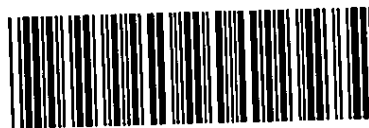


Charity number 1068623

Company number 3336421

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2012
FOR
CARDIFF THIRD SECTOR COUNCIL
(FORMERLY VOLUNTARY ACTION CARDIFF)
(LIMITED BY GUARANTEE)

SATURDAY



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COMPANIES HOUSE

CARDIFF THIRD SECTOR COUNCIL
(LIMITED BY GUARANTEE)

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2012

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CARDIFF THIRD SECTOR COUNCIL
(LIMITED BY GUARANTEE)

TRUSTEES AND PROFESSIONAL ADVISORS

Registered charity name Cardiff Third Sector Council

Charity number 1068623

Company registration number 3336421

Registered office Brunel House
2 Fitzalan Road
Cardiff
CF24 0EB

Trustees Ed Cole
Peter Trevett
Morgan Fackrell
Michael Flynn
Richard Edwards
Peter Davies
Terry Price
Nick Corrigan
Gerald Puttock
Reynette Roberts
Sujatha Thaladi
Roger Bone
Judith John

Company Secretary Carol Norman

Registered Auditors Hodge Bakshi Limited
Chartered Accountants &
Registered Auditors
Churchgate House
3 Church Road
Whitchurch
Cardiff
CF14 2DX

Senior Statutory Auditor P S Bakshi

Bankers Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

CARDIFF THIRD SECTOR COUNCIL COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

Year Ended 31 March 2012

The trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2012

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements

The trustees

The trustees who served the charity during the period were as follows

Morgan Fackrell	(Chair until 22 11 11)
Ed Cole	
Jaswant Singh	(Resigned 22 11 11)
Peter Trevett	
Soad Hamdi	(Resigned 22 11 11)
Michael Flynn	
Richard Edwards	(Chair from 22 11 11)
Peter Davies	
Terry Price	
Nick Corrigan	(Vice Chair from 22 11 11)
Gerald Puttock	
Mark Stavers	(Resigned 22 11 11)
Reynette Roberts	
Sujatha Thaladi	

STRUCTURE, GOVERNANCE AND MANAGEMENT

Change of Name

Voluntary Action Cardiff (VAC) changed its name to Cardiff Third Sector Council (C3SC) with Companies House and the Charity Commission on 26 January 2012

Governing Document

The rules and regulations by which the charitable company is governed are contained in the memorandum and Articles of Association

Appointment of Trustees

Trustees are appointed by the members at the Annual General Meeting and are chosen from individuals and organisations sympathetic to the aims and objectives of the charity. At C3SC's Annual General Meeting on 22 November 2011, eleven existing members were re-elected, and three members resigned during the course of the year.

The total number of Board members at the end of the year was eleven. C3SC's full Board met six times in 2011-12, the Finance & Risks Sub-Committee met four times, the HR Sub-Committee met six times.

All members of the Management committee give their time voluntarily and receive no benefits from the charity. All expenses reclaimed from the charity are set out in note 7 to the accounts.

Trustee, Induction, Training and Development

C3SC recognises that good governance is essential to its success and that its trustees play a vital role in ensuring the voice of C3SC's membership influences its strategic decision making. The trustees are supported to enable them to provide C3SC's long term vision and to protect its reputation and values. The governing document requires proper procedures and policies to be in place to achieve

CARDIFF THIRD SECTOR COUNCIL COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

Year Ended 31 March 2012

this As well as this, however, C3SC, as a lead Local Infrastructure Organisation, assists Board members to enhance their decision making, increase their accountability and enable them to provide strong leadership

All C3SC Board members have undertaken a Skills Audit to identify the specific contribution they can make to the Board. This provides a shared and clear understanding of where and how members can make a contribution and has helped C3SC to identify the skills at Board level and the areas for development. Over the next two years C3SC's Board will undertake a competency review to develop its effectiveness to run C3SC effectively and efficiently.

Organisation

The Charity is managed by the Board of Trustees, which meets on a regular basis and employs a team of staff to manage the organisation on a day-to-day basis headed by the Chief Officer which for the year 11/12 was Jacqui Bell.

The objective was to make C3SC fit for purpose in today's economic and social climate. C3SC's Board recognised that this required a 'front loaded', flexible approach to service delivery, with an emphasis on proactive member, client and stakeholder contact and support.

C3SC's Board prioritised the need to improve its services and become more responsible to the issues facing the third sector in Cardiff today. The approach set out below will ensure flexibility in delivering our services to TSOs (Third Sector Organisations), enabling staff to move between C3SC's four core functions, participate in projects and contribute to the development of the organisation. We now have four job profiles with skills sets based on core competencies (a reduction from 16 different job descriptions) and a much simpler system.

The restructure gives a greater emphasis on delivering C3SC's new objectives to ensure that C3SC

- 1 is client/service focussed delivery as well as financially efficient
- 2 has a robust structure, able to withstand contraction as well as expansion
- 3 is able to maximise the potential for staff and service development

To help achieve the full benefits of this approach generic job descriptions have been introduced. These have been introduced as part of the reorganisation to enable C3SC to deliver a more flexible service and move staff between the four key functions:

- 1 sector voice and influence
- 2 sector support and development
- 3 sector collaboration and co-ordination
- 4 sector equalities and diversity

One of the key success factors in developing C3SC's core competency framework is to ensure that it reflects the vision and values of a local infrastructure organisation as well as the skills and behaviours required for the job. The framework thus reflects the generic needs of C3SC to deliver its work in terms of behaviour, skills and knowledge and as such will be embedded in all HR processes, such as recruitment and selection, performance management and staff development. It is likely that C3SC's new Core Competency Framework will be reviewed at regular intervals (18 months or so) particularly in the current strategic (external) environment to keep C3SC up to date with its strategic objectives so that the staff teams' skills and behaviours shift to align with the sector's requirements and priorities. Although the framework applies to all employees, not all the competencies and their various measures will apply to any one individual. For example, some – such as "leadership" and "managing and developing people" – will apply only to those with a management role. Effective behaviours expected to achieve jobs are set out in person specification and key tasks in the job descriptions.

The restructure has rationalised the management structure by reducing the layers of supervisor roles

CARDIFF THIRD SECTOR COUNCIL COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

Year Ended 31 March 2012

and increased service delivery in the areas of sector support, development, voice and influence, collaboration and diversity, including Welsh Culture

C3SC now employs six Third Sector Officers who work in a specific area of Cardiff and lead as a knowledge conduit in a particular theme. They will

- act as a point of contact and support for Third Sector Organisations in their local area
- be responsible for key thematic policy areas of interest to the sector acting as a conduit for policy information and supporting a thematic network that brings together Third Sector Organisations to share, learn from each other and collaborate, and not limiting to just two but including
 - Health and social care
 - Children and young people
 - Community safety
 - Environment
 - Culture, media and sport and the arts
 - Learning, enterprise and employment

Two Senior Third Sector Officers will lead on the support and development of the sector's voice and influence at strategic partnerships and policy decision making levels across Cardiff, directly working with Third Sector representatives to ensure the sector voice is heard and has influence

Related Parties

Related party transactions during this financial year are shown in note 17 to the accounts

RISK MANAGEMENT

The Board of Trustees continues to review the major risks to which the charity is exposed and to ensure that systems are established to mitigate those risks. The major risk that has been identified is the loss of funding, in particular core funding. This risk has been linked to the reserves policy to ensure that the Charity has sufficient reserves to continue its activities whilst new sources of funding are found. By the start of 2010-11, a fuller, more formal, system for identifying, assessing and prioritising risks began to be developed, with the Finance and Risks Sub-Committee taking responsibility for identifying risk. This work continues, and the development of a full Risk Register currently in progress.

OBJECTIVES AND ACTIVITIES

The object for which the Charity was established is the promotion of any charitable purposes for the benefit of communities in the City and County of Cardiff, in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness.

ENSURING C3SC's WORK DELIVERS C3SC's AIMS

C3SC reviews its aims, objectives and activities each year. This review looks at what has been achieved and the outcomes of the work in the previous twelve months. The review looks at the success of each key activity and the benefits they have brought to those groups of people C3SC is set up to help. The review also helps C3SC to ensure its aims, objectives and activities remain focussed on its stated purposes. C3SC has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing its aim and objectives and in planning its future activities and has complied with the duty under the 2006 and 2011 Charities Acts. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

How C3SC's activities deliver services to the public

The principal activity of the company during the year was the provision of advice and support to voluntary organisations in the Cardiff area. This is achieved through the main services detailed below. The Charity does not exclude individuals or organisations that are unable to pay for the services which are provided. The charity operates on an equal access basis to everyone regardless of disability, gender, age and ethical background. The charity's funding is limited by its grant providers to those

CARDIFF THIRD SECTOR COUNCIL COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

Year Ended 31 March 2012

whom the trustees believe can be helped and is defined by a geographical area

All the charity's objects are supported by the charity's sole activity. It is C3SC's opinion that all the charitable expenditure incurred in the year ended 31st March 2012 was directed to this one activity. It has not been attempted to sub-divide artificially the expenditure for this year as it would not result in any reliable analysis of the charity's activities and it is difficult to foresee any benefits that a further analysis would provide at this time. Support staff are trained to offer charitable related support. Any contact time with clients could, and usually does, encompass all the services referred to in the organisation's charitable objectives.

Continuing delivery at a time of change

C3SC continued to deliver its key functions during this time of change.

Sector Support & Development

- over 3000 enquiries received and responded to, with over 200 trustee enquiries
- 28 new groups established with C3SC's support and 26 new services established by existing organisations with C3SC's support
- 62 community development projects or partnerships were assisted
- Over 600 funding advice enquiries
- Nearly 300 funding enquiries followed up with groups obtaining £472,034 as a direct result of advice given out of a possible £2.2m sought by groups
- 12 funding events organised with 105 participants
- 3 trustee events organised with 130 participants
- Distributed £81,195 small capital grants to 48 groups and organisations

Reports agreed by funders detailing targets set and reached are attached.

Training

- 66 courses delivered to 651 participants with 99% of courses achieving good or excellent

Information Dissemination

- 14 newsletters/magazines published and distributed to 832 readers who also received 12 general information bulletins
- 42 specialist information bulletins regularly issued to targeted groups and organisations via themed networks
- 23,709 unique website visitors

Partnerships, Participation & Local Planning

- 15 third sector forums or networks supported and publicised 40 policy consultations with C3SC staff attended 170 strategic planning/working groups and 44 representatives attending strategic planning/working groups with 12 responses made to policy consultations
- Over 700 policy/public service enquiries received and responded to, with 87 leading to follow-up advice and support
- C3SC continued to actively support the work of Cardiff's tripartite Compact

FINANCIAL REVIEW

RESULTS

The total income for the year was £773,863 (2011 £796,618). Direct charitable expenditure amounted to £722,309 (2011 £826,119) and administration costs totalled £18,711 (2011 £28,727). This resulted in net incoming resources of £32,843 (2011 outgoing resources of £58,228).

CARDIFF THIRD SECTOR COUNCIL COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

Year Ended 31 March 2012

PRINCIPAL FUNDING SOURCES

The principal funding sources for the charity are currently by way of grant income

GRANTS POLICY

The trustees publicise all grants schemes and invite applications from eligible organisations from every part of Cardiff. Applications are assessed against set criteria and recommendations made by advisory panels, appointed by the Board and including at least one Board member, representing a wide cross section of expertise. Strict codes of conduct, including a register of interest, are adhered to. All the awards are publicly announced.

PRINCIPAL MANAGEMENT POLICIES ADOPTED IN THE YEAR

No further management policies were adopted during the year.

INVESTMENT POLICY

The memorandum and articles of association govern the trustees' investment powers. The trustees continue to monitor its policy of keeping any surplus as liquid funds in interest bearing accounts that can be accessed readily.

RESERVES POLICY

The Board of Trustees has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (free reserves) held by the Charity should be six months of the resources expended upon core activities. This policy has been maintained, and it continues to be the view of the Board of Trustees that at this level the Board would be able to continue the current activities of the Charity in the event of a significant drop in funding.

The current level of free reserves is £204,919 and the level identified to enable the organisation to continue for six months is £158,000. The Board of Trustees, primarily through its Finance and Risks Sub-Committee, continues to monitor the level and seek ways in which additional unrestricted funds can be increased.

PLANS FOR FUTURE PERIODS

In 2012-13, C3SC plans to

- *Produce a new strategy that will inform the organisation's Business Plan for the coming year & programmes of work and work-streams, incorporating a Third Sector Strategy for Cardiff, including surveying the size, impact and confidence of the Third Sector*
- *Fully engage the sector in Cardiff's Partnership Board & ensure Third Sector voice & influence*
- *Embed the new way of working for the Compact and its Codes of Practice*
- *Develop our approach to delivering Communities First*
- *Support development of Welsh Government infrastructure Partnership Agreement for 2013-18 including developing our RBA methodology*

RESPONSIBILITIES OF THE TRUSTEES

The trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,

CARDIFF THIRD SECTOR COUNCIL COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

Year Ended 31 March 2012

- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

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

In so far as the trustees are aware

- there is no relevant audit information of which the charity'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

AUDITOR

A resolution to re-appoint Hodge Bakshi as auditor for the ensuing year will be proposed at the Annual General Meeting

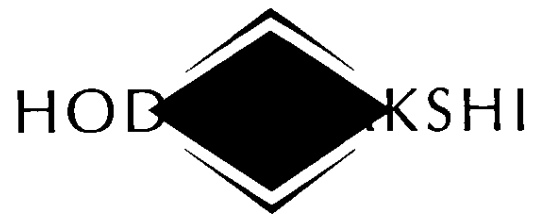
Signed on behalf of the board

Richard Edwards
Chair



Dated

8/11/12



**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
CARDIFF THIRD SECTOR COUNCIL**

**CHARTERED ACCOUNTANTS
& CHARTERED TAX ADVISERS**

We have audited the financial statements of Cardiff Third Sector Council for the year ended 31st March 2012 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement, 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 [(APB's)] Ethical Standards for Auditors.

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 Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

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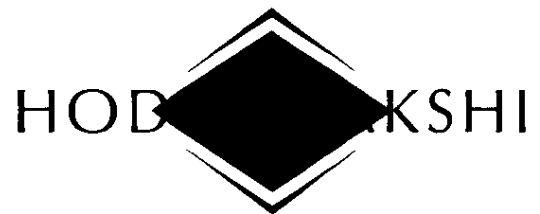


Directors • Pankaj Bakshi FCA CTA • Khurshed Bamji BSc (Hons) ACA FCA (ICAI) FCCA
Churchgate House, 3 Church Road, Whitchurch, Cardiff CF14 2DX Tel: 029 2052 9529 Fax: 029 2052 1666
e-mail: enquiries@hodgebakshi.com Web: www.hodgebakshi.com

Registered to carry on audit work in the United Kingdom and regulated for a range of investment business by the Institute of Chartered Accountants in England and Wales

Registered with The Chartered Institute of Taxation as a firm of Chartered Tax Advisers

Hodge Bakshi is the trading name of Hodge Bakshi Limited Company number 07199071 Registered in Wales



INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
CARDIFF THIRD SECTOR COUNCIL

Emphasis of Matter Going Concern

CHARTERED ACCOUNTANTS
& CHARTERED TAX ADVISERS

Without qualifying our opinion, in forming our opinion on the financial statements, we draw attention to Note 1 in the financial statements which indicate that the company as at 31st March 2012 relies upon annual renewable funding

These conditions indicate the existence of a material uncertainty, which may cast significant doubt about the company's ability to continue as a going concern. The financial statements do not include the adjustments that would result if the company were unable to continue as a going concern

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 31st March 2012 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, and
- have been prepared in accordance with the requirements of the Companies Act 2006

Opinion on other matter prescribed by the Companies Act 2006

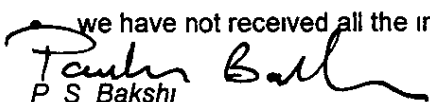
In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion.

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us,
- the financial statements are not in agreement with the accounting records and returns,
- certain disclosures of trustees' remuneration specified by law are not made, or

we have not received all the information and explanations we require for our audit


P S Bakshi

Senior Statutory Auditor

For and on behalf of Hodge Bakshi, Statutory Auditor

Date 12 November 2012
C10

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CHARTERED
TAX ADVISERS

sage | Business
Partner

MEMBER FIRM
THE INSTITUTE
OF CHARTERED
ACCOUNTANTS
IN ENGLAND AND WALES

Directors • Pankaj Bakshi FCA CTA • Khurshed Bamji BSc (Hons) ACA FCA (ICAI) FCCA
Churchgate House, 3 Church Road, Whitchurch, Cardiff CF14 2DX Tel 029 2052 9529 Fax 029 2052 1666
e-mail enquiries@hodgebakshi.com Web www.hodgebakshi.com

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Hodge Bakshi is the trading name of Hodge Bakshi Limited Company number 07199071 Registered in Wales

CARDIFF THIRD SECTOR COUNCIL
(LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
(Including income and expenditure account)
FOR THE YEAR ENDED 31ST MARCH 2012

	Note	Unrestricted Funds £	Restricted Fund £	2012 £	2011 £
INCOMING RESOURCES:					
<i>Incoming resources from generated funds</i>					
<i>Voluntary Income</i>	2	2,180	0	2,180	1,640
<i>Investment income</i>	3	1,933	0	1,933	2,081
<i>Incoming resources from charitable activities</i>	4	365,269	404,481	769,750	792,897
Total Incoming resources		369,382	404,481	773,863	796,618
RESOURCES EXPENDED.					
<i>Charitable activities</i>	5	298,751	423,558	722,309	826,119
<i>Governance costs</i>	5	18,711	0	18,711	28,727
Total resources expended		317,462	423,558	741,020	854,846
Net Incoming / (Outgoing) resources for the financial year		51,920	-19,077	32,843	-58,228
Funds transfer	13	-18,152	18,152	0	0
Total funds brought forward 1 April 2011		183,223	925	184,148	242,376
Total funds carried forward 31 March 2012		216,991	0	216,991	184,148

All of the net incoming resources are from continuing activities

The company has no recognised gains and losses other than the above

An income and expenditure account has not been produced as the Statement of Financial Activities represents all the income & expenditure of the Charity. The surplus for the year (before unrealised gains and losses) being £32,843 (2011 deficit £58,228)

The notes form part of these financial statements

CARDIFF THIRD SECTOR COUNCIL
(LIMITED BY GUARANTEE)

Charity number 1068623

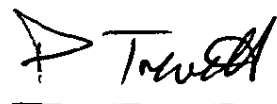
Company number 3336421

BALANCE SHEET
31ST MARCH 2012

	Notes	<u>2012</u>		<u>2011</u>	
		£	£	£	£
FIXED ASSETS					
Tangible assets	8		12,072		14,375
CURRENT ASSETS					
Debtors	9	33,357		22,552	
Cash at bank		<u>236,784</u>		<u>245,111</u>	
		270,141		267,663	
CREDITORS: Amounts falling due within one year	10	<u>65,222</u>		<u>97,890</u>	
NET CURRENT ASSETS:			<u>204,919</u>		<u>169,773</u>
TOTAL ASSETS LESS CURRENT LIABILITIES:			<u>216,991</u>		<u>184,148</u>
FUNDS					
Unrestricted funds:					
Unrestricted funds			216,991		183,224
Restricted fund	13		0		924
NET ASSETS			<u>216,991</u>		<u>184,148</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Approved by the Board of Trustees on 4/11/12 and signed on its behalf by



Peter Trevett - Trustee

The notes form part of these financial statements

CARDIFF THIRD SECTOR COUNCIL
(LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2012

1 ACCOUNTING POLICIES

These accounts have been prepared on a going concern basis. However the charity is predominately funded from public sector grants. The funding arrangements are to be renegotiated with effect from 2013, and at the date of signing these accounts the charity's bid for funding from its funders was still under consideration. The charity has considered the impact of not receiving the same level of funding as in the past and has factored these assumptions into its cash flow forecasts. The Trustees believe that in the absence of grant funding, the charity will be able to continue in operation for the foreseeable future, albeit in a significantly reduced manner.

Basis of accounting

The financial statements have been prepared under the historic cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable UK Accounting Standards and the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The principal accounting policies adopted in the preparation of the financial statements are set out below.

Financial Reporting Standard Number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the Company qualifies as a small Company under the Companies Act 2006.

Incoming resources

Donations & Grants

Income from donations and grants, including capital grants, are included in incoming resources when these are receivable, except as follows:

- When donors specify that the donations and grants must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which must be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.
- Donated services are recorded at market value.

Resources expended

- costs are allocated between direct charitable expenditure and other expenditure according to the nature of the cost. Where items relate to more than one category they are apportioned between the categories according to the nature of the cost.
- governance costs include expenditure in respect of audit and accountancy, legal and professional and those costs incurred primarily associated with constitutional and statutory requirements.
- liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure as described in the Financial Reporting Standards for Smaller Entities.

CARDIFF THIRD SECTOR COUNCIL
(LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2012

Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Fixtures, fittings and equipment - 25% straight line

Assets purchased during the year with a cost of under £250 are written off in that year

Taxation

As a charity, Cardiff Third Sector Council is exempt from tax on income and gains falling within section 478 of the Taxes Act 2010 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity

Pensions

The charity operates a defined contribution pension scheme for the benefit of certain employees. The assets of such schemes are held separately from those of the company in an independently managed fund. The pension cost represents contributions payable by the company to the scheme during the year.

Investment income

Investment income is included when receivable

Operating lease commitments

Rentals paid under leases are charged to the Income & expenditure account in equal amounts over the periods of the leases

Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to its category. Irrecoverable VAT is charged against the category of resources expended for which was incurred

Fund accounting

Unrestricted funds

Unrestricted funds comprise those funds which the Trustees are free to use in accordance with charitable objects

Restricted funds

Restricted funds are subjected to restrictions on their expenditure imposed by the donor

2 INCOME

The income was in respect of one charitable activity undertaken, being the provision of advice and support to voluntary organisations in the Cardiff area

CARDIFF THIRD SECTOR COUNCIL
(LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2012

2 VOLUNTARY INCOME

	Unrestricted funds £	Total £	2011 Total £
Other income			
Membership fees	2,180	2,180	1,640

3 INVESTMENT INCOME

	Unrestricted funds £	Total £	2011 Total £
Bank interest receivable	1,933	1,933	2,081

4 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total £	2011 £
Cardiff City Council Grant	159,000	0	159,000	159,000
Wales Council for Voluntary Action/LVS Grant	170,226	0	170,226	170,226
Wales Council for Voluntary Action Training Framework	1,750	0	1,750	0
Cardiff and Vale University Health Board	0	40,000	40,000	40,000
Cymorth CYPP Grant	0	54,104	54,104	58,921
Local Health Board Core Grant	21,495	0	21,495	21,495
Welsh Assembly Government CFAP Grant	0	87,593	87,593	86,400
Communities First Grant	0	222,784	222,784	217,795
Cardiff City Council New/Innovative Grant	0	0	0	30,000
Training fees	5,502	0	5,502	3,530
Facilities Income	901	0	901	172
Other income	6,395	0	6,395	5,358
	365,269	404,481	769,750	792,897

All income relates for the benefit of communities in the City and County of Cardiff

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5 ANALYSIS OF EXPENDITURE BY CHARITABLE ACTIVITY

The charity undertakes direct charitable activities which includes the payments of grants

	Basis of allocation	Charitable activity £	Total £	2011 £
Activities undertaken directly				
Employment costs	direct	433,073	433,073	545,978
Establishment costs	direct	59,659	59,659	54,268
Other direct charitable expenditure	direct	48,633	48,633	41,803
Project costs	direct	69,208	69,208	47,105
Grant funding of activity	direct	81,195	81,195	79,998
Support costs allocated to activities				
General office, finance staff and associated costs	usage	30,541	30,541	56,967
		722,309	722,309	826,119

GOVERNANCE COSTS

	unrestricted funds £	Total funds 2012 £	Total funds 2011 £
Salaries and wages	8,259	8,259	7,380
Photocopying and Postages	793	793	1,700
Audit fees	3,640	3,640	4,800
Annual report	2,210	2,210	1,974
Legal and Professional Fees	3,725	3,725	12,451
Trustees expenses	84	84	422
	18,711	18,711	28,727

6 OPERATING SURPLUS / (DEFICIT 2011) IS STATED AFTER CHARGING

	2012 £	2011 £
Staff pension contributions	22,724	28,195
Depreciation	7,035	10,061
Auditors remuneration		
- audit of the financial statements	3,600	4,800
Operating lease costs		
-Property	32,933	31,106
-Other	4,452	7,147

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7 TOTAL RESOURCES EXPENDED	2012	2011
	£	£
Wages & Salaries	387,026	501,333
Social Security Costs	36,709	45,960
Pensions Costs	22,724	28,195
Redundancy Costs	20,000	19,897
	<u>466,459</u>	<u>595,385</u>

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows

	2012	2011
	No	No
Administration	3	3
Charitable activities	<u>14</u>	<u>18</u>

None of the Trustees received any remuneration for their services. The total expenses claimed for the year were £83,99 (2011: £nil). No employee received emoluments of more than £60,000 during the year (2011: nil).

8 TANGIBLE FIXED ASSETS

	Fixtures Fittings & equipment
	£
COST:	
At 1 April 2011	168,443
Additions	<u>4,732</u>
At 31 March 2012	<u>173,175</u>
DEPRECIATION:	
At 1 April 2011	154,068
Charge for year	<u>7,035</u>
At 31 March 2012	<u>161,103</u>
NET BOOK VALUE:	
At 31 March 2012	<u>12,072</u>
At 31 March 2011	<u>14,375</u>

9 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2012	2011
	£	£
Grants and amounts receivable	22,299	4,008
Prepayments	<u>11,058</u>	<u>18,544</u>
	<u>33,357</u>	<u>22,552</u>

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10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2012	2011
	£	£
Creditors	22,358	15,604
Social Security & Other Taxes	10,712	13,170
Other creditors	23,412	27,012
Accruals and deferred income	8,740	42,104
	65,222	97,890

Accruals and deferred income includes £320 relating to training income received in advance

11 PENSIONS

During the year the Charity contributed into a defined pension contribution scheme. The contributions in the year were £22,724 (2011 £27,406) and as at 31st March 2012 there was an outstanding amount of £10 due to the fund (2011 £47)

12 COMMITMENTS UNDER OPERATING LEASES

As at 31st March 2012 the Charity had annual commitments under non-cancellable operating leases as set out below

	Land and buildings	Assets other than land and buildings	Land and buildings	Assets other than land and buildings
Operating leases which expire	2012		2011	
	£	£	£	£
Within 1 year	nil	nil	nil	2,940
Within 2 to 5 years	32,000	nil	32,000	nil

13 FUNDS	Balance 1.4.11	Income resources	Expenses resources	Transfer	Balance 31.3.12
RESTRICTED FUNDS	£	£	£	£	£
CFAP Funds to distribute	2	81,193	81,195	0	0
# CFAP	0	6,400	8,582	2,182	0
# Cardiff and Vale University Health Board	0	40,000	52,305	12,305	0
Communities First	796	222,784	227,245	3,665	0
Cymorth Children & Young People's Partnership	127	54,104	54,231	0	0
	925	404,481	423,558	18,152	0

Expenses stated against Restricted Funds include all management, administrative and premises costs, plus other apportioned overheads associated with each fund

In certain cases, C3SC has not been able to recover all of these costs from the grantor and thus a transfer is made from unrestricted funds

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Funds at 31 March 2012 represent monies claimed for specific projects run by the Charity

The CFAP (Community Facilities & Activities Programme) Impact Plus fund is a Welsh Assembly Government funded small grants scheme to provide small community and voluntary organisation with one-off grants of up to £5,000 towards activities and equipment

The Cardiff and Vale University Health Board Scheme funds C3SC to support and promote joint working between voluntary and statutory organisations involved in health and social care

Communities First is a Welsh Assembly Government sponsored regeneration initiative to identify and work with Lower Super Output Areas in Cardiff

The Cymorth CYPP (Children & Young People's Partnership) grant supports the development of networks and activities to support children and young people

14 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Restricted Income Funds

	Tangible Fixed assets	Net Current Assets	Total
	£	£	£
Communities First	0	-	0
Cymorth Children & Young People's Partnership	0	-	0
CFAP Funds to distribute	0	0	0
	0	0	0
Unrestricted Income Funds	12,072	204,071	216,143
Total Funds	12,072	204,071	216,143

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15 GRANTS PAID

The following grants totalling £81,194 52 have been paid to organisations by the Charity during the year in furtherance of the charitable objects

WAG CFAP IMPACT PLUS Grants:

Welsh Assembly Government funded small grants scheme to provide small community and voluntary organisation with one-off grants of up to £5,000 towards activities and equipment,

	£
Highfields ABC	2,400 00
1st Trowbridge 83rd Cardiff	836 21
Media Academy Cardiff Ltd	809 00
WCAoD The living room	1,600 00
Clydach St Old Age Pension	1,132 50
Women connect First	588 16
South Rise Leisure Gardeners	1,273 78
Bute Town Community Action	1,329 96
The Womens Workshop	1,336 80
SPLAG South Wales	156 00
Beacon Centre Trust Cardiff	1,540 72
Innovate Trust Ltd	1,064 00
Leckwith Doves Allotments	2,801 43
Rumney Earlyswood Rangers	3,000 00
Bethnel Baptist Church	2,100 00
Cruse Bereavement Care	1,600 00
Evergreens Fellowship	640 00
Shiloh Pentecostal Fellowship	1,000 00
Age Concern Cardiff	4,030 00
Fresh Ideals CIC	700 00
ACE Cardiff Ltd	3,000 00
Platform 51	3,000 00
Cardiff Institute for the Blind	1,000 00
Sanatan Dharma Mandal and Hindu and Community Centre	4,000 00
Moorland Community Centre	2,000 00
Pen Yr Enfys	2,480 00
Menter Caerdydd	900 00
Bamardos	652 53
Cardiff Deaf Sports and Social	1,338 99
Cardiff Branch of Carers U	328 77
Recovery Cymru	1,613 00
The Mentor Ring Ltd	833 00
Sound Progression	3,992 72
Wallich Clifford Community	2,000 00
Llamau Ltd	1,000 00
Forest Farm Leisure Allotment	4,608 00
African Mothers Foundation	1,000 00
Central and Eastern Europe	1,000 00
Ministry of Life	1,102 98
The Gate	3,389 00
Glenwood Church	1,500 00
Society of African Residents	1,000 00
City of Cardiff Melingriffiths Brass Band	4,136 76
Llanedern and Pentwyn ABC	1,416 95
Kerala Cultural Association	860 00
1344 Cardiff Squadron ATC	2,603 26
Friend of Splott Play Centre	500 00
	81,194 52

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16 COMPANY LIMITED BY GUARANTEE

The Company is limited by guarantee, not having share capital. In winding up, a member's liability would be limited to £1.

17 RELATED PARTY

Most of C3SC's trustees are elected from within C3SC's membership. However, individuals serve as trustees within their own right, and not as representatives of their particular member organisation. During the year, the following C3SC trustees declared an interest in relation to the CFAP Impact Plus Grant Scheme administered by C3SC.

Grant Recipient	Award £	Trustee	Position in related Organisation
ACE Cardiff Ltd	3,000.00	Gerald Puttock	Director
Media Academy Cardiff Ltd	809.00	Nick Corrigan	Director
The Mentor Ring	833.00	Sujatha Thaladi	Director

Some members of C3SC staff may be involved on a voluntary basis with organisations who are successful recipients of grants. Where such staff are involved in the administration of the grants, they are not involved in determining the awards. In addition, it is practice for all staff and trustees to declare their interest in any meeting they may be attending and to leave the room, as appropriate, during the decision making process.