Report and Financial Statements

For the Year ending 31st December 2016

(A Company Limited by Guarantee)

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28/07/2017 COMPANIES HOUSE #12

<u>Legal and Administrative Information</u> <u>For the Year ending 31st December 2016</u>

Officers

Chairperson

D Evans

Company Secretary

Mrs D J Murphy

Address

Megabytes Café

13 Aberfan Road

Aberfan Merthyr Tyfil

CF48 4 QL

Solicitors

PJE Solicitors

115 Broadway

Treforest

RCT

CF37 1BE

Accountants

Mears Accountancy Ltd

8 Afon Dar Close

Gadlys

Aberdare Mid Glam

CF44 8DF

Company Number

04996411

Charity Number

1106857

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The Trustees Report for the year ended 31 December 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 December 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

Name, registered office and constitution of the charity

The full name of the charity is Aberfan and Merthyr Vale Youth and Community Project.

The Legal registration details are:-Date of incorporation - 16 December 2003 Company Registration Number - 04996411 Charity Registration Number - 1106857

The Registered Office is

Megabytes Café, 13 Aberfan Road, Aberfan, Merthyr Tydfil, CF48 4QL

Trustees

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D Evans - Chair Mrs S Mitchell Mrs D J Murphy

Company Secretary Mrs D J Murphy

The Trustees Report (cont)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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As of July 2005 The Aberfan and Merthyr Vale Youth and Community Project changed from a charity to a Limited Company with Charitable Status and is governed by its Memorandum and Articles of Association dated 16th December 2003.

It is a registered charity with the Charity Commission. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and appointment of new trustees

The trustees who are also directors of the charitable company under the requirements of the Memorandum and Articles of Association are elected to serve a period of 1 year after which they must be re-elected at the next Annual General Meeting. The number of trustees should be no less than 3 but is not When co-opting trustees, the Board has regard to the requirement of any specialist skills needed. Existing trustees can recommend new members to become trustees. A letter from the candidate should be submitted to the committee for their approval. If the committee are not all in agreement a vote will take place and the majority rules.

Induction and training of new trustees

All trustees are given the opportunity to attend relevant training and required to take an active role within the Project, "championing" a designated section. Priority is given to ensuring the Trustees have an understanding of the following:

- The obligations of the Management Committee members
- The main documents which set out the operational framework for the charity including the Memorandum and Articles
- Resourcing and the current financial position as set out in the latest published accounts
- Future Plans and objectives.

Organisational structure

The charity is run by a Management Committee which is made up of trustees. At present the project has 4 trustees, who meet monthly and are responsible for ensuring the aims and objectives of the project are achieved and that the results in the social enterprise becoming sustainable in the long term. The Finance officer manages the day to day operations of the charity along with the Transport/Education Manager and key staff.

Related parties

The Project works in Partnership with:-

Communities First Central Team, Merthyr Tydfil County Borough Council, WCVA, Wales Coop, South Wales Police, Social Services, LHB, Local Community Schools, Merthyr College and ABC Awards

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees are aware that Internal Controls need to be set up to monitor that procedures are in place for authorisation of all transactions and projects. A risk register will be established and updated at least annually. The risk management strategy will comprise of the following:

- An annual review of the risks the charity may face
- The establishment of systems and procedures to mitigate those risks identified in the plan
- The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

The Trustees Report (cont)

OBJECTIVES AND ACTIVITIES

Objectives and aims Vision

A Social Enterprise that creates a safe Community with opportunities for Education and Employment for ALL.

Mission Statement

Community Regeneration through Educating and Empowering local inhabitants to take the lead on developments, a Social Enterprise that creates Employment opportunities for ALL

Objective

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To promote the benefit of the inhabitants of Ynysowen and neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and provide facilities in the interest of social welfare with the object of improving the conditions of life.

The project shall seek to:

- Establish a sustainable business around community transport
- Increase participation in lifelong learning
- Increase the self esteem and confidence of the community
- To promote and actively encourage equality of opportunity for all young people in order that they may fulfil their potential as empowered individuals and as members of groups and communities
- Opportunities within the community to promote intergenerational activities.

Value for Money

The Project is committed to achieving Value for Money as an integral part of its strategy. While we have an explicit responsibility to achieve Value for Money from our use of funding grants, this principle extends to all our activities. The responsibility for pursuing Value for Money is implicit for all Directors and employees, not just those with financial duties.

To meet this responsibility, sound controls for planning appraisal, authorisation and control of the use of resources have been established.

We aim to deliver the maximum benefits from the services we provide within the resources' available to us. As an organisation we are, economic, efficient and effective in all that we do is essential to this strategy.

This will be achieved through a mix of:

- Adopting recognised good practice where appropriate.
- Undertake or commission 'Value for Money' studies into areas of activity identified as worthy of review.
- Benchmarking the Project's activities against other similar activities and organisations where this is considered useful.

The Trustees Report (cont)

Objectives and aims

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- Responding to opportunities to enhance the economy, efficiency and effectiveness of the Project's activities.
- Actively demonstrating to, both internal and external observers that the achievement of cost effectiveness is sought in all activities undertaken.
- Ensuring that all staff recognises their continuing obligation to seek cost effectiveness as part of their routine activities.

The Management Committee have overall responsibility for ensuring the aims, progress and outcomes are met. Monthly Directors meetings are held, where Managers report on their specific targets against the overall outcomes and their progress. The Project is experienced in monitoring, evaluating and reporting according to a range of funding streams.

Public benefit requirement

During the year the trustees have paid due regard to the guidance issued by the Charity Commission with regards to public benefit in deciding what activities the charity need to undertake.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Community Transport:-

Merthyr Tydfil borough and accessible travel for Merthyr Tydfil based groups. Many of the service users are unable to access public transport and this is their only means of accessing local services and amenities. We have increased focus in this area from past years and have managed to increase passenger usage 50 % on the previous years. This was achieved by attending as many disability and old age forums as possible making sure all services are known to as many people as possible. Thus promoting social inclusion whether it be from transport gaps low confidence or disabilities our door to door service is open to all.

The project also operates a section 22 demand responsive service, between Pontsticill and Merthyr Tydfil bus station and Twyn- Carmel and Merthyr Tydfil bus station. The service was setup in conjunction with Merthyr Tydfil County Borough Council (MTCBC) to meet the needs of residents who had no access to public transport. The project also operates 8 contractual transport services with Merthyr Tydfil council/social services and the Cym Taf Health Board. During 2016 the community transport section transported over 54,000 passengers throughout the borough.

As well as the above mentioned contracts we are now assisting the Welsh ambulance service with delivering a better level of care and service transporting dialysis patients to their scheduled appointments throughout the Cym Taff area.

Education:-

The Diversion Auto Project has continued to develop the educational programs it delivers by restructuring course content and introducing new training aids. 30 students attend the Auto Project from the 14-19 Pathways Program, mainstream education and PRU's for students who otherwise would receive no qualifications at all. Students are working towards achieving an ABC Award & Certificate Level 1 qualification in motor vehicle studies and Level 2 BSC Health & Safety in the Workplace Qualification

The Trustees Report (cont)

FINANCIAL REVIEW

Reserves policy

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The trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the expenditure.

Principal funding sources

Aside from the income generated by the sustainable departments, the principal funding sources for the charity are currently Welsh Assembly Government Other funding sources are Community Transport Association, MTCBC, Local Health Board as well as a range of fund raising activities throughout the project.

Investment policy

Aside from retaining a prudent amount in reserves each year most of the charity's fund are to be spent in the short term so there are few funds for long term investment. The trustees will operate a policy of keeping available funds in an interest bearing deposit account and seek to achieve a rate of deposit interest which matches or exceeds inflation as measured by the retail prices index. This may be added to by private donations and project fundraising events.

FUTURE DEVELOPMENTS

The charity plans to develop a social enterprise for the Auto Project.

All Wales Forum of Parents & Carers of People with Learning Disabilities

The Trustees Report (cont)

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Statement of Directors' and Trustees' Responsibilities

Charity Law and the Companies Acts require the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The Trustees are also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006. 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the responsibility of the accountants in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

Method of preparation of accounts

The trustees, in their capacity as directors, state that the accounts have been prepared in accordance with the special provisions in the Companies Act 2006 relating to small companies.

D Evans - Chair - Trustee Director and Trustee

Date 19.7.17

Accountants Report to the Trustees on the Unaudited Accounts of Aberfan and Merthyr Vale Youth and Community Project For the Year ending 31st December 2016

We have examined the financial statements of the company for the year ended 31st December 2016 which comprises the Statement of Financial Activities, the Balance Sheet and the related notes. The financial statements have been prepared in accordance with the accounting policies set out on page 8.

Respective responsibilities of the directors and reporting accountant.

The directors responsibilities for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustee' Responsibilities.

We have been appointed as examiner under the Charities Act 1993 and report in accordance with regulations made under section 43 of that Act. It is our responsibility to form an independent opinion, based on our examination, on those statements and to report to you.

Basis of opinion

Our examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

Opinion

In our opinion,

- a the accounts are in agreement with the accounting records kept by the company under section 386 of the Companies Act 2006 and that no matter has come to our attention which gives me reasonable cause to believe that in any material respect the requirement to keep accounting records and to prepare accounts have not been met; or that attention should be drawn in order to enable a proper understanding of the accounts to be reached.
- b having regard only to, and on the basis of, the information contained in those accounting records:
 - I the accounts have been drawn up in a manner consistent with the accounting requirements specified in the Act; and
 - ii the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 477(2) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 478(a) to (c).

Mea	s Acuteur	
Mears Accor	1 1	
Dated	19/7/17	

Statement of Financial Activities For the Year ending 31 December 2016

INCOME AND EXPENDITURE	3. 7.	**		2016	2015
Incoming Decourage	Notes	<u>Unrestricted</u> <u>Funds</u>	Restricted Funds	<u>2016</u> <u>Total</u>	<u>2015</u> <u>Total</u>
Incoming Resources		<u>runus</u>	Tuitas	<u>10tai</u>	<u>101a1</u>
Incoming resources from generated fu	nds				
Voluntary income	2	9,069	-	9,069	1,811
Activities for geneating funds	2	-	-	-	0
Investment income	2	20,285	-	20,285	18,361
Incoming resources from					
charitable activies	2				
Transport		247,050	11,839	258,889	243,454
Childcare		-	-	-	0
Youth Support		-	_	-	5,938
Healthy Living		-	-	-	0
Education		-	78,070	78,070	95,642
Total Incoming Resources		276,404	89,909	366,313	365,207
Resources Expended					
Chartitable activities	3				
Transport	J	301,336	_	301,336	297,370
Childcare		501,550	_	501,550	0
Youth Support		_	_	_	3,855
Healthy Living		_	_	_	0,000
Education			85,730	85,730	94,994
Governance costs	4	2,343	335	2,678	2,678
Governance costs	7			2,070	2,070
Total Resources Expended		303,678	86,065	389,744	398,896
Net Incoming Resources before transfers		-27,274	3,844	-23,431	-33,689
Transfer between funds		1,781 -	1,781	-	-
Net Incoming Resources	. 5	-25,493	2,063	-23,431	-33,689
Balances brought forward		336,216	34,294	370,510	404,200
Balances Carried forward		310,723	36,357	347,079	370,510

All activities derive from continuing operations.

Balance Sheet as at 31 December 2016

	Note	2016 £	2015 £
Fixed Assets ·	•		
Tangible assets	10	195,522	208,495
Current assets			
Debtors	7	23,755	38,633
Cash at Bank & in hand		129,685	125,004
Total current assets		153,440	163,637
Creditors - amounts falling due within one year	8	1,884	1,622
Net current assets		151,556	162,015
Total assets less current liabilities		347,079	370,510
Creditors - amounts falling due after more than one year		. •	-
Net assets		347,079	370,510
Funds - Unrestricted		310,723	336,216
Funds - Restricted		36,357	34,294
Total funds		347,079	370,510

For the year ending 31st December 2016 the company was entitled to exemption under section 477 (2) of the Companies Act 2006 and that members have not required an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

i ensuring that the company keeps accounting records which comply with section 386; and

preparing accounts which give a true and fair view of the state of affairs of the company as the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

Approved by the Board of Trustees on 191/10 and signed on its behalf by

MR. D. EVANS

The notes on page 5-9 form part of these accounts.

Notes to the Accounts For the Year ending 31 December 2016

1) Principal Accounting policies

1.1The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective January 2005, and all other applicable accounting standards, as modified by the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005. The accounts have been drawn up in accordance with the provisions of the Charities Act and the Companies Act.

Insofar as the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England and Wales, effective April 2005 requires compliance with specific Financial Reporting Standards other than the FRSSE then the specific Financial Reporting standards have been followed where their requirements differ from those of the FRSSE.

Advantage has been taken of paragraph 3(3) of Schedule 4 of the Companies Act 1985 to allow the format of the financial statements to be adapted to reflect the special nature of the company's operation.

The company has taken advantage of the exemption in the Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

The particular accounting policies adopted are set out below.

1.2 Accounting convention

The financial statements are prepared on a going concern basis, under the historical cost convention.

The charity is entirely dependant on continuing grant aid and as a consequence the going concern basis is also dependant on the continuing grant aid.

1.3 Incoming Resources

Incoming resources are accounted for on an accrual basis except donation income which is recognised when received.

1.4 Investment Income

Bank Interest received is included on a receivable basis.

1.5 Recognition of liabilities

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting (effective April 2005) issued by the Charity Commissioners for England & Wales.

1.6 Resources Expended

The policy for including items within the relevant activity categories of resources expended is as soon as there is a legal and constructive obligation committing the charity to the expenditure as described in Financial Reporting Standards 5 and 12.

Notes to the Accounts For the Year ending 31 December 2016

1.7 Fixed assets and depreciation

All tangible fixed assets are stated at cost less depreciation

Items of less than £100 are not capitalised.

Depreciation has been provided at the following rates in order to write off the assets (less their expected residual value) over their estimated useful economic lives.

Land and buildings

- 15% on cost

- 10% on cost and

- 2% on cost

Plant and machinery etc

- 30% on cost and

- 25% on cost

1.8 Capital grants

The board of trustees consider that, in order to comply with the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales (effective October 2005), gifts of tangible fixed assets or grants of a capital nature given for specific purposes and fully utilised in the furtherance of the objects of the charity should be credited to the relevant fixed asset fund after the sums have been properly expended on the restricted purpose. The related asset is shown in the balance sheet at the full cost of acquisition or subsequent revaluation.

1.9 Funds structure policy

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

There is no formal policy of transfer between funds or on the allocation of funds to designated funds, other than that described above.

Any other proposed transfer between funds would be considered on the particular circumstances.

Notes to the Accounts For the Year ending 31st December 2016

2 Total Incoming Resources	2	2016 £	2015 £
Generated Income	Transport	247,050	225,887
Grants	Transport	11,839	17,567
Generated Income	Youth Support	-	5,938
Grants	Youth Support	-	-
Generated Income	Education	78,070	95,642
Grants	Education	•	-
Donations		9,069	1,811
Fundraising events		-	•
Investment Income		20,285	18,361
		366,313	365,207
Grants received, include	ed in the above, are as follows:		
	· · · · · · · · · · · · · · · · · · ·	2016	2015
		£	£
Welsh Assembly Gover	nment		
Communities First		-	-
Sewta		11,839	17,567
Job Growth Wales		•	5,938
		11,839	23,505

Notes to the Accounts For the Year ending 31st December 2016

3 Charitable Activities Costs	2016 £	2015 £
Transport Youth Support	301,336	297,370
Education	85,730 387,066	85,730 383,100
4 Governance Costs		
	2016	2015
	£	£
Consultancy Fees	388	13
Legal fees	709	1,165
Auditors' remuneration	1,500	1,500
	2,597	2,678
5 Net Incoming Resources		
is stated after charging	2016	2015
0.000	£	£
Staff Costs	208.025	107.252
Wages & Salaries Social security costs	208,035 11,198	197,353 9,356
Social security costs	219,233	206,709
Average No of employees		
Community Transport	. 12	12
Youth Support	0	1
Education	2	2
Management & Administration	18	<u>4</u> <u>19</u>
Depreciation on:-		
Tangible owned fixed assets	17,307	18,727
Assets held under finance agreements	0	0
Accounting services	1,500	1,500

The number of employees is based on full time equivalents No employee earned £50,000 or more during the period The trustees/directors did not receive any emoluments.

Notes to the Accounts For the Year ending 31st December 2016

6 Expenses paid to trustees or persons connected with Trustess		
	2016	2015
The aggregate amount of expenses paid to Trustees	<u>£</u>	£
The aggregate amount of expenses paid to Trustees	_	_
7 Debtors	2016	2015
	£	£
- Trade Debtors	13,046	29,883
Other Debtors	4,030	2,917
Prepayments and acrrued income	6,679	5,833
	23,755	38,633
All debtors are due in less than one year		
8 Creditors - amounts falling due within one year		
	2016	2015
	£	£
Trade creditors & accruals	384	122
Tax & social security	-	-
Other Creditors	1,500	1,500
Acruals and deferred income	-	-
	1,884	1,622
		
All creditors are due in less than one year		
	•	
9 Operating Lease Commitments		
The following operating lease payments are committed to be paid w	ithin one year:	
	2016	2015
	£	£
Expiring:		
Within one year	-	-
Between one and five years	•	_
······		

Notes to the Accounts For the Year ending 31st December 2016

10 Tangible Fixed Assets

	Land and	Plant and	
·	buildings	machinery etc	Total
	£	£	£
Cost			-
Brought forward	237,392	368,270	605,662
Acquired in the period	-	4,333	4,333
Disposal		-	0
As at 31.12.16	237,392	372,603	609,995
Depreciation - Charge for year			
Brought forward	61,123	336,044	397,167
Charged in the period	4,460	12,847	17,307
Disposals	-	-	-
Depreciation C/f	65,583	348,890	414,473
Net Book Value at 31 December 2016	171,809	23,713	195,522
			·
Net Book Value at 31 December 2015	176,269	32,226	208,495

11 Analysis of Net Assets Between Funds

•		2016		
	General	Restricted Funds	Total	
	Funds		Funds	
	£	£	£	
Fixed Assets	195,522	0	195,522	
Current Assets	117,083	36,357	153,440	
Current Liabilities	-1,884	0	-1,884	
	310,722	36,357	347,079	

Notes to the Accounts For the Year ending 31st December 2016

12 Movements in Funds

	At 01/01/16	Incoming Resources	Outgoing Resources	Transfers	At 31/12/2016
General fund	86,688	276,404	299,218	1 701	65,654
Designated Fund - Fixed Assets	184,571	270,404	4,460	1,781	180,111
•		-	4,400		•
Designated Fund - Redundancy Provision	64,958	276 404	202 679	1 701	64,958
Restricted funds	336,217	276,404	303,678	1,781	310,723
Other Transport Activities	13,345	78,070	74,226	-	17,189
Criminal Justice Board	379	-	-	- 379	0
MTCBC	0	-	-	-	0
Communities First	19,168	-	-	-	19,168
Partnership	399	-	-	- 399	0
Gwirvol	483	-	-	- 483	0
SMT Small Grants	84	-	-	- 84	0
SEWTA	0	11,839	11,839	_	0
Heritage lottery Fund	436	· -	•	- 436	0
Job Growth Wales	- 0	0	0	-	0
	34,294	89,909	86,065	-1,781	36,357
	370,511	366,313	389,744	0	347,080

The transfers between Restricted Funds and Unrestricted Funds has taken place after reviewing the likely hood of securing any funds to offset the overspend in the relevant funding projects. The general fund is available to provide funds to cashflow projects funded on a retrospective basis and are available with the approval of the trustees to fund any expenditure on projects or expenses which fall within the organisations general aims and objectives. They are accumulated in accordance with the reserve policy as stated in the trustees report.

Notes to the Accounts For the Year ending 31st December 2016

13 Company Limited By Guarantee

The charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding one pound as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

There are 3 members of the company (2015 - 3 members).

14 Related Party Disclosures

No Trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year. (2015: £none).