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17 Milton Meadows  
Milton, Nr Tenby  
Pembrokeshire  
SA70 8PL

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018  
FOR  
TREGARON FAMILY CENTRE**

**TREGARON FAMILY CENTRE**  
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**FOR THE YEAR ENDED 31 MARCH 2018**

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**TREGARON FAMILY CENTRE  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2018**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2018. 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  
SY25 6JN

**Trustees**

Mrs Catherine Hughes  
Mrs Ann Jones  
Mrs Margaret Evans  
Revd Phillip Wyn Davies  
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 2018**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Tregaron Family Centre is a charity governed by a constitution as adopted 25<sup>th</sup> 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:

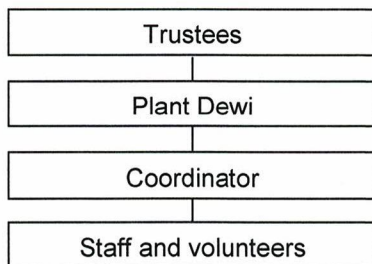
- i) The preservation and protection of health and the relief of distress within family relationships by the provision of a resource and advice centre and by the education of the public in good parenting skills;
- ii) The provision of facilities for recreation and other leisure time activities for families 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 2018**

## **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

## **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.

**TREGARON FAMILY CENTRE  
REPORT OF THE TRUSTEES - continued  
FOR THE YEAR ENDED 31 MARCH 2018**

## **ACHIEVEMENT AND PERFORMANCE**

Tregaron Family Centre has remained busy throughout the last year with new families attending regularly. Baby group has continued to be a popular session with parents to be and those with young babies attending to gain advice and support from staff and also from professionals who visit the centre to talk to parents.

We make use of local places of interest on a regular basis with our out and about sessions where families are encouraged to join us out in the fresh air and see what the local area has to offer. We have been on visits to the park, local nature reserve, Fire station and in the summer months, the seaside.

The Health Visitor was holding a regular weekly drop in clinic for families with young children which proved very popular, however due to the Health Visitor being on long term sick leave the visits ceased for a time, though we now have monthly visits from another Health Visitor who is covering for the time being.

We offer a fortnightly lunch club for families with an emphasis on healthy eating and cooking on a budget. Families help in planning what they would like to see on the menu and parents report that they have also tried the recipes at home. The lunch club is often a busy session and we receive much positive feedback from families with some telling us that their children are now willing to try new foods as a result of attending the lunch.

We have delivered courses for parents and their children, which have included Babbling Babies and Language and Play both of which encourage Speech, Language and Communication in babies and young children. Parents have also taken part in Incredible Years parenting programmes.

We offer Cymraeg I Blant sessions which include songs, stories & crafts through the medium of Welsh. These sessions are popular with families, with those who are new to the Welsh language finding it a fun and relaxing way to learn simple Welsh words and phrases. Parents have also had the opportunity to take part in a 10 week Welsh for beginner's course at the family centre.

We held a session with a St. Johns ambulance First Aider who came to deliver a session to parents on choking and resuscitation. Parents found the session very useful. Parents also had the opportunity to take part in a basic First Aid course which proved popular with several parents taking part.

We hope to continue to offer this vital service in the coming year for the families of Tregaron and the surrounding area.

## **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 problems. This would equate to between £12,504 and £25,007. Reserves of £1,871 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.

**TREGARON FAMILY CENTRE  
REPORT OF THE TRUSTEES - continued  
FOR THE YEAR ENDED 31 MARCH 2018**

**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 2018**

**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 2018, 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 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**

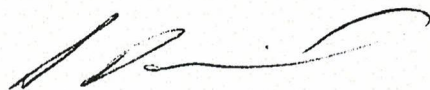
In connection with my examination, no matter has come to my attention (other than disclosed below):

(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

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: 4<sup>th</sup> December 2018



**TREGARON FAMILY CENTRE  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2018**

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

	Notes	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
<b>Income</b>					
<b>Donations and Legacies</b>					
Donations		120	0	120	50
Grants		0	50,477	50,477	38,710
<b>Total Donations and Legacies</b>		120	50,477	50,597	38,760
<b>Services</b>		270	0	270	0
<b>Total Income</b>	2	390	50,477	50,867	38,760
<b>Gross Profit</b>					
<b>Expenditure</b>					
<b>Charitable Activities</b>					
Activity costs		10	2,648	2,657	515
Advertising/promotional		0	325	325	0
Creche		0	9	9	1,397
Equipment (small items)		0	0	0	492
Miscellaneous Expense		0	205	205	125
Office Expense		151	905	1,056	740
Petty cash		0	0	0	424
Printing and Publicity		0	45	45	763
Professional Fees		0	5,742	5,742	951
Salary		0	33,097	33,097	12,057
Sessional Worker Expenses		0	0	0	6,625
Support Costs - Governance	4	0	1,403	1,403	756
Support Costs - HR	4	0	0	0	626
Telephone		0	320	320	81
Training		0	790	790	666
Utilities		17	4,526	4,543	532
<b>Total Charitable Activities</b>		178	50,014	50,192	26,751
<b>Total Expenses</b>	2,3	178	50,014	50,192	26,571
<b>Net Income/Expenditure</b>		212	463	675	12,009
<b>B/F Previous Year End</b>		1,659	17,829	19,487	7,478
<b>C/F Current Year End</b>		1,871	18,291	20,162	19,487

**TREGARON FAMILY CENTRE  
BALANCE SHEET  
FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	As of Mar 31, 2018	As of Mar 31, 2017
<b>Fixed Asset</b>			
<b>Total Fixed Asset</b>	<b>1</b>		
<b>Cash at bank and in hand</b>			
Barclays bank accounts		24,408	19,976
Petty cash		52	83
<b>Total Cash at bank and in hand</b>		<b>24,460</b>	<b>20,059</b>
<b>Current Assets</b>			
Undeposited Funds		0	0
<b>Total Current Assets</b>		<b>0</b>	<b>0</b>
<b>Net current assets</b>		<b>24,460</b>	<b>20,059</b>
<b>Creditors: amounts falling due within one year</b>			
<b>Trade Creditors</b>			
Accounts Payable	<b>7</b>	4,297	572
<b>Total Trade Creditors</b>		<b>4,297</b>	<b>572</b>
<b>Current Liabilities</b>			
VAT Liability		0	0
<b>Total Current Liabilities</b>		<b>0</b>	<b>0</b>
<b>Total Creditors: amounts falling due within one year</b>		<b>4,297</b>	<b>572</b>
<b>Net current assets (liabilities)</b>		<b>20,162</b>	<b>19,487</b>
<b>Total assets less current liabilities</b>		<b>20,162</b>	<b>19,487</b>
<b>Total net assets (liabilities)</b>		<b>20,162</b>	<b>19,487</b>
<b>Fund Breakdown</b>			
Unrestricted - Reserves		1,871	1,659
Restricted	<b>2</b>	18,291	17,829
<b>TOTAL FUNDS</b>		<b>20,162</b>	<b>19,487</b>

Approved by the Trustees on 18/12/2018

Signed on their behalf by Philip Wyn Davies

Name Philip Wyn Davies Date 18/12/2018

**TREGARON FAMILY CENTRE  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

**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 2018**

**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 2018**

**Fixed Assets**

There were no fixed assets held in 2017-18

**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:

<b>Fund</b>	<b>B/F</b>	<b>Income/ Additions</b>	<b>Expenditure</b>	<b>Transfer of funds</b>	<b>C/F</b>
Big Lottery Fund	17,584	49,077	48,614	0	18,047
Ceredigion CC	244	0		0	244
Families First Additional	0	300	300	0	0
Families First	0	500	500	0	0
Parent Engagement Fund	0	600	600	0	0
<b>Total Restricted Funds</b>	<b>17,828</b>	<b>50,477</b>	<b>50,014</b>	<b>0</b>	<b>18,291</b>
Unrestricted Funds	1,659	390	177	0	1,871
<b>Total Funds</b>	<b>19,487</b>	<b>50,867</b>	<b>50,192</b>	<b>0</b>	<b>20,162</b>

**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 £33,097

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 2018**

**4. Support Costs**

<b>Support Costs</b>	<b>Raising Funds</b>	<b>Charitable Activities</b>	<b>Total</b>
Governance	0	1,403	1,403
Finance	0	0	0
HR	0	0	0
<b>Total</b>	<b>0</b>	<b>1,403</b>	<b>1,403</b>

Costs are allocated directly.

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

Independent Examination of accounts	£ 211
Dues and Subscriptions	£ 84
Insurance	£1,108
<b>Total</b>	<b>£1,403</b>

**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 £4,297 due in accounts payable at the end of the year, which relates to a British Gas underpayment due to metering issues.