

business &

employment

support &

training

best

***Business & Employment
Support & Training***

17 Milton Meadows
Milton, Nr Tenby
Pembrokeshire
SA70 8PL

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017
FOR
TREGARON FAMILY CENTRE**

TREGARON FAMILY CENTRE
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

	Page
Report of the Trustees	2 - 6
Report of the Independent Examiner	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10 - 13

**TREGARON FAMILY CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2017**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2017. The trustees have adopted the provisions of the Charity SORP.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number

1168620

Registered Office

Tregaron Family Centre
Ground Floor Flat
Council Offices
Dewi Road
Tregaron
Ceredigion
SA43 1HH

Trustees

Mrs Catherine Hughes
Mrs Ann Jones
Mrs Margaret Evans
Revd Phillip Wyn Davies
Mr Evan Jones – Resigned on 24th January 2017
Mrs Mary Lewis

Bankers

Barclays Bank
32 High Street
Cardigan
Ceredigion
SA31 3AQ

Independent Examiners

Business & Employment Support & Training
17 Milton Meadows
Milton, Nr Tenby, Pembrokeshire SA70 8PL

**TREGARON FAMILY CENTRE
REPORT OF THE TRUSTEES - continued
FOR THE YEAR ENDED 31 MARCH 2017**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Tregaron Family Centre is a charity governed by a constitution as adopted 25th November 2013, and amended in 2016. It is registered as a charity with the Charity Commission.

The aims and objects of the charity are, in Tregaron and surrounding districts:

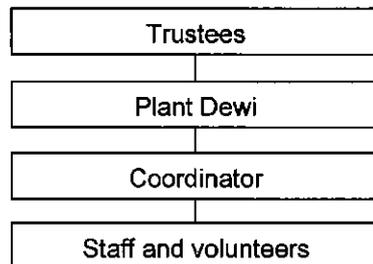
- i) The preservation and protection of health and the relief of distress within family relationships by the provision of a resource and advice centre and by the education of the public in good parenting skills;
- ii) The provision of facilities for recreation and other leisure time activities for families with young children in the interests of social welfare with a view to improving conditions of life.

Plant Dewi are appointed by the Family Centre Management Committee to manage and advise the Co-ordinator.

Appointment of Trustees

Trustees are appointed as set out in the constitution of the charity. Professionals and service users within the community, who have a personal interest in the charity, are invited to join the management committee. Nomination forms are completed and applicants are voted onto the committee as appropriate. Committee members can also be co-opted when appropriate.

Organisation Structure



Trustees are consulted on aspects of accounting, policies and procedures and involved in the decision-making regarding the running of the charity. The Co-ordinator is responsible for keeping order of files, office work and over-seeing all other day-to-day activities at the centre.

Related Parties

Plant Dewi are appointed by the Family Centre Management Committee to manage the Co-ordinator and the day to day running of the Family Centre.

Risk Management

Tregaron Family Centre conducts risk assessments before undertaking any activities or events and ensures that appropriate DBS checks are undertaken for those working with children or vulnerable adults. Financial risks have been reviewed and procedures put in place accordingly. The trustees are currently working on a reserves policy to be held in line with the identified risks.

**TREGARON FAMILY CENTRE
REPORT OF THE TRUSTEES - continued
FOR THE YEAR ENDED 31 MARCH 2017**

OBJECTIVES AND ACTIVITIES

The aims and objects of the charity are, in Tregaron and surrounding districts:

- i) The preservation and protection of health and the relief of distress within family relationships by the provision of a resource and advice centre and by the education of the public in good parenting skills;
- ii) The provision of facilities for recreation and other leisure time activities for families with young children in the interests of social welfare with a view to improving conditions of life.

The charity works in partnership with parents and carers. It empowers them in order to better cope with family life and therefore gives their children a better start in life.

The Aims of the Family Centre is to ensure children:

- Have a flying start in life
- Have a range of education and learning opportunities
- Enjoy the best possible health, free from abuse
- Have access to play, leisure and cultural activities
- Are listened to and respected and have their identity recognised
- Have a safe home and community
- Are not disadvantaged by poverty

The objectives for the next year are to continue to:

- provide a safe, warm and welcoming environment
- provide access to various play equipment and activities
- offer training and support to families
- provide opportunities to go on trips and outings
- provide open-door policy where everyone is welcomed
- continue outreach work to identify isolated families

The changes we have noticed are that children are better prepared for school life. Also, some parents have gone back to employment, gained certificates with our training, learned new skills and children have developed better social skills. Parents and children interact much more freely and enjoy their experiences together.

At the Family Centre Staff provide a safe quality service. Staff provide an opportunity to access information and other services that they may require to meet their individual needs. We offer support to parents while caring for their children and try to relieve stress and anxiety within the family. Through questionnaires and evaluation forms parents have told us that through attending the Family Centre their families have gained:

- improved social and support networks
- improved skills on positive parenting
- improved relationships
- improved resilience
- increased confidence and self-esteem
- increased access to community resources

**TREGARON FAMILY CENTRE
REPORT OF THE TRUSTEES - continued
FOR THE YEAR ENDED 31 MARCH 2017**

Public Benefit

The public benefit through having a service that provides families with children aged 0-4 years (0-11 school holidays) with free access to a wide variety of play activities, free accredited training/courses on parenting skills, free trips and outings, and an open-door policy promoting equal opportunities for all families. The centre also works closely with other like-minded organisations and is therefore able to sign-post families in need to other professionals. By providing this service we preserve and protect health and relieve stress within family relationships.

ACHIEVEMENT AND PERFORMANCE

Throughout the last year Tregaron Family Centre has continued to grow and develop the services it provides to families in and around Tregaron.

A new Coordinator and Family Support worker were appointed and as a result, the opening hours of the centre have increased to four days per week. The centre now offers regular bilingual drop-in sessions for families which encourages parents to gain support from each other and centre staff. Some of the activities offered have been messy play, arts and crafts, and active families' sessions.

Over the last twelve months families have taken part in two Incredible Years Baby courses which were well attended with 13 parents completing across the two courses.

Families have also had the opportunity to take part in a Babbling Babies course which was delivered by the Speech and Language Therapist and focusses on promoting early language development in young babies.

Baby massage courses have also been delivered in the centre which encourages bonding and attachment between parent and baby.

New families have been encouraged to attend the centre and staff have actively promoted the family centre through Face Book, posters displayed in local shops and businesses and by word-of-mouth.

The local Health Visitor has started a drop-in child health clinic once a week in the Family Centre which has been very successful and encouraged families that might not have known about the Family Centre to come along.

Centre staff have invited a range of professionals into the family centre such as the Road Safety Team to talk about Child Car seat safety, PACE (Parents, Childcare and Employment) to talk about gaining training to get back into employment, Ceredigion Family Information Service to discuss financial help with the costs of childcare.

Families have been on outings with the Family Centre to local places of interest such as a nature reserve, the beach and the local park.

Families report that they have increased confidence and support networks as a result of attending the family centre and we look forward to continuing to offer this valuable service to them.

FINANCIAL REVIEW

Reserves Policy

The trustees have reviewed the risks facing the organisation and have determined that reserves of between 3 – 6 months should be held to protect against the sudden/unexpected loss of funding or other unanticipated

**TREGARON FAMILY CENTRE
REPORT OF THE TRUSTEES - continued
FOR THE YEAR ENDED 31 MARCH 2017**

problems. This would equate to between £6,472 and £12,944. Reserves of £1,659 are held at present, which is significantly below this level. Trustees are taking steps to fundraise and increase unrestricted income to address this issue. Trustees will review the policy at least annually and whenever new services are introduced.

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.

**TREGARON FAMILY CENTRE
REPORT OF THE INDEPENDENT EXAMINER
FOR THE YEAR ENDED 31 MARCH 2017**

Independent examiner's report to the trustees of Tregaron Family Centre

I report on the accounts of the charity for the year ended 31 March 2017, which are set out on pages 8 to 13.

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 43(2) of the Charities Act 1993 (the 1993 Act) or under Regulation 10(1)(a) to (c) of the Charities Accounts (Scotland) Regulations 2006 (the 2006 Regulations) and that an independent examination is needed. The charity is preparing accrued accounts.

It is my responsibility to:

- examine the accounts under section 43 of the Charities 1993 Act and under section 44(1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act);
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

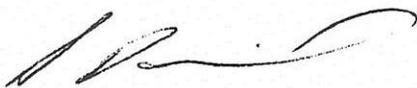
My examination was carried out in accordance with the general Directions given by the Charity Commission and is in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the 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 41 of the 1993 Act and section 44 (1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act and section 44(1) (b) of the 2005 Act and Regulation 8 of the 2006 Accounts Regulations 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.



Name: Mrs Shirley David

Address: Business & Employment Support & Training
17 Milton Meadows, Milton, Nr Tenby, Pembrokeshire, SA70 8PL
01646 65165

Date: 13th December 2017

**TREGARON FAMILY CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017**

This statement includes an income and expenditure account and statement of total recognised gains and losses

	Unrestricted	Restricted	Total Funds Apr '16 - Mar 17	Total Funds Apr '16 - Mar 16
Income				
Charitable Activities - Income				
Service Level Agreement	0	0	0	6,000
Total Charitable Activities - Income	0	0	0	6,000
Donations and Legacies				
Donations	50	0	50	116
Grants	0	38,710	38,710	7,400
Total Donations and Legacies	50	38,710	38,760	7,516
Total Income	50	38,710	38,760	13,516
Expense				
Charitable Activities				
Activity costs	0	514.56	515	0
Creche	0	1,397.00	1,397	165
Miscellaneous Expense	0	125.40	125	0
Office Expense	0	740.38	740	0
Petty cash	0	423.68	424	175
Printing and Publicity	0	763.20	763	0
Professional Fees	0	950.59	951	398
Repairs and Maintenance	0	0.00	0	54
Salary	0	0.00	0	2,704
Sessional worker expenses	0	6,625.22	6,625	449
Sessional workers	0	12,056.58	12,057	5,605
Small Items of Equipment	0	492.00	492	0
Support Costs - Governance	0	756.40	756	195
Support Costs - HR	0	626.42	626	0
Telephone	0	81.32	81	0
Training	0	666.00	666	0
Utilities	0	531.93	532	385
Total Charitable Activities	0	26,750.68	26,751	10,131
Total Expense	0	26,751	26,751	10,131
Net Ordinary Income	50	11,959	12,009	3,385
Funds B/F Previous Year End	1,609	5,869	7,478	4,093
Funds C/F Current Year End	1,659	17,828	19,487	7,478

**TREGARON FAMILY CENTRE
BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2017**

	31 Mar 17	31 Mar 16
ASSETS		
Current Assets		
Cash at bank and in hand		
Barclays	897	14,093
Barclays Your Account 33466639	19,079	0
Petty cash	83	7
Total Cash at bank and in hand	20,059	14,099
Total Current Assets	20,059	14,099
Current Liabilities		
Accounts Payable		
Accounts Payable	572	6,621
Total Accounts Payable	572	6,621
Total Current Liabilities	572	6,621
NET CURRENT ASSETS	19,487	7,478
TOTAL ASSETS LESS CURRENT LIABILITIES	19,487	7,478
NET ASSETS	19,487	7,478
Breakdown of Funds		
Unrestricted Net Assets	1,659	1,609
Profit for the Year	17,828	5,869
Shareholder funds	19,487	7,478

Approved by the Trustees on 18th December 2017

Signed on their behalf by Philip Wayne Dames

Name The Rev. Canon P.W. Dames Date 18/12/17

**TREGARON FAMILY CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017**

1. Accounting Policies

The accounts have been prepared under the historical cost convention (except that investments are shown at market value) and in accordance with:

- Charities SORP
- Applicable accounting standards and
- The Charities Act 1993.

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

INCOMING RESOURCES

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- The charity becomes entitled to the resources;
- The trustees are virtually certain they will receive the resources; and
- The monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and Donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Charitable Activities Income

Income earned from performance-related grants, which have conditions that specify the provision of goods or services to be provided by the charity, is recognised in the accounts as income from charitable activities.

Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate

Contractual income and performance related grants

This is only included in the SoFA once the related goods or services have been delivered.

Gifts in kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Donated services and facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

**TREGARON FAMILY CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017**

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report

Investment Income

This is included in the accounts when receivable.

Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs

Includes costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or charity matters.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

ASSETS

Tangible fixed assets for use by the charity

These are capitalised if they exceed £500 and can be used for more than one year. Fixed assets are valued at cost, or if gifted, at the value to the charity on receipt. Depreciation is computed on a fixed rate basis to write off the cost of tangible fixed assets over their expected useful lives using the following rates:

Premises	– not depreciated
Furniture and fittings	– 25% per annum

**TREGARON FAMILY CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017**

Fixed Assets

There were no fixed assets held in 2016-17.

Stocks and works In progress

These are valued at the lower of cost or market value.

Allocation and Apportionment

Resources expended are allocated to the particular activity where the cost relates directly to that activity. Resources used across a number of projects are apportioned equally across the projects incurring the expenditure, or where appropriate on an activity based costing.

Pension Schemes

The charity does not operate a pension scheme beyond the statutory requirement.

2. Restricted Income

Restricted funds are received for a specific purpose within the objects of the charity and must be accounted for separately. All income has therefore been shown as restricted where the donor has stated that the income can only be used for a specified purpose or where it has been raised through an appeal for a specified purpose. Fund movements were as follows:

Fund	B/F	Income/ Additions	Expenditure	Transfer of funds	C/F
Awards For All	735	0	735	0	0
Big Lottery Fund	0	35,210	17,626	0	17,584
Ceredigion CC	0	500	256	0	244
Dulverton	4,000	0	4,000	0	0
Families First	0	3,000	3,000	0	0
Language and Play	134	0	134	0	0
Red Nose Fund	1,000	0	1,000	0	0
Total Restricted Funds	5,869	38,710	26,751	0	17,828
Unrestricted Funds	1,609	50	0	0	1,659
Total Funds	7,478	38,760	26,751	0	19,487

3. Functional Analysis of Expenditure

Expenditure has been broken down according to the activity headings as recommended by the Accounting and Reporting by Charities Statement of Recommended Practice (SORP 2005).

Total wages and salaries	£12,057
Payroll fees	£626

The average number of employees in the year, calculated on a full time equivalent basis, was 1.6

The number of higher paid (including benefits) employees was:

£50,000 - £59,999	Nil
£60,000 to £69,999	Nil

**TREGARON FAMILY CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017**

4. Support Costs

Support Costs	Raising Funds	Charitable Activities	Total
Governance	0	756	756
Finance	0	0	0
HR	0	626	626
Total	0	1,382	1,382

Costs are allocated directly.

There was no trustee remuneration. Governance costs were as follows:

Independent Examination of accounts	£291
Dues and Subscriptions	£ 45
Insurance	£420
Total	£756

5. Risk Management

The trustees have carried out a review of the major risks to the organisation and believe that the level of reserves aimed for in the reserves policy below is sufficient to cover adverse conditions that the organisation may face. In addition, the organisation has in place financial, personnel and health & safety controls to limit the likelihood and impact of risks. All activities and events are risk assessed prior to commencement. Appropriate DBS checks are done of all staff and volunteers. The trustees will actively monitor risk and review their policies at least annually.

6. Debtors/Prepayments: There were no debtors at end of year.

7. Creditors: There was £572 due in accounts payable at the end of the year.