

**Registered Charity Number: 1047689**

**CARMARTHEN FAMILY CENTRE  
ANNUAL ACCOUNTS  
FOR THE YEAR ENDING 31 MARCH 2023**

**CARMARTHEN FAMILY CENTRE**  
**CONTENTS OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**CARMARTHEN FAMILY CENTRE****REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2023**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2023. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed and, the Charities Act 2011.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity Number** 1047689

**Registered Office** Ty Ni, 21 Chapel Street, Woods Row,  
Carmarthen, SA31 1QE

Ty Hapus, 114 Parc Hall, Carmarthen,  
SA31 1JG

<b>Trustees</b>	Emlyn Schiavane	Chairperson/Trustee
	Rose Rowland	Vice Chairperson/Trustee
	Doug Rose	Trustee
	Nigel Roberts	Trustee
	Richard Edwards	Trustee
	Frankie Owens	Trustee
	Mary Thorley	Trustee

**Bankers** Lloyds Bank  
King Street  
Carmarthen  
Carmarthenshire

**Independent Examiners** Harris Bassett Limited  
Chartered Accountants  
19 Murray Street  
Llanelli  
Carmarthenshire  
SA15 1AQ

## CARMARTHEN FAMILY CENTRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023 Cont'd

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

Carmarthen Family Centre is a charity governed by a constitution as adopted 6 February 1995. It is registered as a charity with the Charity Commission.

The aims and objects of the charity are to develop at a local level skills and nurturing capacity of families, parents and carers so that the well-being and life chances of their children are enhanced.

#### 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 are able, therefore, to sign-post families in need to other professionals. By providing this service we preserve and protect health and relieve stress within family relationships.

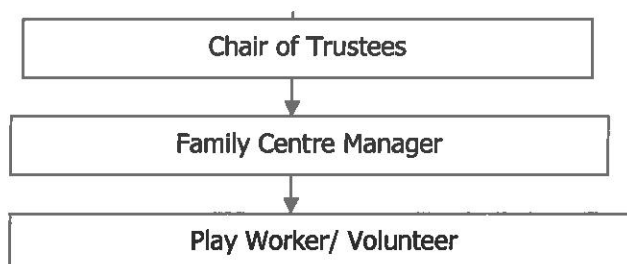
#### Appointment of Trustees

Trustees are appointed as set out in the constitution. 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.

#### Trustee Induction and Training

As part of induction all trustees are DBS checked and shown the relevant documentation regarding the running of the Family Centre.

#### Organisation Structure



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

#### Related Parties

Plant Dewi's Family Centre Strategic manager support the Trustees and Family Centre Manager.

#### Risk Management

Risk Management has been reviewed in terms of child protection policies, risk assessments of events and trips, the undertaking of Disclosure and Barring checks and health and safety issues. The trustees feel that they have taken all reasonable steps to protect beneficiaries, staff, volunteers and the organisation itself.

**CARMARTHEN FAMILY CENTRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023 Cont'd**

Financial risks have been reviewed and procedures put in place accordingly. A reserves policy has been established in line with the identified risks.

**OBJECTIVES AND ACTIVITIES**

The object of the charity is about prevention and early intervention.

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:-

- Provide a safe, warm, and welcoming environment.
- Provide access to high quality play equipment and activities.
- Empower Parents by offering training and support.
- Provide opportunities to go on trips and outings.
- Provide open-door policy where everyone is welcomed.
- Continue outreach work to identify isolated families.
- Continue to provide courses, workshops, play activities for parents and their children to do together.

**ACHIEVEMENT AND PERFORMANCE**

Carmarthen Family Centres is a registered charity based in two areas of Carmarthen – in Carmarthen Town South, Ty Ni opened its doors in 1995 and in Carmarthen Town North, Ty Hapus in Park Hall opened in 2004. The centre's operate independently of Plant Dewi as a charity.

The Ty Hapus site has been consistent in its provision over the year as a family centre and Ty Ni as a family contact centre up until its closure in August 2022 where it was then used for outreach work.

With a team of three staff, a Centre Manager, 1 Play Worker and 1 Contact Worker who have worked for the organisation for a number of years, we have been able to facilitate the activities, with a sessional worker to cover holidays and staff sickness. All working with the support of the trustees.

The priority of both centres is to engage local families and professional support. Working closely with local nurseries and schools, consulting with professionals, and also regularly updating our social media page to engage with the community.

**CARMARTHEN FAMILY CENTRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023 Cont'd**

Highlights

- Community links with Carmarthenshire County council who provided funding for weekly cooking packs for families, Lunch'n play sessions and working closely with the local Flying Start nursery for some sessions to promote the family centre and maintain strong community links.
- Providing various fun days and sessions with other agencies throughout the year including, 2 x Guiding Star Journeys outdoor adventure sessions, 2 x Craft and art sessions with Arts4wellbeing, 2 x messy and sensory play sessions with Chwarae Anibendod, Half-term fun with Crazy Clayton entertainment, and beach activities, a mini beast hunt and smoothie making sessions with Threshold DAS, domestic abuse Service.
- 2 x Baby yoga courses with Rubba Bubba and a Peter Walker baby massage course.
- Various courses and workshops for families including, Action for children family links nurture programme, Storytelling and numicon workshops with Carmarthenshire education and learning services, and a Welsh language course with Clwb Cwtsh.
- 3 x coach trips to Pembrey Country Park, The Dinosaur Park, Tenby and St David's Cathedral for Plant Dewi's 20<sup>th</sup> anniversary family fun day.
- A family fun day out with activities to the National Botanic Gardens of Wales with Plant Dewi plus several opportunities for families to visit the gardens free of charge.
- Several sessions to celebrate national and international days such as, St David's day and Chinese New Year, Remembrance Day and Children in need sessions. 2 x Easter fun and craft sessions, a summer party with PS Parties entertainment, and a Christmas party with Crazy Clayton entertainment. A session of crafts and food to celebrate Plant Dewi's 20<sup>th</sup> Anniversary and a morning of Messy play with Chwarae Anibendod to celebrate National Playday.
- Several families provided with free children's books from the local university donated by a trustee. Books donated by Booktrust Cymru and Toy donations in conjunction with the Christmas toy box appeal.
- Staff training and professional development including Language and Play, Grobrain Foundation Course, Food hygiene, and Safeguarding.

Group Sessions throughout the year

- Weekly baby language and play session with themed songs, stories and rhymes, activities and play to enhance babies' language and communication skills.
- Weekly toddler language and play session with themed songs, stories and rhymes, activities and play to enhance toddlers' language and communication skills.
- Weekly Stay and Play session for all ages. Lots of free play, socialising, exploring and discovering activities, both indoors and outdoors, to enhance all areas of children's development.
- Regular online links to advice and support.
- During the language and play sessions parents have had the opportunity to learn new songs, stories and activity ideas with their children. The sessions incorporated weekly themes and were held both outdoors and indoors.

Outcome – From Survey

100% Families feel they have reduced their isolation

85% Parents feel they have improved confidence

100% Parents feel they have improved relationships with their children

90% Parents feel they have improved their and their children's well-being.

**CARMARTHEN FAMILY CENTRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023 Cont'd**

What our families tell us about the centre:

The centre has been very busy and feedback from parents/carers has been positive. Examples below:

"I love the support and friendliness me and my daughter get from this place! It's priceless and without it we'd really suffer" LM

"They plan wonderful activities for us to do. We always feel very welcome and always have so much fun." CO

"Having been in a very bad place at times in my life I genuinely don't know where I'd be without the support of the Family Centre and the friendships my little boy and I have made through it" PD

**Families supported**

Since reopening fully following the pandemic the family centre became consistently busy with families with preschool aged children attending the regular weekly sessions, and families with older children returning to attend the sessions during school holidays.

Carmarthen Family Centre is regularly active on their social media page, posting updates and information regarding events and weekly sessions, and supports families online with links to opportunities and professional advice and support.

Carmarthen Family Centre supported 103 Adults, 135 Children and 96 families during the financial year of 22/23.

**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/ contract funding. In the event of such a loss the trustees wish to be able to maintain services for at least 3 months to enable other sources of funding to be secured or to make changes to existing services. The trustees therefore feel that reserves should normally be approximate to 3 – 6 months running costs. This equates to approximately £13,082-£26,165. As of 31st March 2023, reserves held equated to £23,479, which is within this range. The trustees are considering designating the excess towards specific charitable activities and will continue to monitor reserves on an annual basis.

**FINANANCIAL REVIEW**

During the year the centre was funded by CAF/CASS, Families First and Flying Start, Children In Need, Awards for All, Summer of Fun, Foyle Foundation, Garfield Weston, TK Maxx and Homesense Foundation, and The Postcode Community Trust. The charity is grateful for the support of its funders.

**CARMARTHENSHIRE FAMILY CENTRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023 Cont'd**

**STATEMENT OF TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources including the income and expenditure, of the charity for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the Provisions of the Trust deed. 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.

This Report was approved by the Trustees on.....11<sup>th</sup> December '23..... and signed on its behalf by

..........

**CARMARTHEN FAMILY CENTRE****REPORT OF THE INDEPENDENT EXAMINER  
FOR THE YEAR ENDED 31 MARCH 2023****Independent examiner's report to the Trustees of Carmarthen Family Centre**

I report on the accounts of the Charity for the year ended 31 March 2023, which are set out on pages 9 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(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 an audit and is eligible for independent examination, it is my responsibility to:

- to examine the accounts under section 145 of the Charities 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:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*E. Truman*

E Truman FCA  
Harris Bassett Limited  
Chartered Accountants  
19 Murray Street  
Llanelli  
Carmarthenshire  
SA15 1AQ

Date: *16.01.24*

## CARMARTHEN FAMILY CENTRE

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2023

	Note	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
<b>Receipts</b>					
Bank Interest Earned		14	-	14	1
Utilities Refund		-	312	312	-
Grants	2	-	56,665	56,665	61,842
Room Rental		<u>30</u>	<u>-</u>	<u>30</u>	<u>100</u>
<b>Total receipts</b>		<u>44</u>	<u>56,977</u>	<u>57,021</u>	<u>61,943</u>
<b>Payments</b>					
<b>Charitable activities</b>					
Room Hire		-	48	48	-
Lunch Club Supplies		-	83	83	-
Party Supplies & Entertainment		-	471	471	-
Activity supplies		-	855	855	48
DBS check		-	71	71	100
Computer costs		-	-	-	158
Petty cash		-	-	-	37
Printing, postage and stationery		-	37	37	195
Pension recharge		-	1,333	1,333	1,303
Payroll costs		-	534	534	444
Salaries, tax and NIC	3	-	33,867	33,867	34,863
Telephone		-	832	832	792
Training		-	24	24	430
Repairs and renewals		-	408	408	566
Trips		-	1,665	1,665	922
Utilities		-	3,014	3,014	2,522
Sundry		-	-	-	30
<b>Total charitable payments</b>		<u>-</u>	<u>43,242</u>	<u>43,242</u>	<u>42,410</u>
<b>Governance</b>	4	<u>-</u>	<u>2,172</u>	<u>2,172</u>	<u>3,413</u>
<b>Total Charitable Payments</b>		<u>-</u>	<u>45,414</u>	<u>45,414</u>	<u>45,823</u>
Net Receipts		44	11,563	11,607	16,120
Total Funds brought forward		23,435	24,028	47,463	31,343
Transfer between funds		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Funds carried forward</b>		<u>23,479</u>	<u>35,591</u>	<u>59,070</u>	<u>47,463</u>

The notes form part of these financial statements

## CARMARTHEN FAMILY CENTRE

BALANCE SHEET  
AS AT 31 MARCH 2023

	2023 £	2022 £
<b>ASSETS</b>		
<b>Current assets</b>		
<b>Cash at bank and in hand</b>		
Bank	59,047	47,440
Petty cash	23	23
Total cash at bank and in hand	<u>59,070</u>	<u>47,463</u>
Total Current Assets	59,070	47,463
NET CURRENT ASSETS	59,070	47,463
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>59,070</u>	<u>47,463</u>
NET ASSETS	<u>59,070</u>	<u>47,463</u>
<b>Fund Breakdown</b>		
Unrestricted funds - Reserve	23,479	23,435
Restricted funds	<u>35,591</u>	<u>24,028</u>
<b>Total Funds</b>	<u>59,070</u>	<u>47,463</u>

The Financial Statements were approved by the Board of Trustees on 11-12-23 and were signed on its behalf by:-

Name Emily J SCARVON

Signature G. J.

The notes form part of these financial statements

## CARMARTHEN FAMILY CENTRE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

#### 1. ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

##### **Basis of Preparation**

The financial statements have been prepared on a receipts and payments basis and in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) – effective 1 January 2021 (Charities SORP) (FRS 102) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) – Section 1A.

Carmarthen Family Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

There are no material uncertainties regarding the charity's ability to continue as a going concern.

##### **INCOMING RESOURCES**

##### **Recognition of incoming resources**

These are included in the Statement of Financial Activities (SoFA) when the charity receives the resources.

##### **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 received the resources.

##### **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 as 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.

**CARMARTHEN FAMILY CENTRE  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023 Cont'd**

**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 received.

**EXPENDITURE AND LIABILITIES****Liability recognition**

Liabilities are recognised as soon as paid by the charity.

**Governance costs**

This 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.

**Support costs**

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

**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:

Funder	B/fwd	Income	Expenditure	C/fwd
	£	£	£	£
Awards for All	9,176	-	(9,176)	-
Children In Need	4,714	10,500	(10,584)	4,630
CAFCASS	8,138	3,907	(5,335)	6,710
Groundwork	(1,000)	1,000	-	-
Garfield Weston	-	7,500	(3,600)	3,900
Families and Flying Start	-	7,000	(7,000)	-
Summer of Fun	-	1,555	(1,555)	-
T K Maxx	-	500	-	500
Postcode Community Trust	-	25,015	(3,844)	21,171
Foyle Foundation	3,000	-	(3,000)	-
CCC Poverty Fund	-	-	(1,320)	(1,320)
<b>Total Restricted Funds</b>	<b>24,028</b>	<b>56,977</b>	<b>(45,414)</b>	<b>35,591</b>

## CARMARTHEN FAMILY CENTRE

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023

<b>3. SALARY AND WAGES</b>	<b>£</b>
Total staff costs comprised:	
Wages	32,318
Redundancy	998
Employers National Insurance	-
Employers Pension	551
<b>Total staff costs</b>	<b><u>33,867</u></b>

The average monthly number of employees in the year was 2.

No employees received emoluments of more than £60,000.

**Pension Scheme**

The Company does operate a pension scheme

**4. GOVERNANCE COSTS**

There was no trustee remuneration.

Governance costs were as follows:

	<b>£</b>
Health and Safety Costs	1,188
Independence examination	600
Membership Subscription	70
Insurance	314
<b>Total</b>	<b><u>2,172</u></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 and 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. ULTIMATE CONTROLLING PARTY**

The charity is controlled by the board of trustees.