listened to.

Our consultation responses are recorded on the website so that members can review our consultation activity.

ACHIEVEMENTS & PERFORMANCE AND FINANCIAL REVIEW

During the year 2015-16 demands for our services have risen dramatically and membership has risen to over 1200. This is in part due to increased referrals via our partners in the Families First project across Cardiff but also attributable to the work we have carried out as part of other projects supported by the Lloyds Bank Foundation grant.

An increasing number of families and disabled individuals are finding themselves unable to meet the stringent criteria for statutory sector funded support while at the same time facing losing DWP and other benefits income. This has resulted in an increased demand for our signposting and information services.

Feedback from families on the support we offer has been very positive and complimentary, suggesting that our services are well received. Feedback from professionals and agencies has been similarly positive.

Staff and volunteers have maintained a visible presence at the various forums and in consultations throughout this time, while volunteers have continued to successfully lobby for improvements in services and against changes and cutbacks. Our social gatherings that aim to link families and carers with one another to enable mutual support and overcome social isolation have been a great success. These continue to flourish with support from the Vale of Glamorgan Council and Lloyds Bank Foundation.

Our social media presence continues to grow with over 750 friends or followers, this offers an invaluable means to communicate with families in real time. Our membership has risen to over 1200 families. Visits to our website are now over 10000 per year and are generating new referrals and feedback from carers.

Ongoing support from the Cardiff and Vale of Glamorgan councils as well as the Families First team in Cardiff, Lloyds Bank Foundation and Consensus has ensured that we have maintained a high quality service and a visible presence during very challenging times.

**CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION
(LEARNING DISABILITIES)
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2016

Reserves Policy

We do not have a reserve contingency fund and have agreed that we need a minimum of 3 months running costs (approximately £26,000). We plan to achieve our stated target over the coming four years by close management of spend and ongoing reduction of overheads. During 2015 we moved offices and this will reduce total spend in years.

Going Concern

Our financial situation is still difficult but we anticipate balanced budgets for the coming year (2016-17) after having covered the small deficit incurred in the period to March 2015. We have secured around 80% of projected income requirements for the current year (2016-17) but trustees are mindful of the uncertainty of future funding and shall take whatever steps are required to ensure that expenditure stays within income at all times. This may involve implementing cuts in services that are not explicitly funded or reducing staff levels, but trustees are confident that the organisation will still be in a position to fulfil its core obligations.

Fundraising remains a priority and several bids are in hand including more consortia bids while others are awaiting an outcome. Other income raising encouraging either direct donations or raising income through members using an online shopping 'portal' are being promoted as trustees have identified these mechanisms as ways carers can support us without needing to pay a membership subscription. Trustees meet to review the financial situation as required and regularly meet to monitor budgets.

PLANS FOR FUTURE PERIODS

We are involved in several partnership bids for funding that would ensure our longer term sustainability. These include third sector organisations within and outside the disability field. Funding is currently being sought from Welsh Government as well as grant making bodies and we are investigating or piloting various ways in which we can generate additional income from fundraising initiatives.

Our services are constantly changing to reflect needs of our members and in order to ensure best value and efficacy while pursuing our goal of reaching even more difficult to contact families.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The organisation is a charitable company limited by guarantee and is governed by a Memorandum and Articles of Association. The company was incorporated on 14 June 1995 and amended by special resolution on 13 July 1999. The charity was registered on 2 August 1999.

The directors of the company also serve as trustees of the charity. Trustees can be voted for at the Annual General Meeting annually by the members or can be co-opted by the board of trustees at any time.

The trustees are developing a policy on risk. In order to address the risk of financial loss, the trustees have a statement on reserves and aim towards building on the current level of reserves. There are procedures in place to help deal with risk in the workplace such as health, safety and security and the relevant insurance policies are in place.

**CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION
(LEARNING DISABILITIES)
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2016

INDEPENDENT EXAMINER

Philippa Keane ACA DChA has been re-appointed as independent examiner for the ensuing year.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Registered office:
Unit 14 Sbectrwm Community Centre
Bwlch Road
Fairwater
Cardiff
CF5 3EF

Signed on behalf of the trustees

..... *Philippa C. Hardy* (signed)
Trustee

..... *Philippa Hardy*
Name

Date... *8/2/16*

**CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION
(LEARNING DISABILITIES)
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION
(LEARNING DISABILITIES)**

YEAR ENDED 31 MARCH 2016

I report on the accounts of the charity for the year ended 31 March 2016 which are set out on pages 7 to 14.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of Cardiff & Vale of Glamorgan Parents Federation (Learning Disabilities) for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 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 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 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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



Philippa Keane ACA DChA
Independent examiner

1st Floor, Tudor House
16 Cathedral Road
Cardiff
CF11 9LJ

Date.....12 December 2016

**CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION
(LEARNING DISABILITIES)
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE
INCOME AND EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2016

| | | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2016 £ | Total Funds 2015 £ |
|--|-------------|----------------------------|--------------------------|--------------------------|--------------------------|
| | Note | | | | |
| INCOME AND ENDOWMENTS | | | | | |
| Donations and legacies | 2 | 58,953 | 44,049 | 103,002 | 94,402 |
| Investment income | 3 | 2 | — | 2 | 1 |
| TOTAL INCOME | | <u>58,955</u> | <u>44,049</u> | <u>103,004</u> | <u>94,403</u> |
| EXPENDITURE | | | | | |
| Expenditure on charitable activities | 4/5 | (57,833) | (44,049) | (101,882) | (109,652) |
| TOTAL EXPENDITURE | | <u>(57,833)</u> | <u>(44,049)</u> | <u>(101,882)</u> | <u>(109,652)</u> |
| NET INCOME/(EXPENDITURE) AND NET MOVEMENT IN FUNDS FOR THE YEAR | | | | | |
| | 6 | 1,122 | — | 1,122 | (15,249) |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | (1,238) | — | (1,238) | 14,011 |
| TOTAL FUNDS CARRIED FORWARD | | <u>(116)</u> | <u>—</u> | <u>(116)</u> | <u>(1,238)</u> |

The Statement of financial activities includes all gains and losses in the year.

All of the above amounts relate to continuing activities.

The notes on pages 9 to 14 form part of these financial statements.

**CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION
(LEARNING DISABILITIES)
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET

31 MARCH 2016

| | Note | 2016 £ | £ | 2015 £ | £ |
|---|------|-----------------|--------------|-----------------|----------------|
| FIXED ASSETS | | | | | |
| Tangible assets | 10 | | 519 | | 778 |
| CURRENT ASSETS | | | | | |
| Debtors | 11 | 10,500 | | 7,214 | |
| Cash at bank and in hand | | <u>1,243</u> | | <u>925</u> | |
| | | 11,743 | | 8,139 | |
| CREDITORS: Amounts falling due within one year | 12 | <u>(12,378)</u> | | <u>(10,155)</u> | |
| NET CURRENT LIABILITIES | | | (635) | | (2,016) |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | <u>(116)</u> | | <u>(1,238)</u> |
| NET LIABILITIES | | | <u>(116)</u> | | <u>(1,238)</u> |
| FUNDS OF THE CHARITY | | | | | |
| Restricted income funds | 13 | | - | | - |
| Unrestricted income funds | 14 | | (116) | | (1,238) |
| TOTAL CHARITY FUNDS | | | <u>(116)</u> | | <u>(1,238)</u> |

For the year ended 31 March 2016 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

These financial statements were approved by the members of the committee and authorised for issue on the

8/12/16 (date) and are signed on their behalf by:

Pauline Young Trustee

Paul C. Hardy Trustee

PAULINE YOUNG Name

PAUL C. HARDY Name

Company Registration Number: 03067995

The notes on pages 9 to 14 form part of these financial statements.

**CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION
(LEARNING DISABILITIES)
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets and investments measured at market value. The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) (SORP 2015).

Income

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Donations and legacy income is received by way of donations, legacies, grants and gifts and is included in full in the statement of financial activities when receivable. Where legacies have been notified to the charity but the criteria for income recognition have not been met, the legacy is treated as a contingent asset and disclosed if material. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity, being the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market.
- Investment income is included when receivable.
- Income from charitable trading activity is accounted for when earned.
- Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of raising funds comprise the costs associated with attracting donations, grants and legacies and the costs of trading for fundraising purposes.
- Charitable expenditure 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.
- Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.
- All costs are allocated between the expenditure categories of the sofa on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis, as set out in the notes to the accounts.

**CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION
(LEARNING DISABILITIES)
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES *(continued)*

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the purposes of the charity.

Designated funds are unrestricted funds earmarked by the trustees for specific purposes. Transfers are made from unrestricted funds to designated funds under the instruction of the trustees.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

Netting off of income and expenditure

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

Fixed assets

All fixed assets are initially recorded at cost. Items costing less than £200 are not capitalised, but written off directly to the income and expenditure account.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

| | |
|------------------|-------------------|
| Office equipment | 20% straight line |
|------------------|-------------------|

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

2. DONATIONS AND LEGACIES

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2016 £ |
|--|----------------------------|--------------------------|--------------------------|
| Donations | | | |
| Donations | 177 | – | 177 |
| Donations - other | 328 | – | 328 |
| Grants receivable | | | |
| Grants receivable | 200 | – | 200 |
| Cardiff CC Core Grant | 27,286 | – | 27,286 |
| Vale of Glam Council Core Grant | 26,140 | – | 26,140 |
| Lloyds TSB Foundation for England and Wales | – | 10,050 | 10,050 |
| Consensus - Understanding Disability | 4,000 | – | 4,000 |
| Families First funded by Action for Children | – | 33,999 | 33,999 |
| Bailey Thomas | – | – | – |
| Vision 21 | 822 | – | 822 |
| | <u>58,953</u> | <u>44,049</u> | <u>103,002</u> |

**CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION
(LEARNING DISABILITIES)
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

2. DONATIONS AND LEGACIES *(continued)*

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2015 £ |
|--|----------------------------|--------------------------|--------------------------|
| Donations | | | |
| Donations | — | — | — |
| Donations - other | — | — | — |
| Grants receivable | | | |
| Grants receivable | — | — | — |
| Cardiff CC Core Grant | 28,723 | — | 28,723 |
| Vale of Glam Council Core Grant | 26,140 | — | 26,140 |
| Lloyds TSB Foundation for England and Wales | — | — | — |
| Consensus - Understanding Disability | 4,000 | — | 4,000 |
| Families First funded by Action for Children | — | 33,999 | 33,999 |
| Bailey Thomas | — | 1,000 | 1,000 |
| Vision 21 | 540 | — | 540 |
| | <u>59,403</u> | <u>34,999</u> | <u>94,402</u> |

3. INVESTMENT INCOME

| | Unrestricted Funds £ | Total Funds 2016 £ | Unrestricted Funds £ | Total Funds 2015 £ |
|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Bank interest receivable | <u>2</u> | <u>2</u> | <u>1</u> | <u>1</u> |

4. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2016 £ |
|---------------------------------|----------------------------|--------------------------|--------------------------|
| Promotion of health and welfare | 54,358 | 44,049 | 98,407 |
| Support costs | 3,475 | — | 3,475 |
| | <u>57,833</u> | <u>44,049</u> | <u>101,882</u> |

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2015 £ |
|---------------------------------|----------------------------|--------------------------|--------------------------|
| Promotion of health and welfare | 61,007 | 45,049 | 106,056 |
| Support costs | 3,596 | — | 3,596 |
| | <u>64,603</u> | <u>45,049</u> | <u>109,652</u> |

**CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION
(LEARNING DISABILITIES)
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

5. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

| | Support work | Support costs | Total Funds 2016 | Total Funds 2015 |
|---------------------------------|---------------|---------------|---------------------|---------------------|
| | £ | £ | £ | £ |
| Promotion of health and welfare | 98,407 | 1,524 | 99,931 | 107,630 |
| Governance costs | — | 1,951 | 1,951 | 2,022 |
| | <u>98,407</u> | <u>3,475</u> | <u>101,882</u> | <u>109,652</u> |

6. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR

This is stated after charging:

| | 2016 | 2015 |
|-----------------------------|--------------|--------------|
| | £ | £ |
| Depreciation | 260 | 260 |
| Independent Examiners' fees | <u>1,797</u> | <u>1,800</u> |

7. FUND TRANSFERS

There were no fund transfers during the year (2015 £nil).

8. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

| | 2016 | 2015 |
|--------------------|---------------|---------------|
| | £ | £ |
| Wages and salaries | <u>75,967</u> | <u>75,499</u> |

Particulars of employees:

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

| | 2016 | 2015 |
|-------------------------|----------|----------|
| | No. | No. |
| Direct charitable staff | <u>5</u> | <u>5</u> |

No employee received remuneration of more than £60,000 during the year (2015 - Nil).

9. TRUSTEES' REMUNERATION

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees

During the year the charity reimbursed expenses of £291 to two of the trustees. These expenses were incurred on expenditure wholly related to the charity's activities.

**CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION
(LEARNING DISABILITIES)
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

10. TANGIBLE FIXED ASSETS

| | Plant and machinery etc. £ |
|-----------------------------------|-------------------------------|
| COST | |
| At 1 April 2015 and 31 March 2016 | <u>2,332</u> |
| DEPRECIATION | |
| At 1 April 2015 | 1,554 |
| Charge for the year | 259 |
| At 31 March 2016 | <u>1,813</u> |
| NET BOOK VALUE | |
| At 31 March 2016 | <u>519</u> |
| At 31 March 2015 | <u>778</u> |

11. DEBTORS

| | 2016 £ | 2015 £ |
|---------------|---------------|--------------|
| Other debtors | 9,900 | 5,078 |
| Prepayments | 600 | 2,136 |
| | <u>10,500</u> | <u>7,214</u> |

12. CREDITORS: Amounts falling due within one year

| | 2016 £ | 2015 £ |
|---------------------------|---------------|---------------|
| Bank loans and overdrafts | 10,370 | 8,100 |
| Other creditors | 2,008 | 2,055 |
| | <u>12,378</u> | <u>10,155</u> |

13. RESTRICTED INCOME FUNDS

| | Income £ | Expenditure £ | Balance at 31 Mar 2016 £ |
|--------------------------------------|---------------|------------------|--------------------------------|
| Lloyds TSB Foundation | 10,050 | (10,050) | - |
| Families First (Action for Children) | 33,999 | (33,999) | - |
| | <u>44,049</u> | <u>(44,049)</u> | <u>-</u> |

The Lloyds TSB Foundation grant is to fund the salary and office costs of a Development officer.

The Families First grant provides funding with a clear emphasis on prevention and early intervention for families, particularly those living in poverty.

**CARDIFF & VALE OF GLAMORGAN PARENTS FEDERATION
(LEARNING DISABILITIES)
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

14. UNRESTRICTED INCOME FUNDS

| | Balance at 1 Apr 2015 £ | Income £ | Expenditure £ | Balance at 31 Mar 2016 £ |
|---------------|-------------------------------|---------------|------------------|--------------------------------|
| General Funds | <u>(1,238)</u> | <u>58,955</u> | <u>(57,833)</u> | <u>(116)</u> |

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Tangible fixed assets £ | Net current liabilities £ | Total £ |
|---------------------------|-------------------------------|---------------------------------|---------------------|
| Unrestricted Income Funds | <u>519</u> | <u>(635)</u> | <u>(116)</u> |
| Total Funds | <u>519</u> | <u>(635)</u> | <u>(116)</u> |

16. RELATED PARTY TRANSACTIONS

The charity was under the control of the trustees throughout the current and previous year.

During the year the charity paid rent and recharges totalling £4,244 to Vision 21 (Cyfle Cymru), a charity which shares a common trustee with Cardiff & Vale of Glamorgan Parents Federation.

The charity also paid subscriptions of £60 to Wales Council for Voluntary Action, with which it also shares a common trustee.

Recharges of £59 were paid to The Friendly Trust, with which the charity also shares a common trustee.

Two trustees were reimbursed expenses totalling £291, as per note 9.

All related party transactions appear to be at arm's length and within the objects and activities of the charity.

17. COMPANY LIMITED BY GUARANTEE

The members of the company have agreed to guarantee the company's debts for the sum of £1 each.