

Registered Charity Number: 1103364

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
FELINFOEL FAMILY CENTRE

FELINFOEL FAMILY CENTRE
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FOR THE YEAR ENDED 31 MARCH 2021

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FELINFOEL 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	1103364
Registered Office	Ynyswen Felinfoel Llanelli Carmarthenshire SA14 8BE
Trustees	Mr John Evans Mrs Linda Bourne Ms Emmaline Rose Cllr. Hugh Richards Mr Carl Lander Ms Mair Billington Ms Tracey Thomas
Advisory Capacity	Jane Hanwell – Plant Dewi
Bankers	Santander Bank Bridle Road Bootle Merseyside GIR 0AA
Independent Examiners	Rimmer & May Chartered Accountants 19 Murray Street Llanelli Carmarthenshire SA15 1AQ

FELINFOEL FAMILY CENTRE

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

Felinfoel Family Centre is a charity governed by a constitution as adopted 12th May 2003. It is registered as a charity with the Charity Commission.

The aims and objects of the charity are:

- The preservation and protection of health and the relief of distress within family relationships by the provision of a resources and advice centre and by the education of the public in good parenting skills; and
- 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 and if such principals and methods shall in the opinion of the trustees be or become for any reason impossible or impracticable or undesirable to be applied then for the education of children according to such other principals and methods as the trustees may from time to time determine.

Plant Dewi were previously appointed by the Family Centre Management Committee to manage and advise the coordinator. However on December 1st 2020 the responsibility for staff was handed back to the Management Committee through the TUPE process.

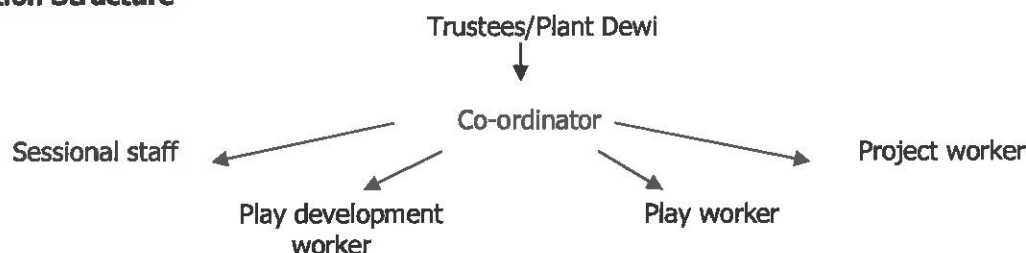
Appointment of Trustees

Trustees are appointed as set out in the constitution of the charity. Professional 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 given Safeguarding Training 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.

FELINFOEL FAMILY CENTRE

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

Related Parties

Plant Dewi were appointed by the Family Centre Management Committee to employ staff to manage and advise the coordinator. However, on December 1st 2020 staff were brought back directly under the employment of the Management Committee through the TUPE process.

Risk Management

Felinfoel 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.

OBJECTIVES AND ACTIVITIES

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

The constitution states the two objects as

1. "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."
2. "The provision of facilities for recreation and other leisure time activities for and 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 to 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.

FELINFOEL FAMILY CENTRE**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021 Cont'd**

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

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 therefore is 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

At the beginning of the pandemic, as an organisation and staff, we reacted swiftly and flexibly to continue to support families and deliver outcomes for funders despite very difficult circumstances.

During the first lockdown (April-August) we adapted our delivery and began supporting families through play sessions on Facebook page. This meant that families continued to get play ideas, craft ideas, story and song time, baking with children ideas, family meal recipes, etc. We also utilised this platform to inform and support families through relevant links and posts e.g., the parenting give it time link. We ensured that this medium was interactive with families sending in their own completed crafts etc. We used the messaging system to address any individual concerns. We contacted families by phone for the social connection and to chat about any specific needs. We organised weekly deliveries of craft activity packs to 67 children. When new needs emerged such as the need for food parcels we responded with our own emergency parcels and then referred on to other agencies.

When restrictions allowed (Sept-Dec), we held face to face sessions outdoors with limited numbers and, later, a few weeks of indoor baby group. However, things were not plain sailing with a local lockdown and the fire break to adjust for and to a blended timetable with Facebook sessions was delivered throughout this period. During the latest lockdown (Dec-March) we continued with Facebook and reintroduced activity pack deliveries. We also added Baby Group and Family Fun Club through Zoom and LAP through WhatsApp and deliveries of books and crafts.

Throughout this period we have worked to try to keep the community supported and connected and have provided activities to uplift the spirits of the families and the children we serve.

FELINFOEL FAMILY CENTRE**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021 Cont'd****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 in order to protect against the sudden/unexpected loss of funding or other unanticipated problems. Unrestricted reserves of £11,587 were held at the year end. Trustees have taken steps to fundraise and increase unrestricted income in the last 12 months and considerable progress has been made. The trustees will continue to do so in order to reach our reserves target. Trustees review the reserves level at least annually and whenever new services are introduced.

STATEMENT OF TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The trustees are responsible for preparing a trustee's report and the 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.....10/12/21..... and signed on its behalf by



FELINFOEL FAMILY CENTRE

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

Independent examiner's report to the Trustees of Felinfoel Family Centre

I report on the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 8 to 14.

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.

It is my responsibility 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 the seeking of 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
Rimmer and May
Chartered Accountants
19 Murray Street
Llanelli
Carmarthenshire
SA15 1AQ

Date: 16.12.21

FELINFOEL 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 £
<u>INCOMING RESOURCES</u>					
Voluntary Income					
Grants	1	-	77,329	77,329	80,349
Gifts and donations		-	-	-	2,926
Sundry income		<u>72</u>	-	<u>72</u>	-
Total incoming resources	2	<u>72</u>	<u>77,329</u>	<u>77,401</u>	<u>83,275</u>
<u>EXPENDITURE</u>					
Direct Charitable Expenditure					
Activity costs		-	8,555	8,555	3,290
Marketing		-	191	191	24
Beneficiary training		-	1,230	1,230	1,763
Depreciation		-	-	-	-
Consultancy Fees		-	4,740	4,740	7,052
Toys		-	-	-	-
Gardening equipment		-	-	-	110
Office costs		-	-	-	-
Membership fees		-	22	22	50
Health and Safety costs		-	1,146	1,146	1,102
Playroom furniture & equipment		-	1,649	1,649	95
Salaries, Tax and NI, Pension	3	-	55,775	55,775	56,149
Sessional		-	-	-	274
Other wages costs		-	36	36	64
Training		-	-	-	120
Travel and volunteer expenses		-	1,004	1,004	669
Trips and events		-	-	-	2,778
Uniform		-	-	-	-
Cleaning		-	-	-	-
Sundries		-	<u>45</u>	<u>45</u>	<u>87</u>
Total direct charitable expenditure		-	<u>74,393</u>	<u>74,393</u>	<u>73,624</u>
Governance costs	4	<u>-</u>	<u>1,588</u>	<u>1,588</u>	<u>1,538</u>
Total Expenditure		<u>-</u>	<u>75,981</u>	<u>75,981</u>	<u>75,162</u>
Net funds		<u>72</u>	<u>1,348</u>	<u>1,420</u>	<u>8,113</u>
B/Fwd previous year end		<u>11,392</u>	<u>29,588</u>	<u>40,980</u>	<u>32,867</u>
		<u>11,464</u>	<u>30,936</u>	<u>42,400</u>	<u>40,980</u>
Movement in funds	8	<u>123</u>	<u>(123)</u>	<u>-</u>	<u>-</u>
C/fwd current year end		<u>11,587</u>	<u>30,813</u>	<u>42,400</u>	<u>40,980</u>

FELINFOEL FAMILY CENTRE

BALANCE SHEET
AS AT 31 MARCH 2021

	Note	2021		2020	
		£	£	£	£
ASSETS					
Fixed assets	1		-		-
Current assets					
Accounts receivable					
Accounts receivable	6	-	-	-	-
Prepayments		<u>1,757</u>		<u>1,424</u>	
Total accounts receivable		<u>1,757</u>		<u>1,424</u>	
Cash at bank and in hand					
Bank account		41,667		46,556	
Petty cash		<u>100</u>		<u>100</u>	
Total cash at bank and in hand		<u>41,767</u>		<u>46,656</u>	
Total current assets			<u>43,524</u>		<u>48,080</u>
Current liabilities					
Accounts payable					
Accounts payable	7		(1,124)		(7,100)
Net current assets			<u>42,400</u>		<u>40,980</u>
Net Assets			<u>42,400</u>		<u>40,980</u>
Breakdown of funds					
Restricted funds			30,813		29,588
Unrestricted funds reserves			<u>11,587</u>		<u>11,392</u>
Total funds			<u>42,400</u>		<u>40,980</u>

Signed on behalf of the Trustees..........C Lander

Date.....10/12/21.....

FELINFOEL 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 as follows:-

Basis of Preparation

The accounts (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 2015 (Charities SORP) (FRS 102) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) – Section 1A.

Felinfoel Family Centre meets the definition of a public benefit entity under FRS 102.

The accounts have been prepared under the historical cost convention with items recognised at historical cost or transaction value unless otherwise stated in the relevant notes to those accounts.

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 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.

FELINFOEL FAMILY CENTRE

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

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

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.

Government 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 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 at 15%.

FELINFOEL FAMILY CENTRE

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

Fixed assets

	Premises Costs	Fixtures & Equipment	Total
	£	£	£
Cost as at 1 April 2020	9,313	4,900	14,213
Additions	—	—	—
At 31 March 2021	—	—	—
Depreciation at 1 April 2020	9,313	4,900	14,213
Charge for the year	—	—	—
At 31 March 2021	—	—	—
Net book value at 31 March 2021	—	—	—
Net book value at 31 March 2020	—	—	—

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 Scheme

The Charity operates a pension scheme.

FELINFOEL FAMILY CENTRE

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

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 of Funds	C/F
	£	£	£	£	£
Flying start	-	5,000	5,000	-	-
Garfield Weston	30	-	-	30	-
Children in Need	401	9,323	9,319	-	405
Flying Start	1,060	-	1,060	-	-
HWF – Covid 19	-	5,000	5,000	-	-
Respond	-	5,000	-	-	5,000
WBH	1,000	-	1,000	-	-
Santander	334	-	330	4	-
Awards for All	113	-	26	87	-
Co-op	2,125	-	2,123	2	-
Awards for All	8,500	-	2,537	-	5,963
HWF	<u>16,025</u>	<u>53,006</u>	<u>49,586</u>	<u>-</u>	<u>19,445</u>
Total funds	<u>29,588</u>	<u>77,329</u>	<u>75,981</u>	<u>123</u>	<u>30,813</u>

3. FUNCTIONAL ANALYSIS OF EXPENDITURE

Expenditure has been broken down according to the activity headings as recommended by the Accounting and Reporting Charities Statement of Recommended Practice applicable to Charities preparing their account in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Total staff costs comprised:	£
Wages and salaries	52,739
National insurance costs	2,206
Pension costs	830
Total staff costs	<u>£55,775</u>

The average monthly head count was 4 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.

FELINFOEL 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:

	£
Independent examination	558
Insurance	<u>1,030</u>
Total	<u>1,588</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 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

	<u>2021</u>	<u>2020</u>
	£	£
Prepayments	<u>1,757</u>	<u>1,424</u>

7. CREDITORS

	<u>2021</u>	<u>2020</u>
	£	£
Accounts payable at the year end	<u>1,124</u>	<u>7,100</u>

