

# Trustees' Annual Report

For the period 01-Sep-2021 to 31-Aug-2022

Charity Name: CABS-CARDIFF

Charity Number: 1187019



## 1 Structure and Governance

CABS-Cardiff is a Charitable Incorporated Organisation whose only voting members are its charity trustees, with a Constitution. It gained charitable status on 18 December 2019.

## 2 Objectives and Activities

The objects of the Charity as set out in its constitution 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.

## 3 Chair's Report

### 3.1 Learning Clubs

The previous year had seen us move from online sessions and, in July and August, 2021, out into Cardiff's green spaces where, come rain or shine, Fran delivered two classes each week.

In Autumn 2021 we were back indoors meeting face to face with clubs at Llanrumney (Wednesday morning), Whitchurch (Thursday afternoon) and Ely (Friday morning).

We were still very cautious, with limited numbers, secure sanitation procedures and mask-wearing requirements.

In these circumstances we held our first CABS Awards day on Friday 10<sup>th</sup> December, 2021, funded by the award from the Virgin Money Foundation. It was magnificent!

We had use of the Mostyn Room at the Catholic Cathedral in Cardiff city centre, complete with Christmas trees. The individually prepared plates of sandwiches and cakes, prepared by Spiro's, were enough to satisfy any appetite. And of course, we were able to provide award certificates and goodie bags for each of our regular participants.

The celebrations were capped with a visit to the Christmas Brass concert at St David's Hall which was all the more amazing after the year of isolation many of us had experienced.

Spring brought a slight relaxing of these restrictions as vaccine protection caused numbers of Covid-19 cases in the community to drop.

Through the summer, we went back to the outdoor sessions in Roath and Victoria Parks which were still popular.

There was almost a sense of normality to autumn although sanitation regimes, individual student work folders and separated work-tables remain part of our practice.

### **3.2 Funding/Fundraising**

We did send our end of project report to The Virgin Money Community Fund Awards that allowed us to have our Awards Day and still have a small amount of funding to use for future celebrations.

We didn't do any fundraising in the last year though have had small amounts of income from Amazon and PayPal as people have nominated CABS to be the charity that receives funding as a result of their spending with these organisations.

The Financial report for 2022 shows that, assuming our costs stay about the same as in 2021, we do have funds to continue providing 3 x 2-hour sessions a week for 48 weeks of the next year.

While this is a great source of reassurance, we do need to address further grant applications for ongoing financial security and provision of our services.

### **3.3 Learning Points**

We have learned much during this last year:

- I'm proud that we kept going - and that was down to our tutor and our loyal volunteer. Thank you so much.
- I'm convinced our service is needed – we will need to discuss our waiting lists and any plans to improve or develop our service going forward.
- I'd love to learn how to keep better contact with our participants, their support staff and the organisations that support them.

If raising a child needs a village, so does securing the future of Community Adult Basic Skills-Cardiff. I'm very present to the wisdom and experience of the trustees - I know you have much on your plates already and I'm very open to hear what insight or support you might be able to share going forwards.

## 4 Financial Statement

CABS-Cardiff

For the year ended 31 August 2022

	2022	2021
<b>Income</b>		
Donations	19.41	132.23
Funding Award(s)	0.00	6,500.00
<b>Total Income</b>	<b>19.41</b>	<b>6 632.23</b>
<b>Cost of Sessions</b>		
Equipment	577.04	2,361.49
Tutor Fee	9,360.00	3,840.00
Postage/Delivery	3.59	87.28
<b>Total Cost of Sessions</b>	<b>9 940.63</b>	<b>6 288.77</b>
<b>Net surplus/(deficit)</b>	<b>(9 921.22)</b>	<b>343.46</b>
<b>Administrative Costs</b>		
Advertising & Marketing	0.00	201.76
Audit & Accountancy fees	66.12	136.80
Bank Fees	0.37	0.00
Entertainment-100% business	10.00	0.00
General Expenses	910.72	585.99
Insurance	324.63	277.88
<b>Total Administrative Costs</b>	<b>1 311.84</b>	<b>1 202.43</b>
<b>Operating Balance</b>	<b>(11 233.06)</b>	<b>(858.97)</b>
<b>Cash Balances</b>		
Santander CABS	20,656.79	30,818.97
Petty Cash	225.38	420.93
Cash Float for payments at sessions	50.00	50.00
<b>Total Cash Balances</b>	<b>20 932.17</b>	<b>31 289.90</b>

## 5 Reference and Administrative details

### 5.1 Names of the charity trustees who manage the charity.

<u>Trustee name</u>	<u>Office (if any)</u>
Margaret Collins	Chair
Rebecca Ballard	Treasurer
Jayne Morgan	
Pauline Wakeham	
Rosemary Gleeson	

## Declarations

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

Signature(s)



Full name(s)

Rebecca Jane Ballard

Position

Treasurer

Date

19-Apr-2023