



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1/6/2020

Period start date To 31/3/2021

Period end date

Charity name: Swansea Parent carer Forum


Charity registration number: 1189730

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>To relieve the needs of disabled children of all ages and their families, in Swansea, through:</p> <ol style="list-style-type: none"><li>1) The provision of opportunities for parents and carers to influence the decisions that affect their families and to contribute to developing services that meet the needs of their families.</li><li>2) The provision of advice and support to parents and carers via workshops and other means to inform and empower them about the services and issues that affect their families</li></ol>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p><b>OUR PURPOSE</b> We are an independent organisation whose purpose is:</p> <ul style="list-style-type: none"><li>• To strategically influence change by co-producing services for disabled children, young people and adults and their families.</li><li>• To enable disabled children, young people and adults and their families to have a voice at the centre of decision making.<ul style="list-style-type: none"><li>• To reflect the diversity of our communities.</li></ul></li><li>• To take a rights based approach and empower our community.</li></ul>
Statement confirming whether the trustees have had regard to the guidance	Para 1.10	The trustees confirm that they all follow Charity Commission Guidance

issued by the Charity Commission on public benefit		
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## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	 <p>Spcf Annual Report 2020 2021 Draft 3 - C</p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>As at 31/3/21 we held £13725. Due to the impact of COVID-19 we were unable to run any face to face engagement events during the year, which would have incurred costs.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<ol style="list-style-type: none"> <li>1. Swansea Parent Carer Forum (SPCF) intends to spend all its (unrestricted) funds received in any given year on supporting the aims and objectives of the charity.</li> <li>2. We wish to be prudent, however, and have set a reserve in order to ensure SPCF has some funds available for emergencies, unforeseen opportunities, etc.</li> <li>3. This reserve can be used for any agreed purpose the Trustees see fit, in order to fulfil the charity's continued operation and support for its members and the wider parent carer community.</li> <li>4. SPCF are setting aside 5% of the Unrestricted Funds (currently £10,000, so Reserve = £500) as our reserve.</li> </ol> <p>This Reserves Policy shall be regularly reviewed and monitored in order to ensure it continues to meet the needs of SPCF, taking into account changes in funding, the local landscape, membership, etc, and at least annually this review shall be minuted</p>
Amount of reserves held	Para 1.22	<b>£13725</b>
Reasons for holding zero reserves	Para 1.22	<b>n/a</b>
Details of fund materially in deficit	Para 1.24	<b>n/a</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>n/a</b>

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted?	Para 1.25	<b>CIO (Foundation model)</b>

(e.g unincorporated association, CIO)		
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>1) Apart from the first charity trustees, every trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p>

## Reference and Administrative details

Charity name	Swansea Parent Carer Forum
Other name the charity uses	
Registered charity number	1189730
Charity's principal address	61 Pennard Drive Swansea SA3 2DN

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Heidi Lythgoe	Chair		
2	Chris Law	Treasurer		
3	Jo Phillips	Secretary		
4	Ishbel Hansen			
5	Hazel Lim			
6	Karen Berrell		1/6/20 – 29/9/20	
7	Jodi Firth		29/1/21 – 31/3/21	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name	Director name	Director name

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

### **Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### **Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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### **Other optional information**

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>Heidi Lymgoe</i>	
Full name(s)	HEIDI LYNGOE	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	7th SEPTEMBER 2021	



# Receipts and payments account

For the period from	Jun 1, 20	To
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## Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
<b>A1 Receipts</b>			
LA	10,620	-	-
ICF	-	233	-
ALN	-	6,258	-
Moondance	-	3,090	-
ICC	-	59	-
IT COVID	-	2,855	-
VSEF	-	221	-
Set up costs funding	7,000	-	-
<b>Sub total</b> (Gross income for AR)	17,620	12,716	-
<b>A2 Asset and investment sales, (see table).</b>			
	-	-	-
	-	-	-
<b>Sub total</b>	-	-	-
<b>Total receipts</b>	17,620	12,716	-
<b>A3 Payments</b>			
Other	5,501	221	-
Insurance	176	-	-
Translation	82	838	-
ALN - Working Together	-	3,579	-
Parent carer resources (COVID)	-	2,152	-
Stationery & Consumables	212	-	-
	-	-	-
<b>Sub total</b>	5,971	6,790	-
<b>A4 Asset and investment purchases, (see table)</b>			
IT	716	2,914	-
Equipment	220	-	-
<b>Sub total</b>	936	2,914	-
<b>Total payments</b>	6,907	9,704	-
<b>Net of receipts/(payments)</b>	10,713	3,012	-
<b>A5 Transfers between funds</b>	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-
<b>Cash funds this year end</b>	10,713	3,012	-

## Section B Statement of assets and liabilities at the end of

Categories	Details	Unrestricted funds to nearest £
<b>B1 Cash funds</b>	At bank	10,713
		-
	<b>Total cash funds</b>	10,713
	(agree balances with receipts and payments account(s))	OK
<b>B2 Other monetary assets</b>		-
		-
<b>B3 Investment assets</b>		
<b>B4 Assets retained for the charity's own use</b>	IT	
	Equipment	
<b>B5 Liabilities</b>		
Signed by one or two trustees on behalf of all the trustees	Signature	Print N
		Heidi Ly
		Chris

189730

ounts

Mar 31, 21

CC16a



Total funds	Last year
to the nearest £	to the nearest £
10,620	-
233	-
6,258	-
3,090	-
59	-
2,855	-
221	-
7,000	-
30,336	-
-	-
-	-
-	-
30,336	-
5,722	-
176	-
920	-
3,579	-
2,152	-
212	-
-	-
12,761	-
3,630	-
220	-
3,850	-
16,611	-
13,725	-
-	-
-	-
13,725	-

the period

Restricted funds to nearest £	Endowment funds to nearest £
3,012	-
-	-
3,012	-
OK	OK

Restricted funds to nearest £	Endowment funds to nearest £
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-

Cost (optional)	Current value (optional)
3,630	-
220	-
-	-

Amount due (optional)	When due (optional)
-	
-	

lame	Date of approval
thgoe	
Law	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

SWANSEA PARENT CARER FORUM

On accounts for the year  
ended

31<sup>ST</sup> MARCH 2021

Charity no  
(if any)

1189730

Set out on pages

1 - 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

Independent  
examiner's statement

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination ~~(other than that disclosed below \*)~~ which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Duperrin

Date:

26-8-21

Name:

DANIEL PERRIN

Relevant professional  
qualification(s) or body

FCCA - ASSOCIATION OF CHARTERED  
CERTIFIED ACCOUNTANTS



12-8-21

12-8-21

Wm. H. H. H.

Wm. H. H. H.

Wm. H. H. H. - 12-8-21

(if any):

Address: 9 STANLEY PLACE  
CADOXTON  
NEATH SA10 8BE

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NONE



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Swansea Parent Carer Forum

1189730

## Receipts and payments accounts

CC16a

For the period  
from

01-Jun-20

To

31-Mar-21

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
LA	10,620	-	-	10,620	-
ICF	-	233	-	233	-
ALN	-	6,258	-	6,258	-
Moondance	-	3,090	-	3,090	-
ICC	-	59	-	59	-
IT COVID	-	2,855	-	2,855	-
VSEF	-	221	-	221	-
Set up costs funding	7,000	-	-	7,000	-
<b>Sub total (Gross income for AR)</b>	<b>17,620</b>	<b>12,716</b>	<b>-</b>	<b>30,336</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>17,620</b>	<b>12,716</b>	<b>-</b>	<b>30,336</b>	<b>-</b>
<b>A3 Payments</b>					
Other	5,501	221	-	5,722	-
Insurance	176	-	-	176	-
Translation	82	838	-	920	-
ALN - Working Together	-	3,579	-	3,579	-
Parent carer resources (COVID)	-	2,152	-	2,152	-
Stationery & Consumables	212	-	-	212	-
	-	-	-	-	-
<b>Sub total</b>	<b>5,971</b>	<b>6,790</b>	<b>-</b>	<b>12,761</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
IT	716	2,914	-	3,630	-
Equipment	220	-	-	220	-
<b>Sub total</b>	<b>936</b>	<b>2,914</b>	<b>-</b>	<b>3,850</b>	<b>-</b>
<b>Total payments</b>	<b>6,907</b>	<b>9,704</b>	<b>-</b>	<b>16,611</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>10,713</b>	<b>3,012</b>	<b>-</b>	<b>13,725</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>10,713</b>	<b>3,012</b>	<b>-</b>	<b>13,725</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	At bank	10,713	3,012	-
		-	-	-
	<b>Total cash funds</b>	<b>10,713</b>	<b>3,012</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	IT		3,630	-
	Equipment		220	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Heidi Lythgoe	26/08/2021	
		Chris Law	26/08/2021	