

**Report of the Director and
Financial Statements
for the Year Ended 31st March 2011
for
Pembrokeshire Care Society
Charity Number 1048218**



Ashmole & Co
Chartered Certified Accountants
Registered Auditors
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Pembrokeshire Care Society
Charity Number 1048218

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for the Year Ended 31st March 2011

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The following page does not form part of the statutory account

Restricted Fund Analysis	Appendix 2
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Pembrokeshire Care Society
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Council of Management Report
for the year ended 31st March 2011

The Council of Management present their report with the financial statements of the society for the year ended 31st March 2011 which have been prepared in accordance with the Charities Act 1993, the Companies Act 2006 and the requirements of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005) issued in March 2005

Pembrokeshire Care Society is a company limited by guarantee no 3062605 and not having any share capital. It is a registered charity no 1048218.

Reference and Administrative Information

Charity Name Pembrokeshire Care Society

Charity Registration number 1048218

Company Registration number 3062605

Registered Office
1 Corner House
Barn Street
Haverfordwest
SA61 1BW

Operational Address
1 Corner House
Barn Street
Haverfordwest
SA61 1BW

Council of Management
Mr P Osborne – retired July 2010
Dr E Perry – retired January 2011
Mrs C Phillips
Mrs G Morgan - Chairperson
Mr R Sinnett
Mrs J Davies – Vice Chairperson
Mrs C Hayward
Mrs H Scourfield - Treasurer
Mr C Sheridan
Mrs A Symons
Mr P Lucas – September 2010

Company Secretary Dylan Williams-Evans

Senior Management
Carol Crowther Managing Director
Dylan Williams-Evans Finance and Resource Director

Auditors
Ashmole & Co
7 Goat Street
Haverfordwest

Bankers
Lloyds Bank PLC
Victoria Place
Haverfordwest

Solicitors
Bismire Fudge and Co
19 Market Street
Haverfordwest

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Structure, Governance and Management

Governing Document.

PCS is a charitable company limited by guarantee which was founded in 1979. The company was established under a Memorandum of Association which established the objectives and powers of the charitable company. The Memorandum of Association, in the year 2000 was reviewed, amended and agreed by the charity commission therefore enabling the company to change its services to suit the changing needs of the homeless or threatened with homelessness in Pembrokeshire.

The Company's objectives are to educate and train and relieve poverty and homelessness amongst

- (a) Persons in Pembrokeshire who are suffering or who have suffered a legal restriction on their liberty in the community, or any penal establishment or institution
- (b) Persons whose circumstances may create tendencies that they are likely to commit an offence and thereby suffer legal restriction of their liberty
- (c) Families of the above persons who are in conditions of need, hardship or distress

Areas of Expertise:

PCS provide advice, assistance and advocacy on housing, homeless rights, evictions, welfare and housing benefits and debt. We also administer bond guarantees and rent in advance payments in partnership with client specific organisations and local private landlords. We are also operating two supporting people schemes both of which operate across any tenure. We have developed formal and informal partnerships with local education and training organisations who assist us to meet our aims. Our new and still developing service is a social enterprise Pathway Lettings, the aim of which is to provide a full letting service which produces an income to supplement our grant funding.

Client Groups Served:

PCS provides services for anyone over the age of 15 resources permitting. PCS also have specialist services available for ex-offenders, young people and families again dependant on Service Level Agreements continuing. The charity also, with the aim of continuation of future services, provides advice for Private Sector Landlords on tenancy law and other related issues.

Recruitment and appointment of Council of Management members.

There are 9 members of the Council all of which are trustees. Three of the trustees are also directors of the Company. Under the Memorandum of Association, the members of the Council are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

At the 2010 Annual General Meeting three members of the Council were re-elected.

The Council has agreed the necessity of the use of a Management Committee for issues that may arise between the full meetings. Management Committee members are selected from the full Council of Management and one or both of either the Managing Director or the Finance & Resource Director.

Due to the diversity of the client group and the varied services that the charity provides it is important that the Council consists of members with varied backgrounds and expertise. In an effort to maintain a broad skill mix, or in the event of particular skills being lost to retirements individuals with the identified required skills are approached to offer themselves for election to the Council.

Trustee Induction and Training:

Prior to election possible new trustees are invited to attend a meeting at the main office to view the work of the charity. They are then invited to attend a Council meeting in an observatory capacity. After election trustees are provided with a trustee handbook and offered trustee training.

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Risk Management.

The charity has and continues to develop policies & procedures which reduce the risks that the charity faces. The charity holds the Quality Mark which ensures the working policies, procedures and ongoing employee training provides as low a risk as is possible for employees, committee and clients. The risk management policy is reviewed annually and presented to the Council for full approval at the AGM.

Organisational Structure

The charity has a Council of Management who meet on average six times per year and are responsible for agreeing the strategic direction and policy of the charity. The Finance & Resource Director and the Managing Director attend the Council of Management meetings upon request.

For matters of urgency which fall between Council of Management meetings the Management Committee will arrange to meet with the Managing Director and/or Finance and Resource Director.

Staff meetings are held weekly. Scheme specific meetings are also held on a regular basis dependant on the current or identified need and the Managing Director is available to all employees on a daily basis. The Managing Director refers problems that require Council approval back to the Council.

Our Annual Report provides information on our short term goals and a three year business plan is in place of which a review is undertaken annually.

Policies and procedures are reviewed on an annual basis and individual schemes are monitored and evaluated for effectiveness on an ongoing basis.

Reports are provided for funders and partners at agreed times.

For additional support and in order to safeguard PCS' committee and employees PCS subscribe to Peninsula Employment Specialists for legal and practical advice on employment issues.

Public Benefit

In accordance with our aims and objectives. In providing our services to some of the most vulnerable people in society we have a positive affect on the reduction in crime, anti social behaviour, utility and other public debt re-payments, development of sustainable tenancies and assist with the integration into the community of those who are most marginalised.

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Objectives and Activities

Overview:

Pembrokeshire Care Society (PCS) which incorporates Pembrokeshire Action for the Homeless (PATH) and Pathway Lettings (PL) was founded in 1979. Our service users are often the most marginalised groups in society and the majority will receive very limited statutory assistance. We attempt to manage the ever increasing demand on our services with the reduction in funding through innovation and change.

As an organisation serving Pembrokeshire people our success is based on local knowledge and expertise in our field which allows us to provide the most cost effective service within the given resources, which has been acknowledged by individuals and independent audits as at an exceptional standard.

Our services include housing and homeless advice assistance and advocacy both practical and legal, welfare and debt advice, administration of bond schemes and tenancy support. We also now manage a number of properties through our Pathway Lettings service. Although we work with all customer groups we continue to provide the majority of our services to the non priority homeless. Pembrokeshire geographically comprises of a large rural area with a number of large towns surrounded by villages and small rural communities. The difficulty of 'provision of services to all' remains one of our biggest challenges. We use a balance of outreach surgeries, floating support, a free phone number and our travel warrant scheme to enable our customers a number of options to access PCS services.

During this year we had great difficulty in managing the enormous increase in the demand for our services. Consequently we have had to accept that we can no longer operate our open door policy within our existing funding limits. Discussion and planning is already underway to reduce the pressure on employees and make the best use of current resources.

We successfully retendered for the Generic Support Service which we have ran for the last four years. We have worked closely with the Local Authority's Supporting People Team to review and adapt this service to meet the changing needs of the customers and Pembrokeshire. We have developed and now run additional services to make the GSS a real asset to those customers with tenancy issues and those organisations working with them.

Due to the high demand for our core services, during the year, we have had to put most of our development plans on hold. This strategy cannot continue in the long term. We have had no option but to make major changes to our service delivery, bond guarantees and restrictions to the level of service provided.

As in line with the majority of similar organisations and public sectors we have frozen salaries for the second year running. All employees have accepted this freeze and are wholly committed to reducing the impact on our customer group as funding issues become even more challenging in the future years.

Achievements and Performance

This year we have had yet again an increase in the number of new clients seeking assistance. We had expected our previous year's change in service delivery strategy to have alleviated the unsustainable pressure on our organisation. Unfortunately this was not the case and due to the constant increase in demand throughout the year we had to make additional changes to service access and level of service provision to enable us to keep caseloads at a manageable level. For our advice assistance and Bond scheme services we had 1166 new customers approached us for assistance our target figure of 800 was well surpassed. We also had 526 existing customers from the previous year who were still working with us and a further 285 bond recipients still in situ and being provided with follow up work. A total of 1977 customers have been provided with a service by PCS during the year. In addition our Generic Support Service and SPRG support Service received 556 referrals of which 398 went on to receive support. As more than 75% of referrals to our support services have already accessed our other core services this is an additional 139 new customers. A total of 2116 customers were provided with a service from PCS during the year.

We continue to hold the Legal Services Quality Mark and the results of other external audits have been excellent. There is no change to our general ethos as we try to provide the best service within the current resources whilst ensuring all caseloads are manageable.

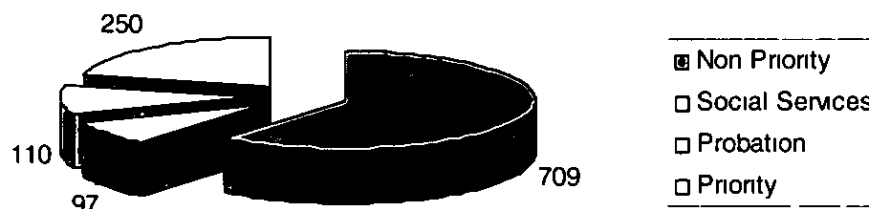
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Advice Assistance and Advocacy

1166 new customers applied for assistance directly to this service. This service is usually our first contact with those in need of our services and begins with our full assessment to identify and plan the individual's service needs. Of the 1166, 61% (709) are non priority single homeless or threatened with homelessness, 39% (457) are priority groups and 20 were not yet classified. We have seen an increase in debt related issues which has been the main reason for the request for assistance with housing or homeless problem. Our aim is primarily prevention and we continue to believe that this is the most effective method of working for both the customer and PCS.

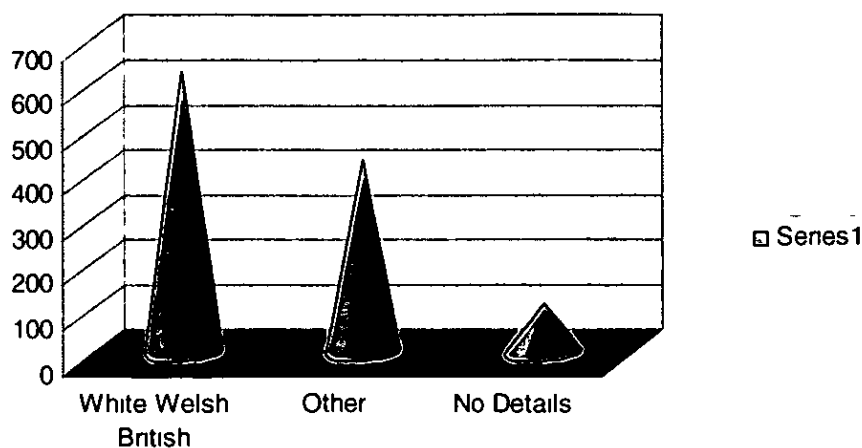
Note: graph showing referral groups the SS referrals are priority need with some having intentionally homeless decisions. For the statistics we also class all probation referrals as priority need but many would be non priority homeless if they presented with the Local Authority.

Customer Categories



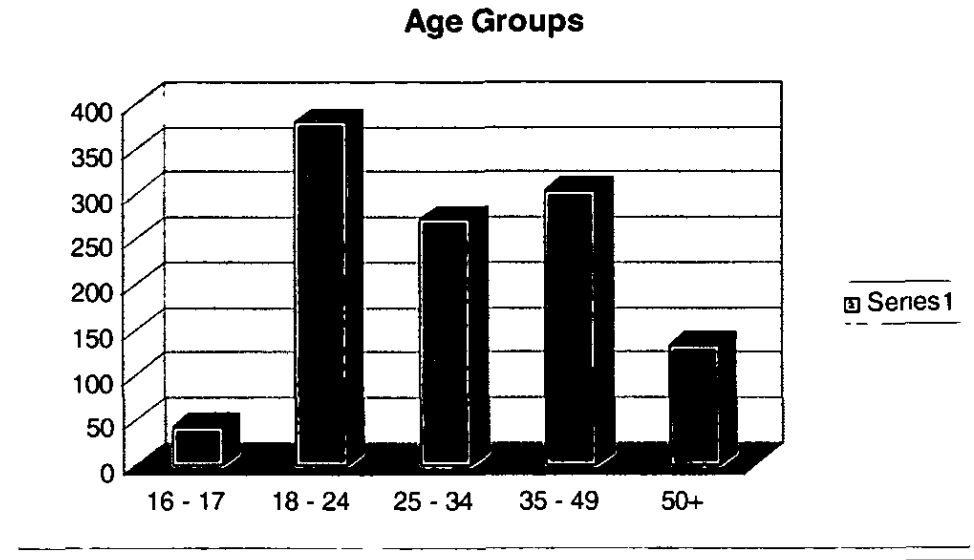
Historic and continuing trends show that white/Welsh-British remain the predominate ethnic group of our customers. Pembrokeshire has a high percentage of white welsh/British residents in comparison to other Local Authority areas and this high white/British trend continues throughout the majority of all Pembrokeshire's services.

Ethnicity



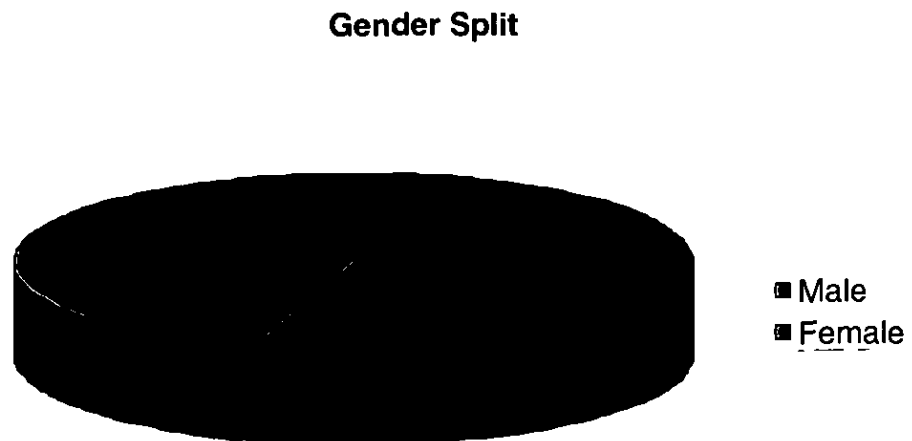
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Customer statistical data remains relatively constant with regard to age groups. The majority of our customers are aged between 18 and 25.



There is a small shift back towards a majority male to female client ratio.

Male 55% (637) - Female 45% (529).

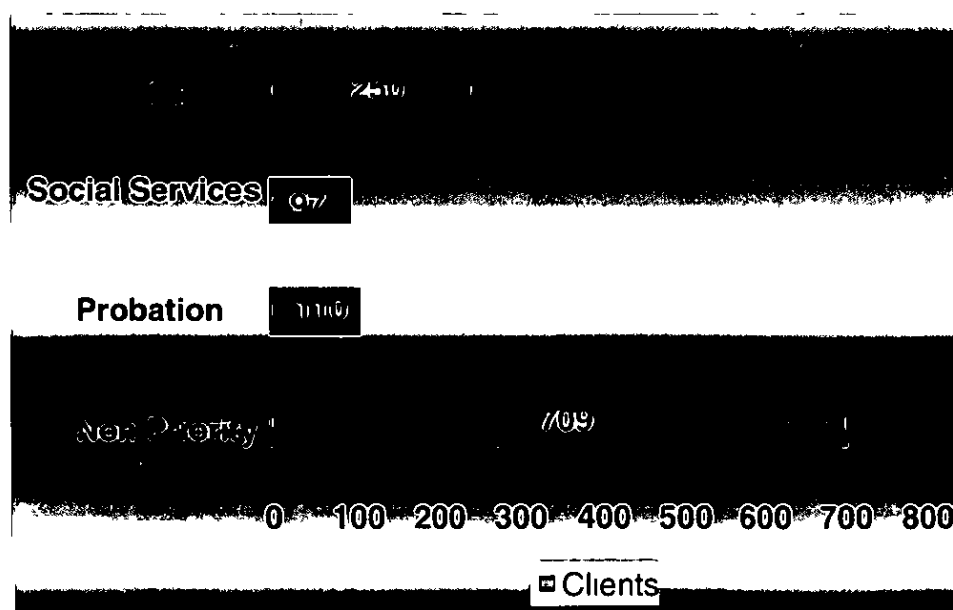


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Our Service Level Agreements remain fairly constant. The Social Services Leaving Care agreement of which we had historically included other Social Service groups was affected by our change in service delivery implemented during the year. We did however still surpass our set targets. This current three year SLA has only one year to run and we will be discussing with the Leaving Care Team the likelihood of this being continued as funding becomes more difficult for all.

The Probation SLA which has been a long term agreement and renewed on an annual basis may also be at risk as the Probation Service overall funds are being cut. We have again surpassed our targets set in the SLA but have had to restrict the additional work that we have previously provided to Probation customers due to the overall increase in demand for our services. We have already informed Probation that we will require confirmation of continuation within three months of the end of the contract to ensure employees contractual requirements can be met.

We continue to work closely with the LA's homeless and prevention teams. There are obvious challenges to funding for both organisations but together we aim to make the best use of Pembrokeshire's current resources. The Assisted Tenancy Scheme which has provided Bonds for homeless priority groups and the Prevention Team's Extended Scheme which has assisted in prevention of homelessness by way of a bond has allowed us to assist 58 priority groups to secure accommodation in the private rental sector. Our aim of affordable sustainable accommodation ensures that everyone we assist will have been through an affordability test and payment methods are in place.



Debt Advice

Our debt advice is now well integrated into our holistic approach to homelessness and homeless prevention work. This year's referrals were 634 and increase from last year's 566 putting additional pressure on the service. As previously negotiated, due to the higher demand as was originally expected, we continue to provide low level and intermediate level services to a higher number of referrals rather than in depth debt services to a limited number. We have well developed referral procedures to other organisations who can assist and we also only provide the debt service to those with a homeless or threatened with homeless status.

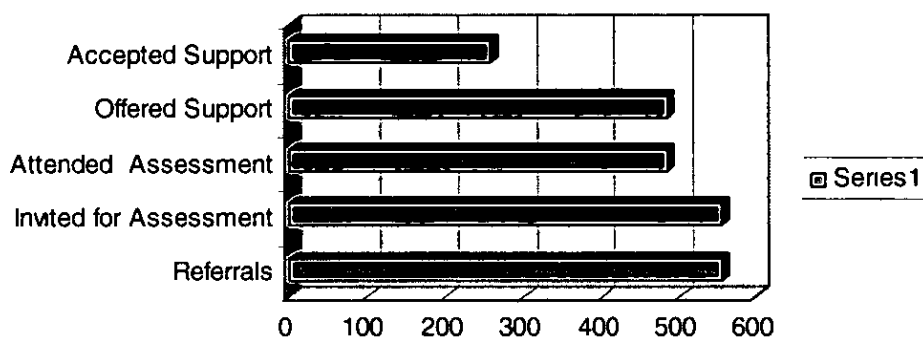
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Supporting People

Supporting People Grant Scheme (SPG) Generic Support Service (GSS)

We applied and were successful with our re tender for the GSS. The existing service will change to the new service on the 1st June 2011, we expect this change to be seamless as there are very few changes required. This service has been operating for four years and we have seen the benefits of low level support not only to our own customers but to those of other agencies both statutory and voluntary who have customers with tenancy related problems. We received this year 556 referrals to the GSS of which 398 attended for assessment and were offered support. We on average work with 234 customers in any four week period.

Generic Support Service



Supporting People Revenue Grant Scheme (SPRG)

Our longstanding specialist floating support scheme continues to provide a high level of support. We previously reconfigured the service to give a more efficient and cost effective service. All referrals come from our GSS and are identified whilst low level support is being provided.

Our Main Office

Our main base in Haverfordwest remains the hub of operations. We are again unfortunately outgrowing the facilities but due to funding restrictions are unable to re-locate or take over further rooms in the building. We took over 11,000 telephone calls, held over 1,800 booked interviews and provided interviews for an additional 628 who dropped in and were seen by the duty caseworker.

Appointment Times

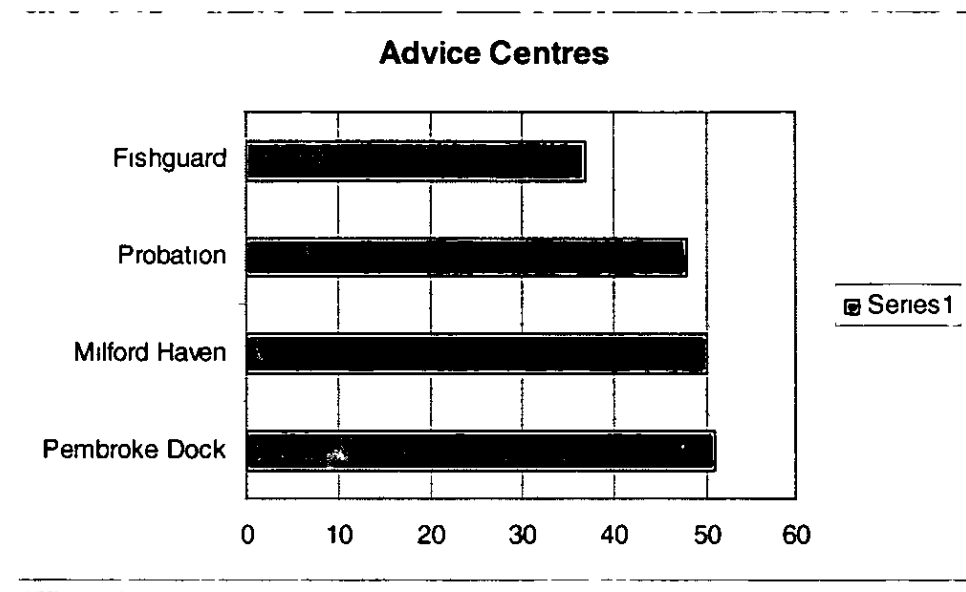
As we firmly believe that time is important to both customers and the organisation, we offer a service delivery commitment to our customers. Anyone with a booked appointment would not have to wait longer than 15 minutes to see their caseworker. We have again been 100% successful in achieving this commitment, with the exception of customers who have not arrived at the arranged time and for those without appointments who drop in and access our duty worker as demand dictates waiting times.

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Outreach Advice Centres.

Our target to provide 120 outreach advice surgeries during the year was again surpassed. We provided 186 outreach advice surgeries during the year. We continue to provide our services in Milford Haven, Pembroke Dock and

Fishguard. We also provide a weekly service for probation customers in the local probation office. This enables probation officers, ex-offenders and PCS housing advisors to work closely together.



Duty Worker

We continue to provide a duty worker during our core opening times. Although we encourage appointments whenever possible, we are fully aware that housing and homeless issues can arise and require immediate advice and intervention. This is more apparent with the non-priority homeless as they have no safety net with regard to temporary accommodation. We were able to provide a duty worker for 95% of our core opening hours.

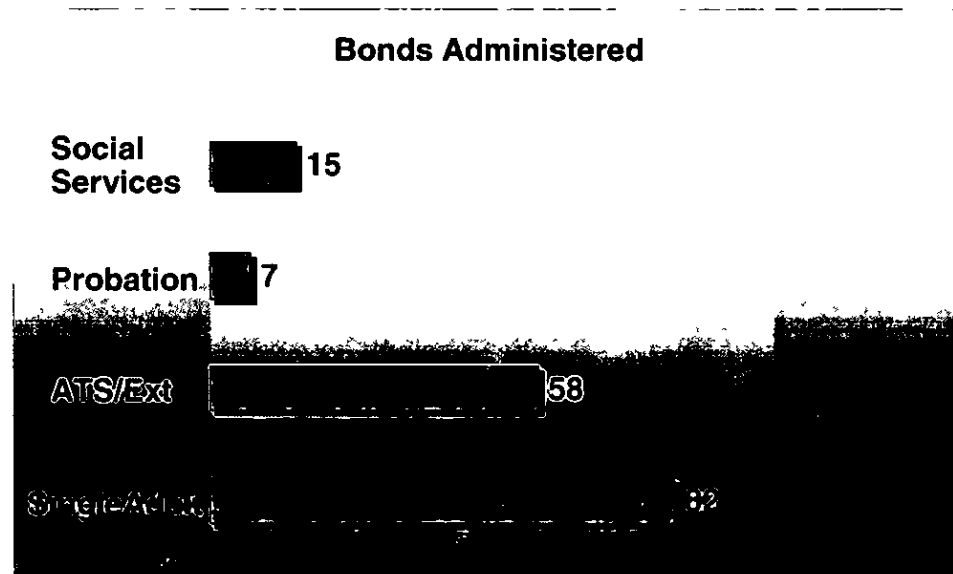
Bond Scheme and RIA.

We this year have had to reduce the number of bonds we administer in line with funding cuts. This enforced change of reduction in bonds and our need to reduce our overall bond liability to ensure that we can remain within our claim liability budget has been partly successful. Unfortunately, we have had to decline some customers the offer of a bond guarantee.

This year we administered a total of 162 bonds and reached all our SLA targets. We have reduced our own liability to £48,000, the difference between the total liabilities of £85,615 being stood by other agencies. We will continue to reduce PCS's liability during the following years.

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The graph below shows only 7 probation bonds but we have actually administered 14 ex offender bonds the additional bonds have been logged under an alternative statutory agency heading as we do not want to distort other statistical information and we are able to produce more accurate priority and non priority statistics



PATH forum

The forum continues to encourage new members to the quarterly meetings the four meetings held during the year covered the issues around 'How do you access Social Housing in Pembrokeshire?', 'Substance Use or Misuse?' & 'How will the Housing Benefit Changes affect the people you are working with?' A meeting was also held where forum members had an opportunity to raise local housing issues with the newly appointed Housing Manager of Pembrokeshire County Council

Resettlement Work.

The nature of our work and the often chaotic lifestyle of a small percentage of our customers require us to provide a quick response and crisis interventions service which we now provide under our resettlement service. This service is often repeatedly utilised by the same customers who only engage when a crisis arises. The service is limited to availability of a caseworker which this year due to the high demand for our other services has been more restricted. We have however intervened at some level on 1592 times

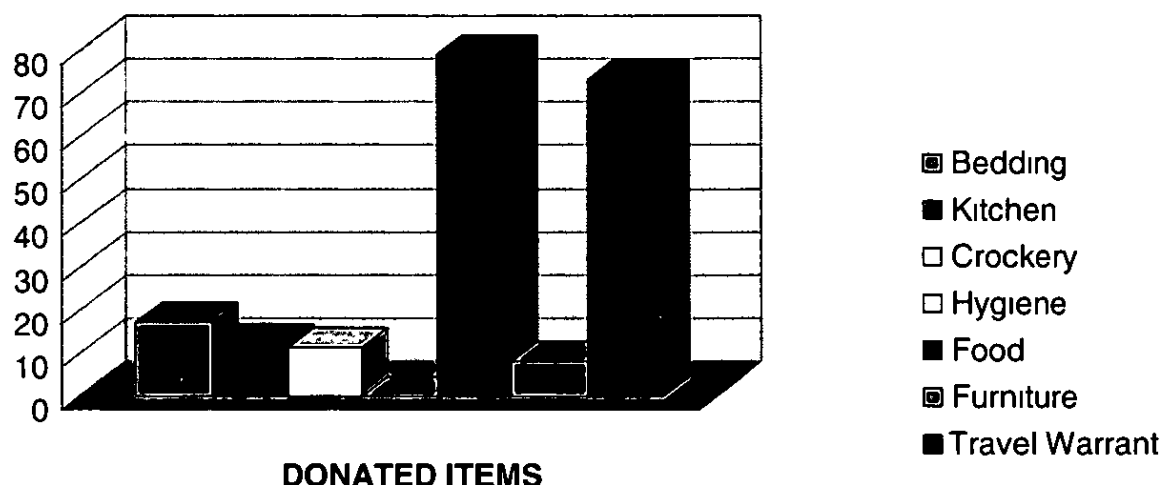
Crisis Donations.

We continue our partnership with PATCH (Pembrokeshire Action to Combat Hardship) a local based charity that specialises in the distribution of crisis donations using volunteers continues. The partnership benefits both organisations with PCS being able to reduce the time spent on managing our donations which can now be used to

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provide our other services. We continue to raise awareness and fundraise locally for the necessary items required by homeless people and those setting up a new tenancy whilst PATCH prepares the donation pack which we collect and distribute.

CRISIS DONATIONS



Furniture Grant Scheme:

We assisted twelve clients move into their unfurnished accommodation with the aid of a furniture grant. Unfortunately due to limited funds this is only to a maximum value of £150 per client. This money was then used to purchase items which allow them a basic living 'standard', this consists of a bed, seating, table and a microwave. We are very fortunate to have an excellent working relationship with Pembrokeshire Frame and this enables us to purchase second hand furniture at a discounted rate enabling us to maximise the money available.

Travel Warrant Scheme:

The Travel Warrant Scheme enables clients to access public transport enabling them to attend appointments at our main office in Haverfordwest or at one of our many Advice Centres across the County. We continue to provide this service for the Local Authority Social Care and Housing Department, West Wales Careers, Probation Service, Social Services over 15's Team, Drug Intervention Programme, Youth Offending Team, Princes Trust and the Prolific & Priority Offenders all use this scheme and reimburse PCS for the travel costs incurred by their clients.

Freephone

Our freephone service is available for anyone who is homeless, it is often the only way they can access advice and assistance. We hope to retain this service in the future but costs may be prohibitive to this aim we have tried this year to reduce access to this service for those customers in the most need.

Fundraising Events:

Easter Draw

Christmas Draw

Homelessness Sunday

Client Database and Intranet:

The Client Database continues to evolve and is an invaluable tool in ensuring caseworkers have instant access to client information and also to provide accurate statistical data for all funders. The intranet also allows for ease of access to all relevant information needed in providing our services.

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And finally our thanks to all who have supported our organisation

Without the continued support and funding we receive we would not be in a position to provide any of our services. To funders and individuals who have and continue to support us we thank you on behalf of Pembrokeshire Care Society and all our customers

Special Thanks to

Welsh Assembly Government	For your continued funding and support
Our Landlord Pool	Continued support for our clients
Probation Service	Partnership Agreement
Social Services Department	Partnership Agreement
Housing Department	Partnership Agreement
Careers Office	The use of your offices for outreach centres/ PATH forum meetings and distribution of our Travel Warrants
	Meal Vouchers
McDonalds	Accepting our Travel Warrants Scheme
Bus Companies	Discounts on purchases
Frame	Discounts on purchases
Meadow Carpets	Your continued donations and thoughts
Local Churches	Your continued donations and thoughts
Local Rotary	
The local people of Pembrokeshire	Continuation of your donations of food and Items which assist our clients to set up home

Training Courses Conferences and Meetings Attended

Meetings and Training

DWP Forum
Homeless Law Update
Homelessness and Mental Health Forum
Mental Health Awareness
Rough Sleepers Cymru
SMAT
Supporting People Forum
Third Sector Funding Fair
Gwalia - Letting Agency
Tai Hafan
Housing Benefit and LHA Intermediate
Understanding Violent Behaviour
Harassment and Illegal Eviction
Practitioner Workshop
Understanding Sex Offenders
ESA Appeals
Debt Training
Suicide Talker Assist Course
Landlord Accreditation
DWP Work Programme
Challenging Homeless Decisions

Conferences

DWP
Cymorth

Steering and Development

Housing Forum Meetings
PATH forums
PCS Committee Meetings
Argorfa
Probation Forum

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Financial Review

Reserves Policy - In order that the Society can continue to operate if grant aid is not forthcoming in the future, designated funds are being allocated in order to allow time to identify alternative sources of funds and/or meet any resulting redundancy costs. The Council of Management aims to build this reserve up to a level equivalent to one year's running costs. The balance at 31st March 2011 amounts to £266,014 which equates to 7.5 months of running costs.

The organisation also has a bond reserve allowing for the issuing of Bond Guarantees to landlords on behalf of the homeless clients Pembrokeshire Care Society serves. As of 31st March 2011 the Society has a bond liability of £48,041 and a bond reserve of £50,455.

The principal funding source for the work of Pembrokeshire Care Society is that of the Welsh Assembly Government to the value of £202,277. This money was exhausted in fulfilling the aims and objectives of the organisation as set out in its Governing document and as described in the Achievements and Performance section of this report.

Plans for the Future

Our overall aim this coming year will be to manage our services within the restrictions of our funding. The increase in demand for all our services has become unsustainable. PCS will have to make further very difficult decisions with regard to access to services and this may be the first year we are unable to offer services for all through our open door policy. Our priorities will remain access for all single homeless or threatened with homeless groups and compliance with our current Service Level Agreements and Tender requirements.

Section 180 Funding Over the past three years we have been working towards reducing our overall outstanding bond liability and we will be implementing additional strategies to reduce this even further as our funding budget for claims is reduced. In addition we have a huge increase in the number of people approaching us for advice assistance which is no longer sustainable within our current funding limits. We have no option but to reduce the number of customers to within a manageable level and consequently we will need to implement changes to our open door policy to ensure that we prioritise our adult single homeless clients and our Service Level Agreements client groups.

Supported People Funding We have been successful with our re-tender to provide the Generic Support Service for a further three years. We will be ensuring that we continue to provide this low level support across all tenures to as many people as possible. Additionally we will be working with the Supporting People Team to identify ways of further improving this service and progressing the work being undertaken with regard to outcome base monitoring and the unified assessment proposals. Our other Supported People Revenue Grant service has this year, by mutual agreement, been transferred from WAG to the LA Supporting People Team. We will initially be retaining the existing model of service with the option to consider changes to the service to meet the most demanding needs of our homeless client group.

We will continue our development of Pathway Lettings our social enterprise. Although we continue to raise awareness of the benefit of leasing properties for specific groups we are aware of other sectors funding cuts. Consequently our leasing development within PL is likely to be put on hold until funders are once again able to consider development planning.

All middle management will be undertaking management training during the forthcoming year. PCS are looking to the future to ensure that employees have the skills required to ensure PCS continues to identify, develop and meet the changing needs of Pembrokeshire and the organisation's customers.

Pembrokeshire Care Society will continue to raise awareness for the need for a project for those customers who can not or will not manage a tenancy. We firmly believe that no one should ever have to sleep rough and the offer of project accommodation or at the very least an emergency bed space should be a mandatory requirement in all Local Authority areas. The majority of the public believe that the worst that can happen to a homeless person is that they will be offered a hostel or bed and breakfast temporary accommodation. If only this was fact. The fact is that 2/3 of homeless people are deemed non priority homeless and consequently there is no Local Authority duty to provide temporary accommodation.

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PCS accept the reality of funding restrictions and the limited options for further development and/or additional funding to allow for the expansion of existing services. However, we will as always endeavour to continue to meet our aims and objectives within the limits of our resources. All current employees remain committed to the long term future of the organisation and provision of services to new and existing customers.

Auditors

Ashmole and Co. have agreed to offer themselves for re-appointment as charity auditors.

Small Company Exemption

This report is prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Financial Statements

The Council of Management confirms that the financial statements have been prepared in accordance with the Companies Act 2006 and the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005).

Grant Making Policy

Where clients are in need of assistance to purchase basic furniture for their new accommodation or require initial financial assistance to budget for their transfer to independent living, grants for furniture and/or food are available.

The Society acts as guarantor for the bonds required by landlords from their clients. Whilst no payment is made initially, on many occasions the landlords call on the guarantee and funds are made available by the Society.

Prepared by



Carol Crowther
Managing Director

Approved by the Council



Geraldine Morgan
Chairperson

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Company and charity law requires the Council to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its financial activities for that period. In preparing those financial statements, the Council is required to

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The Council is responsible for keeping proper accounting records which 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 applicable Accounting Standards and Statements of Recommended Practice and the regulations made under s44 of the Charities Act 1993. 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.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the Council is aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the charity's auditors are unaware, and the Council has taken all the steps that ought to have taken as a management body in order to make aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

ON BEHALF OF THE COUNCIL OF MANAGEMENT:

Geraldine Yongak.
Date *12TH July 2011.*

**Report of the Independent Auditors to the Members of
Pembrokeshire Care Society**

We have audited the financial statements of Pembrokeshire Care Society for the year ended 31st March 2011 on pages eighteen to twenty four. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Council of Management and auditors

The Council's responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out on page sixteen.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 2006. We also report to you whether in our opinion the Report of the Council of Management is consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Council's remuneration and other transactions is not disclosed.

We are not required to consider whether the statements in the report of the Council of management concerning the major risks to which the Charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

We read the Report of the Council of Management and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Council in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 31st March 2011 and of its incoming resources, including its income and expenditure, for the year then ended,
- the financial statements have been properly prepared in accordance with the Companies Act 2006.



D. D. Harries (Senior Statutory Auditor)
Chartered Certified Accountants
Registered Auditors
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Date

18th July 2011

PEMBROKESHIRE CARE SOCIETY
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
for the year ended 31st March 2011

		Unrestricted Income Funds				
		General Funds	Designated Funds	Restricted Funds	Total 2011	Total 2010
	Note	£	£	£	£	£
Incoming resources						
Incoming resources from generated funds						
Voluntary income	App 1	3,340	-	-	3,340	2,528
Investment income (wholly bank interest)		5,768	-	-	5,768	1,095
Incoming resources from charitable activities	App 1	162,375	-	313,132	475,507	434,192
		<u>171,484</u>	<u>-</u>	<u>313,132</u>	<u>484,615</u>	<u>437,815</u>
Resources Expended:						
Charitable Activities						
Salaries and pensions		79,057	-	265,288	344,345	295,171
Staff travel expenses		5,000	-	10,553	15,553	13,553
Bonds paid out in year		-	-	-	-	15,185
Membership, subscription and course fees		802	-	1,601	2,403	3,895
Furniture grants		-	-	758	758	773
Travel Warrants		-	-	6,605	6,605	6,406
Stationery and Telephone		8,856	-	8,855	17,711	19,971
Rent and rates		4,000	-	10,640	14,640	14,640
Depreciation		-	-	879	879	1,719
Office repairs, renewals and cleaning		350	-	594	944	2,199
Light and heat		1,805	-	5,704	7,509	4,634
Insurances		450	-	877	1,327	1,248
IT, Webpage and Software costs		-	-	-	-	1,326
Bank charges		10	-	-	10	20
Sundry expenses		392	-	-	392	808
Consultancy		-	-	2,824	2,824	3,974
Recruitment costs		-	-	144	144	697
Photocopier		1,000	-	1,720	2,720	1,477
Advertising		-	-	131	131	-
		<u>101,722</u>	<u>-</u>	<u>317,044</u>	<u>418,766</u>	<u>387,696</u>
Governance costs						
Salaries and pensions		1,500	-	2,819	4,319	4,234
Companies House fee		15	-	-	15	15
Accountancy and audit		-	-	2,523	2,523	2,290
		<u>1,515</u>	<u>-</u>	<u>5,343</u>	<u>6,858</u>	<u>6,539</u>
Total resources expended		<u>103,237</u>	<u>-</u>	<u>322,387</u>	<u>425,624</u>	<u>394,235</u>
Net income for the year		68,246	-	(9,255)	58,991	43,581
Transfers						
Gross transfers between funds	App 2	(9,200)	9,200	-	-	-
Net movement in funds		<u>59,046</u>	<u>9,200</u>	<u>(9,255)</u>	<u>58,991</u>	<u>43,581</u>
Reconciliation of funds						
Total funds brought forward	9	175,984	55,097	68,901	299,982	256,401
Balance carried forward	9	<u>235,030</u>	<u>64,297</u>	<u>59,646</u>	<u>358,973</u>	<u>299,982</u>

PEMBROKESHIRE CARE SOCIETY

BALANCE SHEET
as at 31st March 2011

	Note	2011		2010	
		£	£	£	£
Fixed assets					
Tangible assets	6		1,943		2,823
Current assets					
Debtors and prepayments	7	3,125		17,556	
Cash at bank and in hand		371,500		285,169	
		<u>374,625</u>		<u>302,725</u>	
Current liabilities					
Sundry creditors and accruals	8	(17,595)		(5,566)	
				<u>297,159</u>	
Net current assets			357,030		297,159
Total assets less current liabilities	13		<u><u>£358,973</u></u>		<u><u>£299,982</u></u>
 Represented by :					
Unrestricted general funds	9		235,030		175,984
Unrestricted designated funds	9		64,297		55,097
Restricted funds	9		59,646		68,901
			<u><u>£358,973</u></u>		<u><u>£299,982</u></u>

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002). The statutory accounts for the relevant year have been delivered to the Registrar of Companies.

The financial statements on pages 19 to 26 were approved by the council on the
on its behalf by

12TH July 2011.
and signed

Member of Council

Geraldine Morgan
to Denis

Notes to the Financial Statements
for the Year Ended 31 March 2009

1 ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable UK Accounting Standards and the Companies Act 2006. The charity has taken advantage of the exemption from preparing a cash flow statement conferred by Financial Reporting Standard No 1 on the grounds that it qualifies as a small company under the Companies Act 2006.

Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2008).

Incoming Resources

Incoming Resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income received by way of grants, donations and gifts is included in full in the statement of Financial Activities when receivable. Grant funding, where entitlement is not conditional on the delivery of a specific performance by the charity, is recognised when the charity becomes unconditionally entitled to the grant. Grants for capital purposes are included as incoming resources of restricted funds when received. The balance of the restricted fund carried forward each year is reduced by the depreciation on the grant-funded element of the assets concerned. An analysis of income is given in Appendix 1. Income is deferred by reference to the unexpired portion of the funded project in question on a time basis.

Investment income is included when receivable.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Computer Equipment	- Straight line over 3 years
Office Equipment	- 15% on reducing balance

Restricted and Unrestricted funds

The accounts distinguish between restricted and unrestricted funds. The former are received from donors and are subject to restrictions on the purpose for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions. These include those freely available to the charity for expenditure or appropriation to reserves for internally designated purposes.

In order that the charity can continue to operate if grant aid from current donors is not forthcoming in the future, designated funds have been allocated in order to allow time to identify sources of grants and/or meet any resulting redundancy costs and potential bond liabilities.

Grants receivable are included in the income and expenditure account for the period in respect of which they are received; deferred income is provided by reference to the unexpired portion of the funded project on a time basis.

Resources expended and basis of allocation of costs

Expenditure is recognised on an accruals basis when incurred. The majority of the costs are directly attributable to the objects of the charity and are allocated accordingly.

Charitable expenditure comprises the costs incurred by the charity in the operation of its activities and services for its clients. It includes both the costs which can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

PEMBROKESHIRE CARE SOCIETY

NOTES TO THE ACCOUNTS For The Year Ended 31st March 2011

Resources expended and basis of allocation of costs (cont)

Any costs involving a number of the Charity's objects is apportioned on a fair and reasonable basis

Support costs represent the costs of maintaining the office premises and the society's equipment

Administration costs are those attributable to the management of the charities assets and compliance with constitutional and statutory requirements

Pensions

The society operates a stakeholder pension scheme Contributions payable for the year are charged in the Statement of Financial Activities

2 NET INCOMING RESOURCES

Net incoming resources are stated after charging	2011 £	2010 £
Depreciation - owned assets	879	1 719
Other accountancy services	1,300	1,230
Auditors' remuneration	1,100	1,000
	<u>3,279</u>	<u>3,949</u>

3 STAFF COSTS

	2011 £	2010 £
Salaries and Wages	312,167	263,615
Employers NIC	24 805	23,539
Pension Contributions (money purchase scheme)	11,692	12 251
	<u>348,664</u>	<u>299,405</u>

No employees received remuneration in excess of £60,000 during the year

The average monthly number of employees during the year was as follows

	2011	2010
Advocacy and support	17 5	13 5
Administration	1 0	1 0
	<u>18 5</u>	<u>14 5</u>

4 SUPPORT COSTS

	2011 £	2010 £
Included within Direct Charitable Expenses		
Salaries and pensions	38,874	38 102
Premises costs	1,517	2,220
Other	999	2 709
	<u>41,390</u>	<u>43,031</u>
Governance costs		
Salaries and pensions	4,319	4,234
Audit and accountancy	2 523	2,290
	<u>6 843</u>	<u>6,524</u>

PEMBROKESHIRE CARE SOCIETY

NOTES TO THE ACCOUNTS For The Year Ended 31st March 2011

5 TAXATION

The Company is exempt from corporation tax under section 505 of the Income and Corporation Taxes Act 1988

6 TANGIBLE FIXED ASSETS

	Computer Equipment £	Office Equipment £	Total £
Cost			
At 1st April 2010	12,771	8,510	21,281
Additions	-	-	-
Disposals	-	-	-
At 31st March 2011	<u>12,771</u>	<u>8,510</u>	<u>21,281</u>
Depreciation			
At 1st April 2010	11,468	6,991	18,459
Charge for the Year	652	227	879
Elimination on Disposal	-	-	-
At 31st March 2011	<u>12,120</u>	<u>7,218</u>	<u>19,338</u>
Net Book Value			
At 31st March 2011	<u>651</u>	<u>1,292</u>	<u>1,943</u>
At 31st March 2010	<u>1,303</u>	<u>1,519</u>	<u>2,823</u>

All fixed assets are used in the direct furtherance of the charities objectives

7 DEBTORS AND PREPAYMENTS

	2011 £	2009 £
Amounts falling due within one year		
Prepayments	-	2,824
Pembrokeshire Care Society office bond	3,125	3,125
Accrued Income - PCC GSS & GSS Sub	-	11,607
	<u>3,125</u>	<u>17,556</u>

8 CREDITORS

	2011 £	2010 £
Amounts falling due within one year		
Deferred income	15,195	3,333
Other creditors	2,400	2,233
	<u>17,595</u>	<u>5,566</u>

PEMBROKESHIRE CARE SOCIETY

NOTES TO THE ACCOUNTS For The Year Ended 31st March 2011

The movements on deferred income are analysed as follows

	As at 1st April 2010 £	Transfer to 2011 Funding £	Deferral of Income Received in year £	As at 31st March 2011 £
PCC - Pathways Social Lettings Agency	3,333	(3,333)	3,333	3,333
GSS	-	-	2,340	2,340
GSS - Substance misuse	-	-	5,221	5,221
ATS	-	-	1,905	1,905
Pathway operational	-	-	2,395	2,395
	<u>3,333</u>	<u>(3,333)</u>	<u>15,195</u>	<u>15,195</u>

9 RESERVES

	<u>Unrestricted Income Funds</u>		
	General funds £	Designated funds £	Restricted funds £
At 1st April 2010	175,984	55,097	68,901
Net movement of resources in year	68,246	-	(9,255)
Funds Transfer	(9,200)	9,200	-
At 31st March 2011	<u>235,030</u>	<u>64,297</u>	<u>59,646</u>

The designated funds are those set aside by the Council of Management to cover running costs/ redundancy payments if grant funding is unavailable and is held in a separate bank account

Restricted funds carried forward are the unexpended portions of grants received and due for periods up to 31st March 2011. This includes funds received to cover bond guarantees of £50,455 which are held in a separate bank account

In the Council of Management's opinion sufficient resources are held in an appropriate form to enable the funds to be applied in accordance with any restrictions

Restricted funds are held in the form of assets and cash balances

10 TRUSTEE INDEMNITY INSURANCE

The society paid trustee indemnity insurance of £574.20 during the year

PEMBROKESHIRE CARE SOCIETY

NOTES TO THE ACCOUNTS For The Year Ended 31st March 2011

11 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2011 £	2010 £
Commercial contracts	162,375	103,397
Grant funding	313,132	330,795
	<u>£475,507</u>	<u>£434,192</u>

12 COUNCIL OF MANAGEMENT REMUNERATION & RELATED PARTY TRANSACTIONS

No members of the Council of Management received any remuneration or expenses from the Society
No related party transactions occurred during the year

13 ANALYSIS OF NET ASSETS

	<u>Unrestricted Income Funds</u>			
	General Fund £	Designated Fund £	Restricted Fund £	Total £
Fixed Assets	-	-	1,943	1,943
Cash at Bank & In Hand	242,592	64,297	64,611	371,500
Debtors & Prepayments	-	-	3,125	3,125
Liabilities	(7,562)	-	(10,033)	(17,595)
	<u>235,030</u>	<u>64,297</u>	<u>59,646</u>	<u>358,973</u>

PEMBROKESHIRE CARE SOCIETY

Analysis of Incoming Resources

For the Year Ended 31st March 2011

	<u>Unrestricted Income Funds</u>		Restricted Funds	Total 2011	Total 2010
	General Funds	Designated Funds			
	£	£	£	£	£
Resources Arising					
Voluntary income					
On-line filing incentive	-	-	-	-	75
Training	-	-	-	-	15
Donations	2,060	-	-	2,060	970
Talk Together	800	-	-	800	300
Photocopier	480	-	-	480	845
Pembrokeshire Care Society Dinner	-	-	-	-	323
	<u>3,340</u>	<u>-</u>	<u>-</u>	<u>3,340</u>	<u>2,528</u>
Incoming resources from charitable activities					
NAW - Section 180 Funding			202,277	202,277	202,277
Supported Housing Project Income			26,684	26,684	26,552
Crisis payments			507	507	310
Probation service partnership funding			9,982	9,982	9,982
Under 18's PCC Funding for AAA and Bond			6,372	6,372	6,372
Funding for AAA and Bond Scheme - Pembs C C			11,440	11,440	12,940
NAW Bonds			-	-	9,982
NAW Debt			30,426	30,426	30,426
PCC GSS	128,972		-	128,972	82,050
Lloyds TSB			-	-	10,000
NAW - Social Lettings			10,000	10,000	8,135
Pathway Lettings			3,333	3,333	-
GSS Sub	16,000		-	16,000	21,347
Travel Warrants			7,601	7,601	5,544
Assisted Tenancy Scheme			-	-	8,275
GSS PL	17,403		-	17,403	-
WCVA			4,509	4,509	-
	<u>162,375</u>	<u>-</u>	<u>313,132</u>	<u>475,507</u>	<u>434,192</u>

PEMBROKESHIRE CARE SOCIETY

For the Year Ended 31st March 2011

RESTRICTED FUNDS

	Reserve Balance 1st April 2010 £	Grant Income £	Total Funds Available	Advice, Assistance & Advocacy £	Supported Housing £	Bonds & Lettings Scheme £	Resettlement £	Furniture Fund £	Travel Warrant £	Total Expenditure £	Fund Transfers £	Reserve Balance 31st March 2011 £
NAW - Section 180 Funding	-	202,277	202,277	111,253		70,797	20,227			202,277	-	-
Supported Housing Income	-	26,684	26,684		26,684					26,684	-	-
Under 18's PCC Funding for AAA and Bonds	-	6,372	6,372	4,482		1,890				6,372	-	-
PCC Funding for AAA and Bonds	-	11,440	11,440	11,440						11,440	-	-
Dyfed Probation Service	-	9,982	9,982	5,662		4,320				9,982	-	-
NAW - Debt	-	30,426	30,426	30,426						30,426	-	-
Tai Cantref	-	-	-							-	-	-
Furniture Fund	1,286	-	1,286					758		758	-	528
Crisis Payment Donation	7,160	507	7,667							-	-	7,667
Bond Liability Fund	50,455	-	50,455							-	-	50,455
Travel Warrant Agencies	-	7,601	7,601						6,605	6,605	-	996
Lloyds TSB	10,000	-	10,000							10,000	-	-
NAW - Social Lettings	-	10,000	10,000			10,000				10,000	-	-
Pathway Lettings	-	3,333	3,333			3,333				3,333	-	-
WCVA	-	4,509	4,509	4,509						4,509	-	-
	68,901	313,132	382,033	167,772	26,684	97,007	20,227	758	6,605	322,386	-	59,646

UNRESTRICTED

DESIGNATED FUNDS

	Total	Running Costs	Redundancy
Balance brought forward	55,097	32,927	22,170
Funds Transfer			
- Increase Redundancy Provision	9,200	-	9,200
Balance carried forward	64,297	32,927	31,370