

# **Trustees' Annual Report for the period**

From **April 2023** to **March 2024**

## **HAVEN CARE CARDIFF**

Fielding House  
43 Thornbury Close, Rhiwbina, Cardiff CF14 1UT

**Charity registration number 1195985**

### **Trustees**

Mark Winston (Chair)  
Adrian Dixon (Treasurer)  
Richard Whiston (until December 2023)  
Sue Delport  
Joan Drayton

### **Background**

Haven Care Cardiff was registered with the Charity Commission as a new Charitable Incorporated Organisation in September 2021 and was registered with Care Inspectorate Wales operating as a personal care provider from April 2023.

Prior to this, the service Haven Home Care had first been established in 2000 following a bequest made to Rhiwbina Baptist Church in 1992. This initially took the form of a practical support and befriending service delivered by a team of volunteers. The growing number of clients with care needs prompted the trustees to apply for registration as a domiciliary care provider with the then Care and Social services Inspectorate Wales. Registration was completed in 2013 and then re-registration under the terms of the Regulation and Inspection of Social Care (Wales)) Act 2016 was completed in 2019.

### **Provision of care**

Haven Care Cardiff provides support with daily activities which includes physical, social and personal care to the elderly, their needs having been identified through structured assessments in their homes. The level of contact varies from a weekly visit to carry out shopping and/or light housework to the highest level of personal care with multiple daily visits which include assistance with getting up or going to bed, washing and dressing as well as meal preparation and feeding. From April 2023 until March 2024, a total of 6766 care hours was provided to 38 clients.

Care is provided by a team of care workers with staff numbers varying between 13 and 11 during the course of the year. An average of 3 care workers had regular contracts, the

remainder being on zero hours contracts although all staff are given the opportunity to have a regular contract after serving a probationary period.

Haven Care Cardiff employs a registered service manager (on maternity leave), a deputy manager fulfilling the role of service manager and three service coordinators who together recruit, train and provide ongoing support and supervision for carers.

The Trustees manage the affairs of Haven Care Cardiff and are recruited in accordance with the eligibility criteria which includes having a professed faith in Jesus Christ and being a practicing Christian. All trustees have so far been recruited from the membership of Rhiwbina Baptist Church.

## **Objectives**

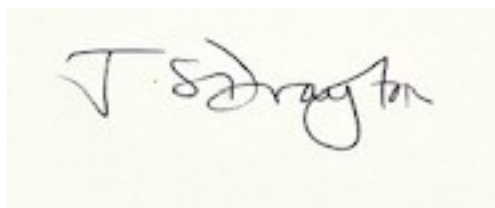
Haven Care Cardiff sought to continue to achieve its purpose to advance the Christian religion by maintaining a high level of community care. It also aimed to strengthen its position by increasing the care hours provided and recruiting an appropriate number of staff in the wake of the Covid pandemic which had impacted the demand for care and the recruitment of carers.

## **Performance**

Haven Care Cardiff underwent its first inspection from Care Inspectorate Wales since it began operating in April 2023. This was conducted on 29<sup>th</sup> November 2023 with a favourable outcome. Notably the feedback from clients and staff was very complimentary supporting our desire to provide care which is client-centred, constantly adapting to and anticipating changing needs.

## **Financial Position**

Haven Care Cardiff generated an income of £227,573 during this year with an end of year surplus of £28,169.

A handwritten signature in dark ink on a light yellow background. The signature appears to read 'J. Drayton' in a cursive, flowing script.

Joan Drayton  
Chair of Trustees  
December 2024





Charity Name Haven Care Cardiff	No (if any) 1195985
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## Receipts and payments accounts

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For the period from	Period start date 01/04/2023	To	Period end date 31/03/2024
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### 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>					
Donations and other income	6,539	-	-	6,539	
Interest on deposit accounts	111	-	-	111	
Support, Personal Care & Website Income	196,848	-	-	196,848	
<b>Sub total</b>	<b>203,498</b>	<b>-</b>	<b>-</b>	<b>203,498</b>	<b>-</b>
<b>A2 Asset and investment sales, etc. (transfer from previous charity)</b>	24,075	-	-	24,075	-
<b>Total receipts</b>	<b>227,573</b>	<b>-</b>	<b>-</b>	<b>227,573</b>	<b>-</b>
<b>A3 Payments</b>					
Costs of generating income	573	-	-	573	
Wages / salaries and national insurance	170,071	-	-	170,071	
Pension contributions	2,208	-	-	2,208	
Staff training and development	1,187	-	-	1,187	
Travel	4,606	-	-	4,606	
Rent	5,603	-	-	5,603	
Telephone	1,098	-	-	1,098	
Printing, Stationary & Postage	1,582	-	-	1,582	
Advertising	-	-	-	-	
Insurance	3,265	-	-	3,265	
Repairs and Renewals	-	-	-	-	
Computer Expenditure	6,010	-	-	6,010	
Donations	-	-	-	-	
Office Sundries	3,199	-	-	3,199	
Bank Charges and Interest	2	-	-	2	
<b>Sub total</b>	<b>199,404</b>	<b>-</b>	<b>-</b>	<b>199,404</b>	<b>-</b>
<b>A4 Asset and investment purchases, etc.</b>	-	-	-	-	-
<b>Total payments</b>	<b>199,404</b>	<b>-</b>	<b>-</b>	<b>199,404</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>28,169</b>	<b>-</b>	<b>-</b>	<b>28,169</b>	<b>-</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	<b>28,169</b>	<b>-</b>	<b>-</b>	<b>28,169</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>	Petty Cash	46	-	-
	Current Account	2,958	-	-
	Business Reserve Accounts	25,165	-	-
		-	-	-
	<b>Total cash funds</b>	<b>28,169</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	Trade debtors	8,867	-	-
	Other Debtors	3,799	-	-
	Prepayments	1,362	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	Computers and other equipment	general fund	1,043	-
	Furniture, fixtures and fittings	general fund	-	-
	Software	general fund	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
	Trade creditors	unrestricted funds	1,265	
	PAYE & NIC	unrestricted funds	1,033	
	Net wages	unrestricted funds	518	
	Deduction of earnings	unrestricted funds	248	
	Pension fund	unrestricted funds	426	
Signed by one or two trustees on behalf of all the trustees	<b>Signature</b>	<b>Print Name</b>	<b>Date of approval</b>	
		Mr Adrian Dixon	26/11/2024	
			13/12/2024	

Graham Paul Limited  
Court House  
Court Road  
Bridgend  
CF31 1BE

Dear Sirs

The following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience such as we consider necessary in connection with your independent examination of the charity's financial statements for the year ended 31<sup>st</sup> March 2024. These enquiries have included inspection of supporting documentation where appropriate and are sufficient to satisfy ourselves that we can make each of the following representations. All representations are made to the best of our knowledge and belief.

**General**

1. We acknowledge that the work performed by you is substantially less in scope than an audit performed in accordance with International Standards on Auditing (UK) and that you do not express an audit opinion.
2. We confirm that the charity was entitled to exemption under section 144 of the Charities Act 2011 the requirement to have its financial statements for the financial year ended 31<sup>st</sup> March 2024 audited.
3. We have fulfilled our responsibilities as trustees as set out in the terms of your engagement letter under the Charities Act 2011 for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.
4. All the transactions undertaken by the charity have been properly reflected and recorded in the accounting records.
5. All the accounting records have been made available to you for the purpose of your independent examination. We have provided you with unrestricted access to all appropriate persons within the charity, and with all other records and related information requested, including minutes of all management and trustee meetings and correspondence with The Charity Commission.
6. The financial statements are free of material misstatements, including omissions.
7. The effects of uncorrected misstatements are immaterial both individually and in total.

**Assets and liabilities**

8. The charity has satisfactory title to all assets and there are no liens or encumbrances on the charity's assets, except for those that are disclosed in the notes to the financial statements.
9. All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as appropriate.
10. We have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements.

**Accounting estimates**

11. The methods, data and significant assumptions used by us in making accounting estimates, and their related disclosures, are appropriate to achieve recognition, measurement and disclosure that is reasonable in the context of the applicable financial reporting framework.

**Legal claims**

12. We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed in the financial statements.

**Laws and regulations**

13. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

**Related parties**

14. Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with legislative and accounting standards requirements.

**Subsequent events**

15. All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

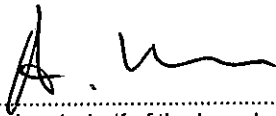
**Going concern**

16. We believe that the charity's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the financial statements.

**Grants and donations**

17. All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

Yours faithfully



.....  
Signed on behalf of the board of trustees of Haven Care Cardiff

~~26<sup>th</sup> November 2024~~



29/01/25