

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
ST PAUL'S FAMILY CENTRE**

ST PAUL'S FAMILY CENTRE

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FOR THE YEAR ENDED 31 MARCH 2021**

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ST PAUL'S FAMILY CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. 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, the Charities Act 2011 and 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 2015).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number

1060020

Registered Office

Ger-y-Llan
 Bigyn Park Terrace
 Llanelli
 Carmarthenshire
 SA15 1DN

Trustees

Mr Nicholas Griffin
 Mrs Gwladys Phillips
 Mrs Vanessa Marsh
 Mr Marc Howells
 Miss Anne Evans
 Mr Allan Marsh
 Cllr Beatrice Louvain Roberts
 Mrs Carol Hodson
 Cllr Terry Davies

Centre Manager

Mrs Sarah Williams

Bankers

HSBC
 Llanelli
 Carmarthenshire

Independent Examiners

Rimmer & May
 Chartered Accountants
 19 Murray Street
 Llanelli
 Carmarthenshire
 SA15 1AQ

ST PAUL'S FAMILY CENTRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021 Cont'd

STRUCTURE, GOVERNANCE AND MANAGEMENT

St Paul's Family Centre is a charity governed by a constitution as adopted 11th January 2008. It is registered as a charity with the Charity Commission.

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

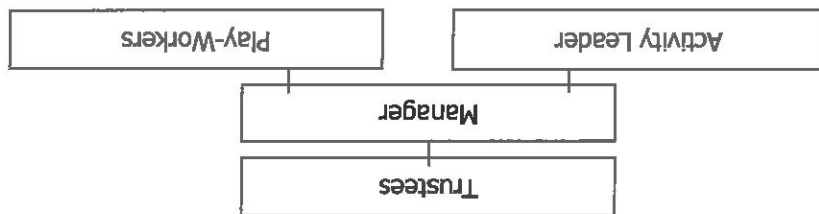
Appointment of Trustees

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 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 Manager 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 and advise the Family Centre Manager.

Risk Management

St Paul's 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. A reserves policy has been established in line with the identified risks.

ST PAUL'S FAMILY CENTRE

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021 Cont'd

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

The object of the charity is about prevention and early intervention. The constitution states the two objects as 1) to promote the benefit of the inhabitants of the area of benefit without distinction and to work bi-lingually with them and other organisations in a common effort to provide facilities in the interests of social welfare and education with the object of improving the conditions of life for the said inhabitants. 2) to maintain and manage (whether alone or not) the family centre in furtherance of the above object

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
- provide Flying Start childcare

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 in order 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

Public benefit is evidenced 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 including online and face-to-face sessions. 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.

St Paul's Family Centre has reached out to a large number of families who were facing isolation. Staff provided support and advice on a variety of topics and concerns that suited their individual needs. The Family Centre was able to help the families feel more valued and get involved in their community. This achieved a sense of belonging and built social networks.

The Centre staff worked from home due to the Covid 19 pandemic between March and July, during this time staff planned and prepared for re-opening and improved their knowledge and skills by attending online training programmes. The Flying Start Nursery re-opened in July, staff followed Welsh Government Guidelines and successfully welcomed children back to a Covid safe environment. The Parent and Toddler sessions remained online consisting of Zoom groups, telephone calls, a social media timetable of activities and delivery of home activity packs until mid-August. Following Guidelines and in a risk assessed environment we met families for the first time in 6 months face to face in Park Howard and Llanelli Beach. Staff have consistently provided blended support for families offering a mixture of online support and face to face support. Staff continue to follow Welsh Government Guidelines.

The Parent and Toddler sessions have had an increased number of new families register and attend the outdoor sessions, all sessions are restricted in number and a new session has been added to the timetable. This includes referrals from local support agencies encouraging their clients to use the facilities and benefit from meeting other families living in the community, and families that have seen our adverts in the Llanelli Star, The Dewis website, local notice boards and Facebook. There are 120 families registered.

The Centre is registered with the Care Standard Inspectorate for Wales.

The Centre is registered with Early Years Wales Quality for All and has a 'Highly Commended' achievement award.

Staff have trained in Safeguarding Children, ASD Awareness, First Aid, Food Hygiene, Welsh, Emotional Health, Health and Safety, Domestic Abuse, Attachment theory, Prevent and Child Protection

We have had no students or volunteers this year due to the pandemic.

Courses for Centre Users have been postponed.

Conferences and meetings attended via social media have been with Plant Dewi, Flying Start, Llanelli Community Partnership, Llanelli Town Council and the Family Centre Networks.

The Centre continues with the 'Flying Start' Playgroup, which provides childcare for up to 16 children per day for families in the Flying Start area. The families are encouraged to make use of the other services on offer at the Centre.

The children and families have continued growing fruit and vegetables at the Centre's allotment.

The Children and Families were invited to join the Plant Dewi Christmas service in December held via Zoom.

The Centre took part in the Llanelli Community Partnership event to celebrate Carmarthenshire Wellbeing week through Facebook, the Centre's video had over 1000 views and helped to reach the wider community of Carmarthenshire and to advertise the work of the Family Centre.

Regular fire drills have taken place during the nursery sessions, ensuring staff and children are familiar with the evacuation procedures. All the health and safety checks are done on a daily basis and these include a fridge check and playrooms risk assessments.

ST PAUL'S FAMILY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2021 Cont'd

The Centre staff and Trustees reviewed and evaluated the sessions that have taken place throughout the past year, ensuring any issues that have been identified were addressed. In the past year, the Centre has supported 200 families.

Review of Progress and Achievements

We have once again come to the end of a very busy year at the Family Centre, which I am pleased to report continues to thrive and has demonstrated the importance of community based Family Centres. Despite the Covid pandemic the Nursery only closed for a short period of time and the children who didn't attend were supported at home through social media, phone calls and home activity packs. The family sessions continued to be provided and offered support through online sessions and face to face activities. All session followed Welsh Government guidelines. As Chair of trustees, in these difficult times, I am pleased to acknowledge the achievements of the Centre by dedicated staff and volunteers.

FINANCIAL REVIEW

Reserves Policy

The most significant current financial risk would be loss of grant income from a major fund provider. The trustees believe that a reserve should be held, where funding to be lost, services could be maintained for a period of time to look for alternative funds and appropriate action be taken should funding not be secured. The exception to this is Flying Start, where trustees believe that the service would cease if funding were not maintained. The trustees feel that a reserve equal to 4 – 6 months running costs, without reference to Flying Start funding would be sufficient. This policy is reviewed annually. The balance held as unrestricted funds at 31 March 2021 was £27,391 (of which £22,000 may be needed for staff redundancies). Actual 4 to 6 months running costs are £9,000 to £13,500.

Custodian Trustees

The property known as St Paul's Family Centre is vested in the St David's Diocesan Board of Finance as custodian trustees on behalf of St David's DCSR.

STATEMENT OF TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS


The charity 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 of including the income and expenditure, 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 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 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 14.7.21 and signed on its behalf by


 Mr N Griffin

REPORT OF THE INDEPENDENT EXAMINER
FOR THE YEAR ENDED 31 MARCH 2021

Independent examiner's report to the Trustees of St Paul's Family Centre

I report on the accounts of the Charity for the year ended 31 March 2021, which are set out on pages 9 to 14.

Responsibilities and Basis of Report

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.

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charities Commission under Section 145(5)(b) of the Act.

Independent Examiners' Statement

I have completed my examination, I confirm that no material matters have come to my attention in connection with the examination:

- 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
Rimmer and May
Chartered Accountants
19 Murray Street
Llanelli
Carmarthenshire
SA15 1AQ

Date: 21.07.21

ST PAUL'S FAMILY CENTRE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Total Funds 2020
INCOME					
Bank interest earned		32	-	32	75
Room Rental		-	-	-	500
Fundraising Events		-	-	-	800
Gifts and Donations		150	-	150	270
Grants		-	93,259	93,259	86,802
Reimbursed Expenses		25	-	25	2,224
Utilities refund		-	35	35	-
Total income	2	<u>207</u>	<u>93,294</u>	<u>93,501</u>	<u>90,671</u>
EXPENDITURE					
Cost of raising funds		-	-	-	-
Expenditure on charitable activities		7	1,055	1,062	2,130
Centre Provisions		-	-	-	302
Fire Inspection		-	-	-	-
Miscellaneous Expense		-	-	-	-
Recruitment		-	-	-	277
Office Expenses		-	380	380	-
Play Equipment		-	-	-	-
Postage and Delivery		-	-	-	30
Office Equipment		873	250	1,123	-
Repairs and Maintenance		324	958	1,282	631
Salaries and NI	3	943	66,489	67,432	76,328
Staff Expense		-	280	280	215
Telephone		-	630	630	651
Toys/Crafts		-	1,746	1,746	155
Training		54	162	216	132
Trips and Events		-	-	-	485
Utilities		-	4,148	4,148	3,845
Total direct charitable expenditure		<u>2,201</u>	<u>76,218</u>	<u>78,419</u>	<u>85,181</u>
Governance costs		-	-	-	-
Bank Service Charge		-	-	-	-
Professional Fees		-	8,284	8,284	6,893
Membership/Subscriptions		-	49	49	160
Insurance		-	1,534	1,534	2,351
Total Governance Costs	4	<u>-</u>	<u>9,867</u>	<u>9,867</u>	<u>9,404</u>
Total Expenditure		<u>2,201</u>	<u>86,085</u>	<u>88,286</u>	<u>94,585</u>
Net Income		<u>(1,994)</u>	<u>7,209</u>	<u>5,215</u>	<u>(3,914)</u>
Total funds brought forward		29,385	19,698	49,083	52,997
Total funds carried forward		27,391	26,907	54,298	49,083
Movement in funds					

ST PAUL'S FAMILY CENTRE

BALANCE SHEET
AS AT 31 MARCH 2021

	Note	2021	2020
		£	£
ASSETS			
Fixed assets	1	-	-
Current assets			
Debtors and prepayments	6	5,091	566
Total other current assets		5,091	566
Cash at bank and in hand			
Petty cash		200	200
Current Account		31,212	31,807
Money Market Account		18,295	18,263
Total cash at bank and in hand		49,707	50,270
Total current assets		54,798	50,836
Current liabilities			
Accounts payable	7	500	500
Accounts payable		500	1,253
Income received in advance		-	1,253
Total accounts payable		500	1,753
Total current liabilities		(500)	(1,753)
Net Assets		54,298	49,083
The funds of the charity			
Unrestricted funds		27,391	29,385
Restricted funds	2	26,907	19,698
Total charity funds		54,298	49,083

Signed on behalf of the Trustees
V.B. Kous
 Name: *Vanessa Bright Mason*
 Date: *14.7.21*

The notes on pages 11 to 14 form part of these accounts

**ST PAUL'S FAMILY CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

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 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 2019 (Charities SORP) (FRS 102) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

St Paul's 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 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.

Tax reclaim on donations and gifts

Incoming resources from tax reclaim 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.

Volunteer help

Investment income This is included in the accounts when receivable.

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.

Liability recognition

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

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.

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.

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

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and are valued at cost, or if gifted, at the value to the charity on receipt.

Depreciation is on a straight line basis on furniture and equipment at 25%.

Cost as at 1 April 2020	10,488	10,488	10,488
Additions	-	-	-
At 31 March 2021	10,488	10,488	10,488
Depreciation at 1 April 2020	-	10,488	10,488
Charge for the year	-	-	-
At 31 March 2021	-	10,488	10,488
Net book value at 31 March 2020	-	-	-
Net book value at 31 March 2021	-	-	-

ST PAUL'S FAMILY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021 CONT'D**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 operates a pension scheme.

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	Movement in funds	C/F
Flying Start	£ 2,976	£ 51,237	£ (48,558)	£ -	£ 5,655
Sylvia Adams	-	3,000	(1,609)	-	1,391
Flying Start family support	2	15,500	(15,005)	-	497
Children in Need	8,729	-	(5,699)	-	3,030
Awards for All	4,985	10,000	(7,357)	-	7,628
Tesco	6	500	(506)	-	-
Carmis Covid	-	1,000	(1,000)	-	-
Time to shine	-	2,289	(2,289)	-	-
Staff contingency	3,000	-	-	-	3,000
Community Fund in Wales	-	5,000	(647)	-	4,353
William Brown Hill	-	1,000	-	-	1,000
FIS Sustainability	-	2,516	(2,248)	-	268
Church Fund	-	1,252	(1,167)	-	85
Total	19,698	93,294	(86,085)	-	26,907

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 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 2019).

Total staff costs comprised:

Wages and salaries	£ 63,279
Employer National Insurance	3,260
Pension contribution	893
Total staff costs	67,432

The average monthly head count was 6 staff with all employee time involved in providing either support to the governance of the charity or support services to charitable activities.

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

ST PAUL'S FAMILY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021 Cont'd

4.

GOVERNANCE COSTS

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

Accountancy fees	624
HR and H&S costs	1,080
Plant Dewl Consultancy	6,580
Insurance	1,534
Membership fees	49
Miscellaneous	
	<u>£9,867</u>

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

There was £Nil due at the year end for outstanding fees.

7.

CREDITORS

Amounts falling due within one year were £500. No amounts were due to St David's DCSR.

