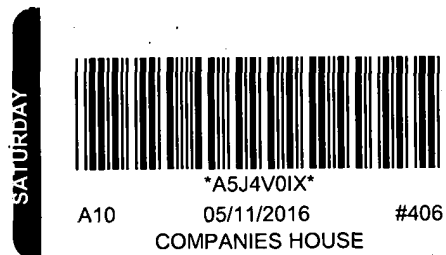
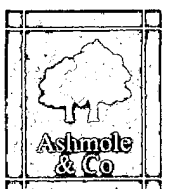


**REGISTERED COMPANY NUMBER: 03062605 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1048218**

**Report of the Trustees and  
Financial Statements for the Year Ended 31 March 2016  
for  
Pembrokeshire Care Society**

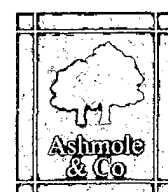


Ashmole and Co.  
Chartered Certified Accountants and Statutory  
Auditors  
Williamston House  
7 Goat Street  
Haverfordwest  
Pembrokeshire  
SA61 1PX



**Pembrokeshire Care Society**  
**Contents of the Financial Statements**  
**for the Year Ended 31 March 2016**

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**Report of the Trustees  
for the Year Ended 31 March 2016**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

**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 be entitled to very limited statutory assistance. Our aim continues to be balancing the ever increasing demand on our services with respect to the reductions or changes to our funding streams and the changing customer groups needs by innovation and a speedy reaction to change.

We continue to serve the people of Pembrokeshire and firmly believe that our success is due to our local knowledge and expertise in our field. Our model of working has been developed to meet the demanding needs of providing services in a rural area. The quality and standard of our services has been acknowledged by independent audits and individuals as being at an exceptional standard.

Our services, both practical and legal, include housing and homeless advice, assistance and advocacy, welfare and debt advice, administration of bond schemes and our generic tenancy support scheme. 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.

Geographically Pembrokeshire 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 give our customers a number of options to access PCS services. We have a generic duty worker available during core hours to deal with immediate or crisis problems and to facilitate service access options dependant on need.

PCS have again retained the Advice Quality Standard and an Investors In People Accredited Organisation. Due to funding restrictions and the increased cost of retaining these standards we will next year not be proceeding with the Investors In People Accreditation.

It is also with regret that due to increasing demand on our services combined with funding restrictions that we have had to change our open door policy. We do now refer some new customers to those statutory bodies who may have a duty to provide financial assistance or a level of service. Successful management of our resources including cost efficiency savings still provides all our funders with best value for money services. We remain open to negotiation with regard to service delivery and funding from other statutory bodies who may require our services for their customer groups. All our Service Level Agreement targets have again been met or surpassed.

The main change to our working practice this year has been to further develop our close working relationship with the Local Authority Housing Department. We have together been developing standardised paperwork including information packs. This new way of working has been piloted during the last three months with the aim of full implementation at the start of next year.

Planning for our leasing project is well underway and will hopefully next year see the first of our leased buildings being available for new tenants.

All our services remain dependant on continued funding.



**Report of the Trustees  
for the Year Ended 31 March 2016**

**OBJECTIVES AND ACTIVITIES**

**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 dependant on funds being 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.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The number of people who approach us for assistance has risen again this year. 1376 new clients of whom 969 would be deemed non priority homeless and so would have limited duties owing to them from any statutory services. With 595 existing clients at the start of the year we have this year worked with over 1900 people. Our Pathway Lettings and Bond scheme continues to provide both our non priority homeless and the Local Authority priority homeless groups with a steady source of private sector tenancies. This year we administered 147 new bonds and manage a total bond liability across all our Bond Schemes of £71,916.

This year along side our Supporting People Generic Support Service we have continued to pilot the Gypsy Traveller Support Scheme and the Local Authority Hosing Department's Support Scheme.

All quality standards have been retained and our Pathway Letting Agency is an Accredited Social Landlord.

Despite the huge increase in demand we have continued to operate our open door policy. It has been with regret but to continue with our open door policy we have had no choice but to limit the level of services to some client groups. This will be an ongoing issue for all our teams and will be dependent on the level of demand and funding restrictions.

The new database has been advanced and installed, further developments are underway. Although we are not yet fully benefitting from the improvements we envisage that once the system is being utilised fully we will reduce data input time and duplications leaving us more time to work with clients.

We still aim to provide the best services possible to the people of Pembrokeshire within the current resources whilst ensuring employee's caseloads are manageable.

**FINANCIAL REVIEW**

**Principal funding sources**

The principal funding sources for the work of Pembrokeshire Care Society this year are that of the Welsh Assembly Government Section 180 Grant to the value of £192,163 and the Supporting People Grant of £319,311. This year's funding was used to fulfill 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.



**Report of the Trustees  
for the Year Ended 31 March 2016**

**FINANCIAL REVIEW**

**Reserves policy**

In order that the Society can continue to operate if grant funding aid is not forthcoming in the future, unrestricted free reserves (excluding funds designated for specific purposes) are being maintained in order to allow time to identify alternative sources of funds and/or meet any resulting redundancy costs. The Council of Management has built the free reserves up to a level equivalent to 8 months running costs plus longer term contractual costs (based on expenditure in the current year), the balance at 31st March 2016 amounting to £388,407 (2015 - £392,872).

The Society has designated funds for the purpose of Senior Management Succession Planning, £120,000 having been designated as at 31st March 2016.

Redundancy costs are calculated at statutory minimum level as at 31st January each year. The Society holds £52,299 for this purpose.

£13,529 remains as designated for the ongoing development and maintenance of the new database, a further £6,471 will be added to this budget. £10,000 remains designated for staff related costs. We have combined the designated Pathway Development money with £38,000 designated in the previous year for relocation and refurbishment. A further £30,000 will be designated to this fund so that £107,931 has been set aside for the continued development of Pathway Lettings.

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 2016 the Society has a bond liability of £23,325 and a bond reserve of £23,325.

We also have money under management for the Local Authority which is used specifically for the following purposes, e.g. Bonds, RIA, White Goods, Landlord Enhancements, PCC Travel Warrants.



**Report of the Trustees  
for the Year Ended 31 March 2016**

**FUTURE PLANS**

There are further difficult times ahead for all sectors working with vulnerable people. With regard to Pembrokeshire Care Society the continuing cuts to funding budgets undermines the whole ethos and needs mapping of the organisation. Our main concern is that we have always been able to retain our open door policy but unfortunately this year, due to increased demand and less funding, we have no option but to close our services to some clients. This difficult decision on who can access our services has been decided due to a new ex offender service provider being contracted for the area. This client group will have an advice and bond service available by the new provider and we will endeavour to retain our open door policy to all other groups.

Our second major concern is the changes to the benefit system which is already having a negative effect on the ability to retain and support landlords who have historically accepted the more vulnerable and chaotic client groups. The changes are in direct conflict with the new housing legislation aims of utilising more of the private rented sector.

Pathway Lettings recent move to the high street will after a settling in period begin its planned development specifically to increase the number of private landlords we work with. This will be achieved by increased support for landlords, landlord enhancement packages, incentive payments and the already expected level of professionalism provided by the Pathway Lettings Team. The next development will be the leasing of a property from a private sector source which will again increase profits and provide further access to the private rented sector. We are still within the negotiation period and would hope that we can provide an emergency bed space within this unit.

The ongoing work with the Local Authority Housing Department will continue. The partnership has already produced joint and standardised paperwork including Housing Needs Assessments, financial assessments and information packs. This will be further developed during the year. The aim as always to provide the best service for vulnerable people, reduce duplication, identify other support needs early in the process and secure and maintain suitable affordable tenancies.

Due to the loss of the Supporting People Gypsy Traveller Pilot and the expected further cuts to Supporting People funding, we envisage that the waiting list for this service will grow. Due to the specialist requirements of the Gypsy Traveller community we will be attempting to secure funding from other sources. In the interim we will attempt to support as many as possible within our Generic Support Service.

The added uncertainty is that the GSS will be going out for re-tender this year. Although TUPE would apply which would ensure some client services there is obviously a high level of concern for both those employed through this service and if lost the affect this will have on the whole organisations apportioned overheads.

Our client participation project is still producing some valuable outcomes. The service has now reduced down to one day per week. Further funding opportunities for this type of work will be difficult to source however we will continue to look into possible options.

Local Service Level agreements have been confirmed for the forthcoming year with the exception of the expected probation SLA which after going out to tender will be provided by Justice Cymru.

The never changing ethos of Pembrokeshire Care Society has and will always be that no person should have to sleep rough. However, we also believe that not all persons can or should have their own tenancy. We will continue to raise awareness of the need for a project for those who are not, able or willing, at the time of homelessness to successfully manage their own accommodation. Experience and historic evidence show that however good a support service is there are still a high number of failed tenancies often due to the tenant being not accommodation ready when entering into the tenancy.

PCS are fully aware that funders who are inclined to be sympathetic towards homelessness and the associated social problems will need to continue making difficult allocation of funding choices. There will be limited options for further development and/or additional funding to allow for the expansion of existing services. We will however strive to maintain our services and meet our aims and objectives within the limits of our resources. All within PCS remain committed to the long term future of the organisation and provision of services specific to Pembrokeshire's needs.



**Report of the Trustees  
for the Year Ended 31 March 2016**

**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 governing document, in 2013, has again been reviewed, amended, adopted and accepted by the Charity Commission to simplify its objectives and better meet the charitable aims of the association.

The Company's objectives are:

- To relieve the effects of poverty, housing problems (e.g. financial management, inadequate/substandard accommodation, setting up and maintaining tenancies and other related issues including advocating with courts, landlords, statutory departments, health professionals and other organisations) and homelessness on individuals and families who present to the charity for assistance.
- To promote the study, research and campaigning into all aspects and methods of relieving and/or prevention of the effects of poverty, housing problems and homelessness.
- To raise awareness and educate the public regarding the effects of poverty, housing need and homelessness on individuals and families through activities such as consultation work, reporting, advertising, presentations to local and national groups and information sessions in schools.

**Areas of Expertise:**

PCS provide advice, assistance and advocacy on housing, homeless rights, evictions, welfare benefits, 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 managing a large supporting people scheme which operates across any tenure. We continue to develop formal and informal partnerships with local education, training and other like minded organisations that assist us to meet our aims. Pathway Lettings, which is one of our social enterprises, continues to develop. The aim is to provide a full letting service which produces an income to supplement our grant funding.

**Customer 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 new trustees**

There are 9 members of the Council all of which are trustees. 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, if they wish to remain as a trustee, they must be re-elected at the next Annual General Meeting.

At the 2015 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 will usually include the Managing 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, by current Council members, to offer themselves for election to the Council.



**Report of the Trustees  
for the Year Ended 31 March 2016**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

The charity has a Council of Management who meet on average, 5 times per year and are responsible for agreeing the strategic direction and policy of the charity. The Managing Director attends the Council of Management meetings to propose any change in strategic and/or Policy direction.

For matters of urgency which fall between Council of Management and informal update meetings the Managing Director or the Management Committee will arrange a meeting to discuss.

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 and midterm goals. A three year business plan is in place which is reviewed annually or as funding changes dictate need.

Policies and procedures are reviewed at a minimum annually 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's committee and employees, PCS subscribe to Peninsula Employment Specialists for legal and practical advice on employment issues. They also contract to Peninsula for Health and Safety Advice to ensure continual compliance.

**Induction and training of new trustees**

Prior to election prospective 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 can access trustee training if required.

**Public Benefit**

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

**Risk management**

The charity has and continues to develop policies & procedures which reduce the financial and litigation risk that the charity may face. The charity holds the Advice Quality Standard, now known as Advice Quality Standard. This intensive external audit ensures that the working policies, procedures and ongoing training provide as low a risk as is possible for employees, committee and customers. The risk management policy is reviewed annually and presented to the Council for full approval at the AGM.





**Report of the Trustees  
for the Year Ended 31 March 2016**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
03062605 (England and Wales)

**Registered Charity number**  
1048218

**Registered office**  
1 Corner House  
Barn Street  
HAVERFORDWEST  
Pembrokeshire  
SA61 1BW

**Trustees**

|                  |                            |
|------------------|----------------------------|
| Mrs G Morgan     | - President                |
| Mrs J Davies     | - Chairperson              |
| Mrs A Symons     | - Vice Chairperson         |
| Mr P Lucas       | - Treasurer                |
| Mr C Sheridan    | - Client Safety Officer    |
| Mr R Sinnott     |                            |
| Mrs C Phillips   |                            |
| Mrs G Bowen      | - Senior Management Mentor |
| Miss C Hitchings |                            |

**Senior Management**  
Carol Crowther

**Auditors**

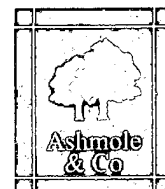
Ashmole and Co.  
Chartered Certified Accountants and Statutory  
Auditors  
Williamston House  
7 Goat Street  
Haverfordwest  
Pembrokeshire  
SA61 1PX

**Solicitors**

JCP Solicitors,  
Oak Corner,  
Winch Lane,  
Haverfordwest.

**Bankers**

Lloyds Bank Plc,  
Victoria Place,  
Haverfordwest.



**Report of the Trustees  
for the Year Ended 31 March 2016**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Pembrokeshire Care Society for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- 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 charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The auditors, Ashmole and Co., will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 20 September 2016 and signed on its behalf by:



Mrs J Davies - Trustee



**Report of the Independent Auditors to the Trustees of  
Pembrokeshire Care Society (Registered number: 03062605)**

We have audited the financial statements of Pembrokeshire Care Society for the year ended 31 March 2016 on pages eleven to twenty one. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 145 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees 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 charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees Responsibilities set out on page seven, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors, including APB Ethical Standard - Provisions Available for Small Entities (Revised), in the circumstances set out in note 15 to the financial statements.

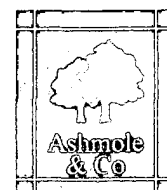
**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.



**Report of the Independent Auditors to the Trustees of  
Pembrokeshire Care Society (Registered number: 03062605)**

**Matters on which we are required to report by exception**

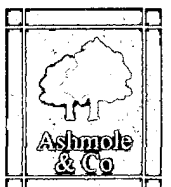
We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

*Ashmole & Co*

Ashmole and Co.  
Chartered Certified Accountants and Statutory  
Auditors  
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006  
Williamston House  
7 Goat Street  
Haverfordwest  
Pembrokeshire  
SA61 1PX

Date: ..... *3<sup>rd</sup> November 2016* .....



**Pembrokeshire Care Society**

**Statement of Financial Activities  
for the Year Ended 31 March 2016**

|                                       | Notes | Unrestricted<br>funds<br>£ | Restricted fund<br>£ | 31.3.16<br>Total<br>funds<br>£ | 31.3.15<br>Total<br>funds<br>£ |
|---------------------------------------|-------|----------------------------|----------------------|--------------------------------|--------------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>     |       |                            |                      |                                |                                |
| Donations and legacies                | 2     | 5,455                      | -                    | 5,455                          | 3,164                          |
| <b>Charitable activities</b>          | 5     |                            |                      |                                |                                |
| Advice, pathway letting & bond scheme |       | -                          | 250,703              | 250,703                        | 224,020                        |
| Debt services                         |       | -                          | 28,905               | 28,905                         | 29,513                         |
| Supporting people services            |       | 319,311                    | 853                  | 320,164                        | 312,147                        |
| Travel warrant scheme                 |       | -                          | 6,141                | 6,141                          | 9,132                          |
| Community voice project               |       | -                          | 17,207               | 17,207                         | 31,729                         |
| Other trading activities              | 3     | 16,775                     | -                    | 16,775                         | 12,523                         |
| Investment income                     | 4     | 2,000                      | -                    | 2,000                          | 2,870                          |
| <b>Total</b>                          |       | <b>343,541</b>             | <b>303,809</b>       | <b>647,350</b>                 | <b>625,098</b>                 |
| <b>EXPENDITURE ON</b>                 |       |                            |                      |                                |                                |
| <b>Charitable activities</b>          | 6     |                            |                      |                                |                                |
| Advice, pathway letting & bond scheme |       | -                          | 233,030              | 233,030                        | 227,383                        |
| Debt services                         |       | -                          | 28,908               | 28,908                         | 29,517                         |
| Supporting people services            |       | 277,750                    | 853                  | 278,603                        | 223,158                        |
| Furniture & crisis scheme             |       | 1,302                      | -                    | 1,302                          | 1,035                          |
| Travel warrant scheme                 |       | -                          | 6,813                | 6,813                          | 8,972                          |
| Community voice project               |       | -                          | 20,638               | 20,638                         | 28,299                         |
| <b>Total</b>                          |       | <b>279,052</b>             | <b>290,242</b>       | <b>569,294</b>                 | <b>518,364</b>                 |
| <b>NET INCOME</b>                     |       | <b>64,489</b>              | <b>13,567</b>        | <b>78,056</b>                  | <b>106,734</b>                 |
| <b>Transfers between funds</b>        | 15    | <b>(4,164)</b>             | <b>4,164</b>         | <b>-</b>                       | <b>-</b>                       |
| <b>Net movement in funds</b>          |       | <b>60,325</b>              | <b>17,731</b>        | <b>78,056</b>                  | <b>106,734</b>                 |
| <b>RECONCILIATION OF FUNDS</b>        |       |                            |                      |                                |                                |
| <b>Total funds brought forward</b>    |       | <b>643,343</b>             | <b>35,143</b>        | <b>678,486</b>                 | <b>571,752</b>                 |
| <b>TOTAL FUNDS CARRIED FORWARD</b>    |       | <b>703,668</b>             | <b>52,874</b>        | <b>756,542</b>                 | <b>678,486</b>                 |

The notes form part of these financial statements



**Balance Sheet  
At 31 March 2016**

|  | Notes | Unrestricted<br>funds<br>£ | Restricted fund<br>£ | 31.3.16<br>Total<br>funds<br>£ | 31.3.15<br>Total<br>funds<br>£ |
|--|-------|----------------------------|----------------------|--------------------------------|--------------------------------|
| <b>FIXED ASSETS</b>                              |       |                            |                      |                                |                                |
| Tangible assets                                  | 12    | 5,031                      | 14,565               | 19,596                         | 13,968                         |
| <b>CURRENT ASSETS</b>                            |       |                            |                      |                                |                                |
| Debtors  | 13    | 25,475                     | 113,606              | 139,081                        | 93,667                         |
| Cash at bank and in hand                         |       | 686,784                    | 124,866              | 811,650                        | 707,607                        |
|  |       | <u>712,259</u>             | <u>238,472</u>       | <u>950,731</u>                 | <u>801,274</u>                 |
| <b>CREDITORS</b>                                 |       |                            |                      |                                |                                |
| Amounts falling due within one year              | 14    | (13,622)                   | (200,163)            | (213,785)                      | (136,756)                      |
| <b>NET CURRENT ASSETS</b>                        |       | <u>698,637</u>             | <u>38,309</u>        | <u>736,946</u>                 | <u>664,518</u>                 |
| <b>TOTAL ASSETS LESS CURRENT<br/>LIABILITIES</b> |       | <u>703,668</u>             | <u>52,874</u>        | <u>756,542</u>                 | <u>678,486</u>                 |
| <b>NET ASSETS</b>                                |       | <u><u>703,668</u></u>      | <u><u>52,874</u></u> | <u><u>756,542</u></u>          | <u><u>678,486</u></u>          |
| <b>FUNDS</b>                                     | 15    |                            |                      |                                |                                |
| Unrestricted funds                               |       |                            |                      | 703,668                        | 643,343                        |
| Restricted funds                                 |       |                            |                      | 52,874                         | 35,143                         |
| <b>TOTAL FUNDS</b>                               |       |                            |                      | <u><u>756,542</u></u>          | <u><u>678,486</u></u>          |

The notes form part of these financial statements



**Balance Sheet - continued**  
**At 31 March 2016**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 20 September 2016 and were signed on its behalf by:



Mrs J Davies -Trustee

The notes form part of these financial statements



**Pembrokeshire Care Society**  
**Notes to the Financial Statements**  
**for the Year Ended 31 March 2016**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Exemption from preparing a cash flow statement**

Exemption has been taken from preparing a cash flow statement in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Allocation and apportionment of costs**

Costs have been allocated as far as possible between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others have been apportioned based on the estimated usage of the resource.

Support costs represent the costs of maintaining the office premises and the society's equipment, and the management of the charities assets and compliance with constitutional and statutory requirements.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off the cost of each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter.

|                    |                              |
|--------------------|------------------------------|
| Office equipment   | - 15% reducing balance       |
| Computer equipment | - Straight line over 3 years |

**Taxation**

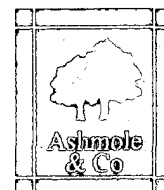
The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

The accounts distinguish between restricted and unrestricted funds. Unrestricted funds are those where there are no externally imposed restrictions. These include those freely available to the charity for expenditure in accordance with the charitable objectives or appropriation to reserves for internally designated purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.





**Pembrokeshire Care Society**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2016**

**1. ACCOUNTING POLICIES - continued**

**Pension costs and other post-retirement benefits**

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

**2. DONATIONS AND LEGACIES**

|           | 31.3.16           | 31.3.15           |
|-----------|-------------------|-------------------|
|           | £                 | £                 |
| Donations | 5,455             | 3,164             |
|           | <u>          </u> | <u>          </u> |

**3. OTHER TRADING ACTIVITIES**

|                  | 31.3.16           | 31.3.15           |
|------------------|-------------------|-------------------|
|                  | £                 | £                 |
| Pathway lettings | 16,775            | 12,523            |
|                  | <u>          </u> | <u>          </u> |

**4. INVESTMENT INCOME**

|                          | 31.3.16           | 31.3.15           |
|--------------------------|-------------------|-------------------|
|                          | £                 | £                 |
| Deposit account interest | 2,000             | 2,870             |
|                          | <u>          </u> | <u>          </u> |

**5. INCOME FROM CHARITABLE ACTIVITIES**

|        |                                       | 31.3.16           | 31.3.15           |
|--------|---------------------------------------|-------------------|-------------------|
|        | Activity                              | £                 | £                 |
| Grants | Advice, pathway letting & bond scheme | 250,703           | 224,020           |
| Grants | Debt services                         | 28,905            | 29,513            |
| Grants | Supporting people services            | 320,164           | 312,147           |
| Grants | Travel warrant scheme                 | 6,141             | 9,132             |
| Grants | Community voice project               | 17,207            | 31,729            |
|        |                                       | <u>          </u> | <u>          </u> |
|        |                                       | 623,120           | 606,541           |
|        |                                       | <u>          </u> | <u>          </u> |



**Pembrokeshire Care Society**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2016**

**5. INCOME FROM CHARITABLE ACTIVITIES - continued**

Grants received, included in the above, are as follows:

|   |                |                |
|---|----------------|----------------|
|   | 31.3.16        | 31.3.15        |
|   | £              | £              |
| WG Advice, Resettlement & Bond Scheme                     | 192,163        | 196,208        |
| WG Debt & Financial Planning                              | 28,905         | 29,513         |
| LA Funding for Advice, Assistance, Advocacy & Bond Scheme | 11,440         | 11,440         |
| Probation Service Partnership Funding                     | 10,000         | 10,000         |
| LA Social Care  | 6,372          | 6,372          |
| Travel Warrants   | 6,141          | 9,132          |
| SP Generic Support Service                                | 268,510        | 268,510        |
| Gypsy Traveller Generic Support Service                   | 25,000         | 25,186         |
| Jobs Growth Wales   | -              | 2,992          |
| Big Lottery Funding (PAVS)                                | 17,207         | 31,729         |
| Rough Sleeper Count                                       | 853            | 876            |
| LA Housing Department Generic Support Service             | 25,801         | 14,583         |
| LA Pathway Lettings Development                           | 30,728         | -              |
|   | <u>623,120</u> | <u>606,541</u> |

**6. CHARITABLE ACTIVITIES COSTS**

|                                       | Direct costs   | Support costs<br>(See note 7) | Totals         |
|---------------------------------------|----------------|-------------------------------|----------------|
|                                       | £              | £                             | £              |
| Advice, pathway letting & bond scheme | 214,806        | 18,224                        | 233,030        |
| Debt services                         | 25,572         | 3,336                         | 28,908         |
| Supporting people services            | 248,096        | 30,507                        | 278,603        |
| Furniture & crisis scheme             | 1,302          | -                             | 1,302          |
| Travel warrant scheme                 | 6,813          | -                             | 6,813          |
| Community voice project               | 20,638         | -                             | 20,638         |
|                                       | <u>517,227</u> | <u>52,067</u>                 | <u>569,294</u> |

**7. SUPPORT COSTS**

|                                       | Management    | Governance<br>costs | Totals        |
|---------------------------------------|---------------|---------------------|---------------|
|                                       | £             | £                   | £             |
| Advice, pathway letting & bond scheme | 15,031        | 3,193               | 18,224        |
| Debt services                         | 2,697         | 639                 | 3,336         |
| Supporting people services            | 25,216        | 5,291               | 30,507        |
|                                       | <u>42,944</u> | <u>9,123</u>        | <u>52,067</u> |

Support costs are calculated as a proportion of expenses based on administration staff time.

**8. NET INCOME/(EXPENDITURE)**

Net resources are stated after charging/(crediting):



**Pembrokeshire Care Society**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2016**

**8. NET INCOME/(EXPENDITURE) - continued**

|                             | 31.3.16      | 31.3.15      |
|-----------------------------|--------------|--------------|
|                             | £            | £            |
| Depreciation - owned assets | 7,901        | 5,052        |
| Auditors' remuneration      | 2,200        | 2,150        |
| Other accountancy services  | <u>2,600</u> | <u>2,801</u> |

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

**10. STAFF COSTS**

|                       | 31.3.16        | 31.3.15        |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Wages and salaries    | 418,531        | 384,916        |
| Social security costs | 28,300         | 26,202         |
| Other pension costs   | <u>4,237</u>   | <u>4,414</u>   |
|                       | <u>451,068</u> | <u>415,532</u> |

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

|                    | 31.3.16   | 31.3.15   |
|--------------------|-----------|-----------|
| Administration     | 2         | 2         |
| Advocacy & Support | <u>24</u> | <u>19</u> |
|                    | <u>26</u> | <u>21</u> |

No employees received emoluments in excess of £60,000.

**11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES 31/03/2015**

|                                       | Unrestricted<br>funds<br>£ | Restricted fund<br>£ | Total<br>funds<br>£ |
|---------------------------------------|----------------------------|----------------------|---------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>     |                            |                      |                     |
| Donations and legacies                | 3,164                      | -                    | 3,164               |
| <b>Charitable activities</b>          |                            |                      |                     |
| Advice, pathway letting & bond scheme | -                          | 224,020              | 224,020             |
| Debt services                         | -                          | 29,513               | 29,513              |
| Supporting people services            | 308,279                    | 3,868                | 312,147             |
| Travel warrant scheme                 | -                          | 9,132                | 9,132               |
| Community voice project               | -                          | 31,729               | 31,729              |
| Other trading activities              | 12,523                     | -                    | 12,523              |



**Pembrokeshire Care Society**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2016**

**11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES 31/03/2015 - continued**

|  | Unrestricted<br>funds<br>£ | Restricted fund<br>£ | Total<br>funds<br>£ |
|--|----------------------------|----------------------|---------------------|
| Investment income                      | 2,870                      | -                    | 2,870               |
| <b>Total</b>                           | <b>326,836</b>             | <b>298,262</b>       | <b>625,098</b>      |
| <br><b>EXPENDITURE ON</b>              |                            |                      |                     |
| <b>Charitable activities</b>           |                            |                      |                     |
| Advice, pathway letting & bond scheme  | -                          | 227,383              | 227,383             |
| Debt services                          | -                          | 29,517               | 29,517              |
| Supporting people services             | 219,290                    | 3,868                | 223,158             |
| Furniture & crisis scheme              | -                          | 1,035                | 1,035               |
| Travel warrant scheme                  | -                          | 8,972                | 8,972               |
| Community voice project                | -                          | 28,299               | 28,299              |
| <b>Total</b>                           | <b>219,290</b>             | <b>299,074</b>       | <b>518,364</b>      |
| <br><b>NET INCOME</b>                  | <b>107,546</b>             | <b>(812)</b>         | <b>106,734</b>      |
| <br><b>Transfers between funds</b>     | <b>(3,164)</b>             | <b>3,164</b>         | <b>-</b>            |
| <br><b>Net movement in funds</b>       | <b>104,382</b>             | <b>2,352</b>         | <b>106,734</b>      |
| <br><b>RECONCILIATION OF FUNDS</b>     |                            |                      |                     |
| <b>Total funds brought forward</b>     | <b>538,961</b>             | <b>32,791</b>        | <b>571,752</b>      |
| <br><b>TOTAL FUNDS CARRIED FORWARD</b> | <b>643,343</b>             | <b>35,143</b>        | <b>678,486</b>      |



**Pembrokeshire Care Society**

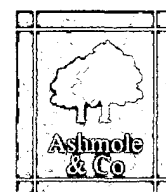
**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2016**

**12. TANGIBLE FIXED ASSETS**

|                       | Office<br>equipment<br>£ | Computer<br>equipment<br>£ | Totals<br>£   |
|-----------------------|--------------------------|----------------------------|---------------|
| <b>COST</b>           |                          |                            |               |
| At 1 April 2015       | 19,903                   | 23,935                     | 43,838        |
| Additions             | 3,582                    | 9,947                      | 13,529        |
|                       | <u>23,485</u>            | <u>33,882</u>              | <u>57,367</u> |
| <b>DEPRECIATION</b>   |                          |                            |               |
| At 1 April 2015       | 11,037                   | 18,833                     | 29,870        |
| Charge for year       | 1,867                    | 6,034                      | 7,901         |
|                       | <u>12,904</u>            | <u>24,867</u>              | <u>37,771</u> |
| <b>NET BOOK VALUE</b> |                          |                            |               |
| At 31 March 2016      | <u>10,581</u>            | <u>9,015</u>               | <u>19,596</u> |
| At 31 March 2015      | <u>8,866</u>             | <u>5,102</u>               | <u>13,968</u> |

**13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                        |                |               |
|------------------------|----------------|---------------|
|                        | 31.3.16        | 31.3.15       |
|                        | £              | £             |
| Debtors                | 131,001        | 87,082        |
| Office bond            | 3,125          | 3,125         |
| Employee hardship loan | 1,300          | -             |
| Prepayments            | 3,655          | 3,460         |
|                        | <u>139,081</u> | <u>93,667</u> |



**Pembrokeshire Care Society**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2016**

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                 | 31.3.16<br>£   | 31.3.15<br>£   |
|---------------------------------|----------------|----------------|
| Bank loans and overdrafts       | 26,764         | -              |
| Creditors                       | 3,948          | 5,006          |
| Social security and other taxes | 7,332          | 7,387          |
| Accruals and deferred income    | 175,741        | 124,363        |
|                                 | <u>213,785</u> | <u>136,756</u> |

Included within accruals and deferred income are amounts that the Charity is holding on behalf of the Local Authority Housing department and the Local Authority Social Services department for the purpose of issuing bonds to landlords on behalf of the Charity's clients. Also included are amounts received from Pembrokeshire County Council for the purpose of assisting landlords with letting fees as well as an amount for assisting individuals to purchase household items when they do not have any other means of funding.

As at 31st March 2016 Pembrokeshire Care Society are holding £69,650 (£61,816 - 2015) on behalf of the Housing department, where active bonds at the year end amount to £46,351 (£43,189 - 2015), and £3,241 (£5,315 - 2015) on behalf of the Social Services department of which active bonds at the year end amount to £800 (£2,675 - 2015).

**15. MOVEMENT IN FUNDS**

|                           | At 1.4.15<br>£ | Net movement<br>in funds<br>£ | Transfers<br>between funds<br>£ | At 31.3.16<br>£ |
|---------------------------|----------------|-------------------------------|---------------------------------|-----------------|
| <b>Unrestricted funds</b> |                |                               |                                 |                 |
| General funds             | 392,877        | 64,489                        | (63,928)                        | 393,438         |
| Designated funds          | 250,466        | -                             | 59,764                          | 310,230         |
|                           | <u>643,343</u> | <u>64,489</u>                 | <u>(4,164)</u>                  | <u>703,668</u>  |
| <b>Restricted funds</b>   |                |                               |                                 |                 |
| Restricted funds          | 35,143         | 13,567                        | 4,164                           | 52,874          |
|                           | <u>678,486</u> | <u>78,056</u>                 | <u>-</u>                        | <u>756,542</u>  |

Net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement in<br>funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General funds             | 343,541                    | (279,052)                  | 64,489                    |
| <b>Restricted funds</b>   |                            |                            |                           |
| Restricted funds          | 303,809                    | (290,242)                  | 13,567                    |
|                           | <u>647,350</u>             | <u>(569,294)</u>           | <u>78,056</u>             |



**Pembrokeshire Care Society**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2016**

**15. MOVEMENT IN FUNDS - continued**

**RESTRICTED FUNDS**

|                         | 31.3.16       | 31.3.15       |
|-------------------------|---------------|---------------|
|                         | £             | £             |
| Bond liability          | 41,316        | 23,635        |
| Furniture & crisis fund | 8,115         | 3,962         |
| Travel warrants         | 3,443         | 4,115         |
| Community voice project | 0             | 3,431         |
|                         | <u>52,874</u> | <u>35,143</u> |

**DESIGNATED FUNDS**

|                                       | 31.3.16        | 31.3.15        |
|---------------------------------------|----------------|----------------|
|                                       | £              | £              |
| Redundancy                            | 52,299         | 49,006         |
| Senior management succession planning | 120,000        | 100,000        |
| Office relocation and refurbishment   | 0              | 38,000         |
| Database redesign                     | 20,000         | 13,529         |
| Pathway lettings development          | 107,931        | 39,931         |
| Staff related costs                   | 10,000         | 10,000         |
|                                       | <u>310,230</u> | <u>250,466</u> |

**Transfers between funds**

During the year the designated funds for the purpose of office relocation and refurbishment of £38,000 have been combined with the pathway letting designated fund. An additional £30,000 has been transferred from unrestricted funds into the pathway letting designated fund which has been ring-fenced for the continued development of Pathway Lettings.

Transfers into designated funds were also considered necessary after a review of the expected costs for the completion of the database redesign, succession planning and statutory redundancy.

**16. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2016.



**Pembrokeshire Care Society**  
**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2016**

|                                 | 31.3.16<br>£ | 31.3.15<br>£ |
|---------------------------------|--------------|--------------|
| <b>INCOME AND ENDOWMENTS</b>    |              |              |
| <b>Donations and legacies</b>   |              |              |
| Donations                       | 5,455        | 3,164        |
| <b>Other trading activities</b> |              |              |
| Pathway lettings                | 16,775       | 12,523       |
| <b>Investment income</b>        |              |              |
| Deposit account interest        | 2,000        | 2,870        |
| <b>Charitable activities</b>    |              |              |
| Grants                          | 623,120      | 606,541      |
| <b>Total incoming resources</b> | 647,350      | 625,098      |
| <b>EXPENDITURE</b>              |              |              |
| <b>Charitable activities</b>    |              |              |
| Salaries                        | 380,046      | 347,038      |
| Social security                 | 24,444       | 22,402       |
| Pensions                        | 3,487        | 3,664        |
| Rent and rates                  | 12,827       | 12,058       |
| Insurance                       | 1,455        | 1,382        |
| Light and heat                  | 3,063        | 3,515        |
| Telephone                       | 11,798       | 10,814       |
| IT, printing & postage          | 16,516       | 14,353       |
| Advertising                     | 3,160        | 24           |
| Sundries                        | 1,391        | 2,808        |
| Staff travel expenses           | 25,218       | 24,833       |
| Subscriptions & course fees     | 2,949        | 2,323        |
| Repairs maintenance & cleaning  | 6,686        | 1,355        |
| Furniture fund expenditure      | 1,302        | 1,035        |
| Travel warrants                 | 6,813        | 8,972        |
| Consultancy fees                | 3,531        | 3,531        |
| Recruitment costs               | 132          | 748          |
| Professional fees               | 5,039        | 1,192        |
| Depreciation                    | 7,370        | 5,052        |
|                                 | 517,227      | 467,099      |
| <b>Support costs</b>            |              |              |
| <b>Management</b>               |              |              |
| Salaries                        | 34,562       | 34,015       |
| Social security                 | 3,470        | 3,420        |
| Pensions                        | 750          | 750          |
| Carried forward                 | 38,782       | 38,185       |

This page does not form part of the statutory financial statements





**Pembrokeshire Care Society**

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2016**

|                                 | 31.3.16<br>£         | 31.3.15<br>£          |
|---------------------------------|----------------------|-----------------------|
| <b>Management</b>               |                      |                       |
| Brought forward                 | 38,782               | 38,185                |
| Rent & rates                    | 938                  | 942                   |
| Insurance                       | 109                  | 108                   |
| Light and heat                  | 238                  | 292                   |
| Stationery & telephone          | 2,116                | 1,929                 |
| Sundries                        | 80                   | 49                    |
| Office repairs                  | 39                   | 57                    |
| Subscriptions & course fees     | 111                  | 100                   |
| Depreciation                    | 531                  | 395                   |
|                                 | <hr/> 42,944         | <hr/> 42,057          |
| <b>Governance costs</b>         |                      |                       |
| Wages                           | 3,923                | 3,863                 |
| Social security                 | 386                  | 380                   |
| Auditors' remuneration          | 4,800                | 4,951                 |
| Sundries                        | 14                   | 14                    |
|                                 | <hr/> 9,123          | <hr/> 9,208           |
| <b>Total resources expended</b> | <hr/> 569,294        | <hr/> 518,364         |
|                                 | <hr/>                | <hr/>                 |
| <b>Net income</b>               | <u><u>78,056</u></u> | <u><u>106,734</u></u> |

This page does not form part of the statutory financial statements

