

CABS-Cardiff

Charitable Incorporated Organisation



Trustees' Annual Report for the Year ended 31-Aug-2020

Charity registration number: 1187019

1 Objectives and activities

The objects of the charity, as stated in its governing document, are:

1. To relieve the needs of the adults with learning disabilities, in particular but not exclusively, in Cardiff, by the provision of basic skills training to facilitate their engagement in ordinary social activities with increased confidence and to provide educational opportunities that will increase their visibility and reduce their social isolation.
2. To advance education for adults with learning disabilities, in particular but not exclusively, in Cardiff.

2 Achievements and performance

2.1 Activities before COVID-19 Epidemic

2.1.1 Learning Clubs

During the period of this report, CABS-Cardiff grew to provide 3 Learning Clubs a week for adults with a learning disability. They gradually increased the number of people participating or joining the waiting list. The Friday Club proved popular and we contemplated offering a second a second session. There was obvious overall progress as people developed in confidence and some great individual successes were evident in the achievements of participants.

In December 2019, a number of members of the Friday Learning Club had attended the Festive Brass Concert given by the Royal Welsh College of Music and Drama.

2.1.2 Science Week

Our bid for funding for British Science week was successful and the three Learning Clubs in the week beginning 9th March 2020 became Science Clubs. Unfortunately, these were our final sessions before the COVID-19 lock-down

2.1.3 Music Club

We intended to expand our offerings, starting with a Music Club. We had identified a tutor and a suitable space. The first session was in the February half-term. However then COVID-19 hit.

2.1.4 Virgin Money Heart of the Community Fund

CABS-Cardiff had been one of the three local charities selected for the local Virgin Heart of the Community Fund to be voted for by visitors to the Cardiff Lounge. We heard in March that we had been voted first, which meant that we received £2,000 in April. The money was for an Awards Day, which we had planned for July. COVID had meant that it couldn't happen#

2.1.5 New Website

The Good Alliance chose CABS-Cardiff to receive a free re-design of the CABS-Cardiff website. It went live in December 2019 and we received many positive comments about it.

2.2 Activities after COVID-19

The increasing numbers of cases of Covid-19 during March meant that the British Science Week sessions were the last in person Learning Clubs. It was a difficult decision to make at the time, but we all felt it to be the right one. The National Lockdown announced the week later proved we had made the correct decision.

2.2.1 Keep Safe, Keep Learning

By May, 2020 it was apparent that the in person Learning Clubs were not going to meet for some time we initiated comes Zoom sessions. Only a relatively small number of the people who had

attended the in person Learning Clubs had access to technology and/or support to actively participate. For those who could attend, it has been very popular and successful.

The nature of the interactions using Zoom mean we are all learning how to use this technology well. It does need a higher staff/volunteer to client ratio to make the sessions successful but people are enjoying this very much.

3 Financial review

The primary funding source of the charity is funding awards. We are also very grateful for individuals who have donated as and when they can and for those who feel able to donate regularly.

When we applied for funding, we included an element for venue hire. During the period of this report, we were able to use Cardiff Council premises without cost which has allowed us to build up reserves. The funding bodies have agreed for us to hold onto these reserves and use for other costs in the future.

During the COVID-19 epidemic we have held far fewer Learning Club sessions than we had planned so have accrued funds. Those organisations who have awarded this money have agreed that we can hold onto them and use them in the future.

A summary of the charity's financial transactions during the year is as follows:

	£
Incoming Resources	3259
Resources Expended	7276
Net income	-4017
Balance at start of year	36,244
Balance at end of year	32,227

Full financial statement attached

4 Structure, governance and management

CABS-Cardiff started on 1st September 2018. and became a Charitable Incorporated Organisation (CIO). It was incorporated on 18th December 2019. It is a registered charity in England and Wales (number 1187019) and operates under a constitution adopted upon incorporation. Its only voting members are its charity trustees.

The charity is managed by trustees. The trustees meet several times a year and are in regular contact remotely.

Trustees who served during the during the year under review were:

Name	Role	Appointed
Dr Margaret Elizabeth Collins,	Chair	01-Sep-2018
Rebecca Jane Ballard,	Treasurer	01-Sep-2018
Rosemary Gleeson	Trustee	
Jayne Morgan	Trustee	
Pauline Mary Wakeham	Trustee	


5 Reference and administrative details

Charity name	CABS-Cardiff
Other name the charity uses	Community Adult Basic Skills Cardiff
Registered charity number	1187019

Charity's principal address	112 Ely Road, Cardiff CF5 2DA
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6 Declarations

The trustees declare that they have approved the above report
Signed on behalf of the charity's trustees:

Signature: 

Name: Rebecca Jane Ballard

Position: Treasurer

Financial Statement

CABS-Cardiff

For the year ended 31 August 2020

	2020	2019
Income		
Donations	759.04	3,575.55
Funding Award(s)	2,500.00	36,990.00
Total Income	3,259.04	40,565.55
Cost of Sessions		
Direct Expenses	-	28.94
Equipment	271.28	309.54
Room Hire	105.00	1,120.00
Tutor Fee	6,360.00	2,475.00
Total Cost of Sessions	6,736.28	3,933.48
Balance before Admin Costs	(3,477.24)	36,632.07
Administrative Costs		
Advertising & Marketing	23.98	-
Audit & Accountancy fees	199.50	76.66
Bank Fees	-	61.54
Entertainment-100% business	-	7.34
General Expenses	53.41	233.90
Insurance	262.93	-
Telephone & Internet	-	7.99
Total Administrative Costs	539.82	387.43
Operating Balance	(4,017.06)	36,244.64
	2020	2019
Cash Balances		
Santander CABS	32,209.20	35,952.19
Petty Cash	420.93	229.76
Cash Float for payments at sessions	50.00	50.00
Total Cash Balances	32,680.13	36,231.95