REGISTERED COMPANY NUMBER: 03336421 (England and Wales)
REGISTERED CHARITY NUMBER: 1068623

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016 FOR

CARDIFF THIRD SECTOR COUNCIL (C3SC)

FRIDAY

A5I25GM3
A17 21/10/2016 #156
COMPANIES HOUSE

Watts Gregory LLP
Chartered Accountants & Statutory Auditors
Elfed House
Oak Tree Court
Cardiff Gate Business Park
CARDIFF
County of Cardiff
CF23 8RS

CARDIFF THIRD SECTOR COUNCIL (C3SC)

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FOR THE YEAR ENDED 31 MARCH 2016

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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 applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND AIMS

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 and the surrounding area, in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness.

C3SC is committed to a strong and active third sector, building resilient, cohesive, active and inclusive communities, giving people a voice, creating a strong, healthy and fair society and demonstrating the value of volunteering and community action. Our vision is a strong, diverse and relevant voluntary and community sector in Cardiff.

C3SC's mission is to provide excellent support, advice and leadership, to promote volunteering and community action, and provide an influential voice for the third sector and volunteering in Cardiff.

C3SC's values are a belief that a strong and active third sector builds more resilient, cohesive, fair and inclusive communities, and gives people a meaningful say in their health, wellbeing and prosperity through community action and services.

We are committed to

- Diversity - being accessible to all and placing positive value on people in the community and in the workplace.
- Fairness - being ethical and opposed to injustice.
- Honesty and integrity - upholding the values and independence of the third sector.
- Accountability - being open, responsible and responsive.
- Partnership - working with all those who help to achieve our vision.
- Sustainability - ensuring our impact on the environment support people to live well, now and in the future.

Our main objectives are to achieve the following outcomes

- Active and involved citizens.
- A thriving and sustainable third sector.
- Effective engagement of the third sector in policy.
- Well governed, effective and efficient third sector organisations.
- Support the third sector to have a positive impact on the quality of life of people in Cardiff and across Wales.

Public benefit

C3SC refers to the Charity's Commission general guidance on public benefit when reviewing its aims and objectives and in planning future activities and has complied with the duty under section 17 of the Charities Act 2011. The Trustee Board and Senior Management Team particularly hold responsibility for considering how planned activities will contribute to the charity's agreed aims and objectives.

How C3SC's activities deliver services to the public

The charity's objects are supported by the charity's activities. The charity operates on an equal access basis for everyone and respects the rights of all the protected characteristics and its related responsibilities as set out in the Equalities Act 2010. The charity's funding is limited by its grant providers to beneficiaries defined by a geographical area.

Grant making

The trustees adhere to a policy that requires C3SC to publicise all grants schemes and invite applications from eligible organisation 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 awards are publicly announced.

ACHIEVEMENT AND PERFORMANCE

During the year C3SC has worked towards the achievement of our vision, recognising the role we have in changing the lives of local communities. Our members work in some of the City's most disadvantaged communities, allowing us to reach and engage with some of the most marginalised and under-served people in Wales. We improve the sustainability of community action; for every £1 we receive in funding, the organisation and our members are supported to raise significant amounts of external funding, as evidenced in our performance reports for our funders, and our range of support and capacity-building member services delivered by trained Development Officers transfer valuable skills and know-how to our members, giving them the expertise they need to create sustainable, efficient and effective organisations. We also give the third sector a voice. With a membership of over 1,000 groups and organisations, all delivering much needed services and by harnessing the evidence brought to us by our members, we are uniquely placed to represent their views and, through them, those of grassroots communities. And we foster collaboration and the sharing of Best Practice. The scale and diversity of our members' network offers huge potential for collaboration and the identification and sharing of best practice. C3SC assesses its impacts by monitoring the take up of our services, the levels of satisfaction with the services we provide and the extent to which the sector engages with public bodies, and to which its views and interests are taking account of in public policy.

Charitable activities

C3SC provides a broad range of information, capacity building, representation and volunteering services.

Active and involved citizens

C3SC has continued to promote volunteering, the benefits of volunteering and best practice. We have signposted people in a number of ways to support them to become volunteers.

- We have assisted member organisations to recruit volunteers, including trustees to support developments - such as taking on Community Asset Transfers.
- We co-facilitated the Volunteer Coordinators Network meetings with Cardiff Voluntary Community Service (VCS), providing opportunities to network, learn and share best practice.
- We supported VCS by providing them with premises and supporting them with back office services, including payroll.
- We signposted people to a range of schemes - Investors in Volunteers, Millennium Volunteers, Volunteering in Wales.
- We dealt with referrals from VCS, WCVA and other partners supporting organisations with policies and practices related to best practice in volunteering, governance and sustainability, including providing support in response to 65 enquiries on good practice in supporting volunteering.
- We concluded negotiations to take over the running of the Volunteer Centre in Cardiff, supporting the consistency and sustainability of this valued local service.

A thriving and sustainable third sector

Through our training and information services our staff team at managerial and operational level have provided guidance to trustees, staff and volunteers within Cardiff's third sector to develop funding strategies and raise funds. Third sector groups and organisations have been supported with funding searches, business planning, financial management, working collaboratively and assistance with funding applications in order to generate income.

- 484 funding-related enquiries were received and responded to by C3SC's Third Sector Development Officers.
- 372 groups and organisations were provided with one-to-one funding support, which received 100% satisfaction rates in evaluative surveys of our work.
- A further 111 people participated in our funding events and 99 people attended our 13 funding training courses, most of which attracted 100% satisfaction rates from participants.
- 19 information bulletins were shared with our members signposting them to funding opportunities.
- 50 groups were supported to complete funding applications.
- C3SC helped local organisations obtain over £838,000 in funding and distributed £359,520 through our managed grant schemes.
- Obtained a licence and undertook training to develop a joint comprehensive funding portal which all CVC's across Wales have signed up to; we held information sessions with members to promote the new service.
- In order to address our own sustainability, we completed negotiations and moved in to new premises under a co-location arrangement with other third sector organisations in March 2016, and we
- Developed our links with other CVC's in the 'core cities' regions, sharing and generating ideas for improving our impact and outcomes.

C3SC's team is committed to delivering a comprehensive package of information and support to ensure third sector personnel have the knowledge and skills they need to enable their organisations to operate on a sustainable and legal basis.

ACHIEVEMENT AND PERFORMANCE

- C3SC dealt with 2089 requests for advice, support and information.
- 84,846 visits were made to our website.
- We have 1,314 regular recipients of our publications, which detail opportunities, developments and information relevant to C3SC's members and the wider third sector, and 3,950 followers on Twitter.
- 21 publications were produced and shared with our members.
- 48 training courses were delivered on a wide range of matters - from funding to safeguarding to good governance; 381 delegates attended our training courses during the year and 96.5% rated all aspects of our training as 'good' or excellent'.

C3SC has continued to deliver a range of support to help new services or organisations to become established and meet identified needs. This work includes supporting organisations through business planning and establishing appropriate legal structures. The team have also facilitated collaborative ways of working – including the sharing of premises or other resources - taking forward opportunities to support the sustainability of local groups. Activities have additionally included helping organisations to generate or diversify their income, including through commissioning and procurement, and working collaboratively with partners in the third, public and private sectors.

- C3SC helped develop 35 new organisations, social enterprises and services across Cardiff, and
- Supported 6 organisations with the Community Asset Transfer process.
- 186 groups and organisations participated in information sessions on co-production and commissioning; evaluative feedback showed 98% participants rated these sessions as satisfactory or better.
- 16 consortium partnerships were facilitated and supported.

Effective engagement of the third sector in policy
We have continued to facilitate a dialogue between the third and public sectors by supporting the third sector to link with policy makers.

- We provided information about consultation opportunities - including from Welsh Government, the Local Authority, the Health Board and other bodies - on our website, in our e-newsletter and face to face at meetings and supported 117 groups and organisations to contribute to social policy developments.
- 60 network meetings and events were held and were attended by 669 participants, who rated them as 96% in terms of meeting their expectations.
- We strengthened our networking using social media to increase engagement of our members.
- C3SC supports 12 policy-specific member networks, and introduced a new trustee network in order to provide an opportunity for trustees to share ideas and information, share good practice, network and collaborate.
- We represent the sector's interests through various strategic meetings - including Ministerial Meetings, the Local Service Board and the Integrated Health and Social Care Programme Board.
- We coordinated 14 collective responses to policy consultations, participated in a range of networks directly and facilitated our members to connect with 52 strategic planning and working groups, and a further 35 to attend Neighbourhood Partnership meetings.
- We participated in a pilot in partnership with the Local authority to increase the role of the third sector in Local Authority Scrutiny arrangements, which was well received.
- Additionally, the Co-creating Healthy Change Project - a partnership of 11 third sector organisations led by C3SC - worked closely with community groups and with public sector partners in health and social care to increase co-production and participation for traditionally marginalised groups. The varied work undertaken includes arranging engagement sessions with service users and carers with health and social care, the Welsh Government and national charities to share best practise - for example.
- In January 2016 the Co-Creating Healthy Change partners were invited to attend Public Health Wales' 'Working Together' event. The invitation came as a result of the partners working with Public Health Wales' to develop an easy read version of their Annual Quality Statement. The event was an opportunity for the partners to learn about some of the different services Public Health Wales delivers, co-design how the third sector and PHW can work better together now and in the future and comment on PHW's' Strategic Equality objectives in order to help them to develop and shape an action plan which promotes equality. As well as giving the partners an opportunity to comment on Public Health Wales' equality objectives, it allowed partners to make connections with other Public Health Wales staff for future consultation and with other organisations with whom they can collaborate in the future.
- C3SC hosted an event for the third sector in February entitled 'Cardiff Third Sector - Impact of the Social Services and Wellbeing (Wales) Act 2014', which was organised by C3SC's Health and Social Care project, chaired by C3SC's CEO and promoted on the website. Over 87 third sector groups and organisations attended the event. A dedicated web page for Social Services and Well-being (Wales) Act 2014 was created. The new web page was publicised on social media, and regular updates on this important legislation have been shared with the third sector under 'Latest News'.

ACHIEVEMENT AND PERFORMANCE

Well governed, effective and efficient third sector organisations

C3SC has continued to offer services to support trustees. We recognise that good governance is key to achieving our purpose of supporting the local third sector to thrive. Trustees are required to deal with a range of matters when fulfilling their roles, some of which can be complex. C3SC's team aims to ensure trustees have ready access to accessible information and are provided with the advice and assistance they require to feel confident in governing their organisation.

- We dealt with 406 enquiries on third sector governance, which received 100% satisfaction ratings through evaluative feedback
- Over 130 delegates participated in our training courses and 6 events promoting and supporting good governance.
- Satisfaction levels from participants were extremely high - averaging 99%.
- 12 information briefings were shared detailing best practice in governance, which attracted a rating of 100% in terms of being seen as satisfactory or better by recipients

Support the third sector to have a positive impact on the quality of life of people in Cardiff

Direct community development support has been provided in the largest Communities First cluster in Wales by the East Cardiff, Llanedeym and Pentwyn (ECLP) Project. The Project is hosted by C3SC and works with some of the most excluded people and families in the city to tackle poverty and improve community health, learning and prosperity. In 2015-16 the programme benefitted local people and families through its provision of 21 separate projects, each incorporating a range of initiatives and activities contributing to shared key outcomes, as well as facilitating links with other providers and supporting people to explore the development of their own local enterprises.

- 8452 individuals engaged in ECLP events and activities, with 2418 of these actively participating in outcome focussed workshops, courses etc.
- 2059 individual sessions were delivered.
- 72 people were helped to secure employment.
- 191 participants said they were more positive and had improved confidence about seeking work.
- 106 people gained basic IT skills and said they were more confident using a computer.
- 93 went into further or higher education.
- More than 130 people gained qualifications.
- 290 children and young people gained a better understanding of the importance of school, with 256 improving their attendance rates.
- 328 parents felt more engaged with their child's school.
- 192 individuals increased their physical activity levels.
- 129 adults and young people reduced their risky behaviours.

The Communities First team relocated to the community Partnership Hub in Rumney. The hub, which aims to improve and extend citizen services to this part of the city, also provides library services, advice and benefit services, public access computers and telephones, a children's area, multi-use community room and interview room in the re-furbished former Rumney Youth Centre building.

These outcomes will not only benefit the people who have engaged with the project and their families, but will also have a positive impact on the wider community.

Improve performance and ensure quality

Our trustees and Senior Management Team have continued to ensure effective systems, policies and procedures are in place to monitor and improve the charity's efficiency and effectiveness.

- Maintaining United Kingdom Investors in Equality and Diversity (UKIED) accreditation following the successful completion of our audit for good practise in promoting equality and challenging discrimination,
- Formally commencing plans to secure PQASSO accreditation
- Implementing a robust finance and funding policy and strategy
- Reviewing and continuing a comprehensive training and development programme for staff and trustees
- Developing and maintaining partnerships and good relations with key partners and funders, including proactive engagement in the review of the third sector infrastructure for Wales as a member of Third Sector Support Wales

FINANCIAL REVIEW

The total income for the year was £1,732,129 (2015 - £1,441,303). Net income amounted to £14,479 (2015 - £79,566).

FINANCIAL REVIEW

Investment policy and objectives

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 reviewed its policy for the unrestricted funds not committed or invested in tangible fixed assets (free reserves) held by the charity and agreed the policy should be managed on a going concern basis; that is the free reserves should exceed the minimum amount required to provide a minimal level of service whilst focussing on securing additional funds. The view of the Board of Trustees is that if there were a significant drop in funding, reserves of this level would enable the charity to continue the current activities until alternative funding had been secured. The current level of free reserves is £327,137; the level identified to enable the organisation to continue for six months is £151,370 based on anticipated costs.

FUTURE PLANS

Building on our achievements, and in order to respond to the emerging economic, legislative and political landscape C3SC will aim to increase its sustainability through partnership and collaboration. Cardiff has the fastest growing population of all the core cities in the United Kingdom - an extra 50,000 people are projected to be living in the city by 2025. At the same time, predictions indicate a further decade ahead where there will be less money for public services. Demand for services is already outstripping supply and citizens currently rely heavily on state funded services. We recognise the vital role we have in enabling the changes that are needed to respond to these challenges which, in turn, will support inclusive communities and build capacity in individuals to sustainably tackle issues such as poverty, skills, wellbeing, health, care and unemployment. The third sector's role will be ever more central as we move to developing citizen-centred, preventative services that support people to live independent and fulfilling lives.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its Memorandum and Articles of Association. These were revised and approved at the Annual General Meeting in January 2011.

Recruitment and appointment of new trustees

C3SC's Memorandum and Articles of Association provide for a board of not more than 15 members. Trustees are appointed by the members of the charity at the Annual General Meeting and are chosen from C3SC's membership of individuals and organisations supportive of the aims and objectives of the charity. At every Annual General Meeting trustees who are eligible based on their term of office (every three years) retire from the Board. Retiring trustees are eligible to stand for re-election for a maximum of three terms. C3SC's Board may at any time co-opt people to serve in addition to the elected members. All members of the Board give their time voluntarily and receive no benefits from the charity. All expenses reclaimed from the charity are disclosed in the notes to the financial statements.

Organisational structure

C3SC is a membership organisation. Membership is open to organisations and individuals that operate in C3SC's area of benefit and are supportive of the charity's aims. Full members nominate and elect C3SC's Board.

The charity is strategically managed by the Board of Trustees. The Board provide C3SC's long term vision and are supported by the Senior Management Team in protecting its reputation and values. Quarterly Trustee Board meetings are held and are supported by meetings of the four Sub-committees - Executive, Strategic Planning, Marketing and Equality and Diversity. In addition, an annual joint planning meeting is held involving all trustees and staff members to review and influence the organisation's strategy and direction.

The Board employs an operational team of 39 staff and 60 volunteers; led by the Chief Executive Officer, they have responsibility for operational delivery to achieve the charity's strategic objectives. The Chief Executive Officer is supported by a team of three Senior Managers who line manage the projects, core team, finance and support staff and the team of volunteers that we attract who help to support our work.

C3SC is the umbrella membership organisation that represents, campaigns for, supports and develops volunteering and the third sector in Cardiff, giving voice to the sector's needs and interests at local, regional and national level. We work together with our partner County Voluntary Councils and Wales Council for Voluntary Action as Third Sector Support Wales to provide an effective support structure for the third sector throughout Wales, and through this structure is in touch with a wide range of local and national organisational networks.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

Trustee Board members complete Application, Skills Audit and Declaration of Interest forms to identify the knowledge, skills and interests they bring to the organisation and the Board. Newly appointed trustees are supported through a comprehensive induction package to include a handbook explaining the organisation, its structure, policies and procedures and the roles and responsibilities of the Trustee Board, sub-committees and members. New and experienced trustees are supported to access opportunities for local and national training, including sessions on equality and diversity, and to familiarise themselves with the organisation.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03336421 (England and Wales)

Registered Charity number

1068623

Registered office

Baltic House
Mount Stuart Square
Cardiff Bay
CARDIFF
CF10 5FH

Trustees

Roger Bone	
Ed Cole	- Resigned 2 July 2015
Richard Edwards	
Michael Flynn	
Judith John	
Karen Jones	- Resigned 2 October 2015
Terry Price	
Gerald Puttock	- Resigned 4 October 2015
Reynette Roberts	- Resigned 24 September 2015
Sujatha Thaladi	- Resigned 24 September 2015
Althea Collymore	
Jacob Dafydd Ellis	- Appointed 9 December 2015

Company secretary

Sheila Hendrickson-Brown

Senior staff

Sheila Hendrickson- Brown - Chief Executive Officer
Mary Duckett - Operations Manager
Mair Henry - Finance and Office Manager
Wendy Marinos - Cluster Manager

Auditors

Watts Gregory LLP
Chartered Accountants & Statutory Auditors
Elfed House
Oak Tree Court
Cardiff Gate Business Park
CARDIFF
County of Cardiff
CF23 8RS

Bankers

Unity Trust Bank PLC
Nine Brindleyplace
BIRMINGHAM
B1 2HB

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Cardiff Third Sector Council (C3SC) 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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 adequate 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions

AUDITORS

The auditors, Watts Gregory LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the Board of Trustees on 11 October 2016 and signed on its behalf by:

.....
Roger Bone - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF CARDIFF THIRD SECTOR COUNCIL (C3SC)

We have audited the financial statements of Cardiff Third Sector Council (C3SC) for the year ended 31 March 2016 on pages ten to twenty three. 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 charitable company'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 charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members 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.

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; 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 Report of the Trustees 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; or
- the financial statements are not in agreement with the accounting records and returns; or
- 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Julia Mortimer (Senior Statutory Auditor)
for and on behalf of Watts Gregory LLP
Chartered Accountants & Statutory Auditors
Elfed House
Oak Tree Court
Cardiff Gate Business Park
CARDIFF
County of Cardiff
CF23 8RS

Date: 12 October 2016

CARDIFF THIRD SECTOR COUNCIL (C3SC)

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2016

	Notes	Unrestricted fund £	Restricted funds £	2016 Total funds £	2015 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	269,651	2,012	271,663	301,016
Charitable activities	5				
Sector support and development		13,565	1,446,293	1,459,858	1,139,300
Investment income	4	608	-	608	654
Other income		-	-	-	333
Total		283,824	1,448,305	1,732,129	1,441,303
EXPENDITURE ON					
Charitable activities	6				
Sector support and development		302,158	1,415,492	1,717,650	1,361,737
NET INCOME/(EXPENDITURE)		(18,334)	32,813	14,479	79,566
Transfers between funds	18	5,501	(5,501)	-	-
Net movement in funds		(12,833)	27,312	14,479	79,566
RECONCILIATION OF FUNDS					
Total funds brought forward		363,110	19,003	382,113	302,547
TOTAL FUNDS CARRIED FORWARD		350,277	46,315	396,592	382,113

CONTINUING OPERATIONS
All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

CARDIFF THIRD SECTOR COUNCIL (C3SC)

BALANCE SHEET
AT 31 MARCH 2016

	Notes	Unrestricted fund £	Restricted funds £	2016 Total funds £	2015 Total funds £
FIXED ASSETS					
Tangible assets	14	23,140	-	23,140	25,199
CURRENT ASSETS					
Debtors	15	70,186	19,383	89,569	223,468
Cash at bank and in hand		277,030	91,250	368,280	240,680
		347,216	110,633	457,849	464,148
CREDITORS					
Amounts falling due within one year	16	(20,079)	(64,318)	(84,397)	(107,234)
NET CURRENT ASSETS		327,137	46,315	373,452	356,914
TOTAL ASSETS LESS CURRENT LIABILITIES		350,277	46,315	396,592	382,113
NET ASSETS		350,277	46,315	396,592	382,113
FUNDS	18				
Unrestricted funds				350,277	363,110
Restricted funds				46,315	19,003
TOTAL FUNDS				396,592	382,113

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.

The financial statements were approved for issue by the Board of Trustees on 11 October 2016 and were signed on its behalf by:

.....
Roger Bone -Trustee

The notes form part of these financial statements

CARDIFF THIRD SECTOR COUNCIL (C3SC)

CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2016

	Notes	2016 £	2015 £
Cash flows from operating activities:			
Cash generated from operations	1	135,398	(32,503)
Net cash provided by (used in) operating activities		135,398	(32,503)
Cash flows from investing activities:			
Purchase of tangible fixed assets		(8,406)	(23,718)
Interest received		608	654
Net cash provided by (used in) investing activities		(7,798)	(23,064)
Change in cash and cash equivalents in the reporting period		127,600	(55,567)
Cash and cash equivalents at the beginning of the reporting period		240,680	296,247
Cash and cash equivalents at the end of the reporting period		368,280	240,680

The notes form part of these financial statements

NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2016

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2016 £	2015 £
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	14,479	79,566
Adjustments for:		
Depreciation charges	8,017	4,684
Loss on disposal of fixed assets	2,448	-
Interest received	(608)	(654)
Decrease/(increase) in debtors	133,899	(118,134)
(Decrease)/increase in creditors	(22,837)	2,035
Net cash provided by (used in) operating activities	135,398	(32,503)

1. STATUTORY INFORMATION

Cardiff Third Sector Council is a company limited by guarantee incorporated in Wales within the United Kingdom. The registered office is Third Floor, Baltic House, Mount Stuart Square, Cardiff, CF10 5FH.

The financial statements are presented in Sterling (£), the company's functional currency, and rounded to the nearest pound.

The principal activities and nature of the charity's operations is to provide specialist advice, support, and information to local third sector organisations on issues that affect them, including funding and governance.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Cardiff Third Sector Council meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction values unless otherwise stated in the relevant accounting policy note(s).

First-time adoption of FRS102
In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS102 the restatement of comparative items was required.

A presentational adjustment was made in respect of governance costs, which is now required to be included within support costs and not disclosed separately on the Statement of Financial Activities. The date of transition was 1 April 2014.

There were no further transitional adjustments.

2. ACCOUNTING POLICIES - continued

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.

This includes capital grants.

Donations and legacies income
Donations and legacies income includes donations, gifts and grants that provide core funding or are of a general nature are recognised where there is entitlement, probability of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies it must be used in future accounting periods or the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from charitable activities
Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions. This income is recognised as the related services are provided and there is entitlement, probability of receipt and the amount can be measured with sufficient reliability. Income is deferred when the amounts received are in advance of the performance of the service or event to which they relate.

Other trading activities income
Income from other trading activities includes income received under contract. This income is recognised as the related services are provided and there is entitlement, probability of receipt and the amount can be measured with sufficient reliability. Income is deferred when the amounts received are in advance of the performance of the service or event to which they relate.

Investment income
Investment income is recognised on a receivable basis.

It is not the policy of the charity to show income net of expenditure.

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.

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

"Support costs" are those costs that, whilst necessary to deliver an activity, do not themselves produce or constitute the output of the charitable activity. This includes governance costs which are those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fees and costs linked to the strategic management of the charity as well as a proportion of salaries based on an approximation of time spent in this area.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Allocation and apportionment of costs
Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs includes, finance costs, staff costs, general office and administration costs and governance costs which support the charities programmes and activities. Theses costs have been allocated between cost of raising funds and expenditure on charitable activities based on an estimate of time or resources as appropriate.

2. ACCOUNTING POLICIES - continued

Tangible fixed assets
Fixed assets in excess of £250 are capitalised at cost.

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

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

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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.

Financial instruments
The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Debtors
Trade debtors and other debtors are recognised at the settlement amount due after any trade discounts offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents
Cash and cash equivalents in the balance sheet comprise cash at bank and in hand. For the purpose of the cashflow statement, cash and cash equivalents are net of bank overdrafts which are payable on demand.

Creditors
Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Employee benefits
When employees have rendered service to the company, short-term employee benefits to which employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

Operating leases
Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

3. DONATIONS AND LEGACIES

	2016	2015
	£	£
Grants	271,663	301,016

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

	2016	2015
	£	£
Communities First Grant	2,012	-
Wales Council for Voluntary Action/LVS Grant	145,475	151,807
Cardiff City Council	100,300	128,789
Cardiff and Vale University Health Board Core Grant	20,420	20,420
Other grants	3,456	-
	271,663	301,016

There are no unfulfilled conditions and other contingencies attaching to grants recognised in income.

4. INVESTMENT INCOME

	2016	2015
	£	£
Deposit account interest	608	654

5. INCOME FROM CHARITABLE ACTIVITIES

	2016	2015
	£	£
Training and events	6,465	1,625
Facilities income	2,112	625
Management and service charge	4,987	-
Grants	1,446,294	1,137,050
	1,459,858	1,139,300

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

	2016	2015
	£	£
Communities First Grant	727,942	659,646
Communities First Grant PDG	92,819	112,373
Big Lottery Fund - Long Term Conditions Grant	11,559	15,321
Cardiff and Vale University Health Board	38,285	38,285
Big Lottery Fund - Co-Creating Healthy Change Grant	374,976	310,084
Big Lottery Fund - Friendly Advantage	1,013	1,341
Cardiff Third Sector Partnership	199,700	-
	1,446,294	1,137,050

6. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 7)	Grant funding of activities (See note 8)	Support costs (See note 9)	Totals
	£	£	£	£
Sector support and development	1,057,044	512,745	147,861	1,717,650

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2016	2015
	£	£
Staff costs	777,105	701,654
Rent, rates, light, heat and insurance	51,953	57,071
Telephone	17,252	12,537
Postage and stationery	11,286	15,706
Sundries	3,555	4,578
Repairs and maintenance	7,239	5,762
ICT supplies and support	13,126	9,234
Publications and subscriptions	5,952	5,666
Staff travel and subsistence	15,563	15,165
Staff training and recruitment	6,650	6,410
Equipment leasing	5,935	2,169
Project costs	105,878	99,348
Health insurance	1,636	1,394
Bad debts	-	1,191
Bank charges	512	1,006
Network, events and community involvement	23,899	49,123
Depreciation	7,055	4,105
Loss on sale of assets	2,448	-
	1,057,044	992,119

8. GRANTS PAYABLE

	2016	2015
	£	£
Sector support and development	512,745	258,887

The total grants paid to institutions during the year were as follows:

	2016	2015
	£	£
Big Lottery Fund - Community Voice Project	323,511	258,887
Cardiff Third Sector Partnership	189,234	-
	512,745	258,887

8. GRANTS PAYABLE - continued

The following grants totalling £515,213 have been paid to organisations by the charity during the year in furtherance of charitable objectives:

Grants paid under Big Lottery Fund - Community Voice Project:

	2016
	£
ACE Cardiff Limited	39,986
Alzheimers Society	40,760
Cardiff People First	39,904
Cardiff and Vale Action for Mental Health	33,445
Diverse Cymru	36,623
Displaced People in Action Limited	17,476
Gingerbread, The Charity for Single Parent Families	47,830
Hafal	29,966
Media Academy Cardiff Limited	37,522
	323,511

Grants paid under Cardiff Third Sector Partnership:

	2016
	£
Diverse Cymru	85,200
Race Equality First	94,500
Voluntary Community Service	9,534
	189,234

9. SUPPORT COSTS

	Management	Finance	Other	Governance costs	Totals
	£	£	£	£	£
Sector support and development	42,605	46,895	17,455	40,906	147,861

10. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2016	2015
	£	£
Auditors' remuneration	4,818	4,690
Depreciation - owned assets	8,017	4,684
Deficit on disposal of fixed asset	2,448	-
Operating leases - land and buildings	39,388	55,833
Operating leases - other assets	2,767	2,475

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 or for the year ended 31 March 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2016 or for the year ended 31 March 2015.

12. STAFF COSTS

	2016	2015
	£	£
Salaries	762,709	683,401
Social Security	68,173	60,398
Pension Contributions	46,440	42,186
	877,322	785,985
Number of employees	33	31
Equivalent full time employees	29	27

No employee earned more than £60,000 per annum (2015: Nil).

The total key management personnel remuneration benefits paid during the year was £166,853 (2015: £121,986).

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	2015 Unrestricted fund	2015 Restricted funds	2015 Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	301,016	-	301,016
Charitable activities			
Sector support and development	2,250	1,137,050	1,139,300
Investment income	654	-	654
Other income	333	-	333
Total	304,253	1,137,050	1,441,303
EXPENDITURE ON			
Charitable activities			
Sector support and development	270,952	1,090,785	1,361,737
Total	270,952	1,090,785	1,361,737
NET INCOME/(EXPENDITURE)	33,301	46,265	79,566
Transfers between funds	54,041	(54,041)	-
Net movement in funds	87,342	(7,776)	79,566
RECONCILIATION OF FUNDS			
Total funds brought forward	275,768	26,779	302,547
TOTAL FUNDS CARRIED FORWARD	363,110	19,003	382,113

14. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2015	120,401
Additions	8,406
Disposals	(90,749)
At 31 March 2016	38,058
DEPRECIATION	
At 1 April 2015	95,202
Charge for year	8,017
Eliminated on disposal	(88,301)
At 31 March 2016	14,918
NET BOOK VALUE	
At 31 March 2016	23,140
At 31 March 2015	25,199

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Trade debtors	53,164	6,275
Other debtors	34,946	217,193
Prepayments and accrued income	1,459	-
	89,569	223,468

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Trade creditors	20,406	48,018
Other creditors	3,000	3,954
Accruals and deferred income	60,991	55,262
	84,397	107,234

17. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid:

	Other operating leases 2016 £	2015 £
Expiring:		
Within one year	4,373	1,596
Between one and five years	8,202	3,143
	12,575	4,739

18. MOVEMENT IN FUNDS

	At 1/4/15 £	Net movement in funds £	Transfers between funds £	At 31/3/16 £
Unrestricted funds				
General fund	363,110	(18,334)	5,501	350,277
Restricted funds				
BLF Co-Creating Healthy Change Grant	13,092	(7,842)	-	5,250
Cardiff and Vale University Health Board Scheme - Joint Working Fund	-	7,981	(7,981)	-
BLF Long Term Conditions Fund	4,729	(5,536)	807	-
Communities First Fund	-	30,599	-	30,599
Communities First PDG Fund	1,182	(2,855)	1,673	-
Cardiff Third Sector Partnership	-	10,466	-	10,466
	19,003	32,813	(5,501)	46,315
TOTAL FUNDS	382,113	14,479	-	396,592

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	283,824	(302,158)	(18,334)
Restricted funds			
BLF Co-Creating Healthy Change Grant	374,976	(382,818)	(7,842)
Cardiff and Vale University Health Board Scheme - Joint Working Fund	38,285	(30,304)	7,981
BLF Long Term Conditions Fund	11,558	(17,094)	(5,536)
BLF Friendly Advantage Fund	1,013	(1,013)	-
Communities First Fund	729,954	(699,355)	30,599
Communities First PDG Fund	92,819	(95,674)	(2,855)
Cardiff Third Sector Partnership	199,700	(189,234)	10,466
	1,448,305	(1,415,492)	32,813
TOTAL FUNDS	1,732,129	(1,717,650)	14,479

18. MOVEMENT IN FUNDS - continued

The BLF Co-Creating Healthy Change Grant supports C3SC, in partnership with Vale Centre for Voluntary Services, to manage a portfolio of ten projects in Cardiff and the Vale of Glamorgan which benefit those with long-term health conditions, young people who are not in education, employment or training and people with learning disabilities.

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.

The BLF Long Term Conditions Fund is hosted by C3SC, funded by the Big Lottery as part of co-creating health change. The Long Term Conditions Alliance has been set up to bring together a range of organisations that support people in Cardiff and the Vale of Glamorgan living with a long term health condition. The Alliance aims to increase opportunities for organisations to engage with each other and partners to help influence service development and delivery and help improve outcomes for people living with a long term health condition.

BLF Friendly Advantage Fund, receives a grant from the Big Lottery for projects for people over 50 living in Cardiff and the Vale of Glamorgan who are feeling lonely and isolated.

Communities First is a Welsh Government sponsored regeneration initiative to identify and support disadvantaged people within Eastern Cardiff, Llanedeyrn and Pentwyn with the aim of contributing to alleviating persistent poverty by creating prosperous, learning and healthier communities within the cluster area.

Communities First PDG Fund represents a Pupil Deprivation Grant to fund projects that are intended to overcome the additional barriers that learners from disadvantaged backgrounds face which prevent then from attaining their full potential.

Cardiff Third Sector Partnership fund represents the funds received from City of Cardiff Council for direct distribution to Diverse Cymru, Race Equality First and Voluntary Community Service (VCS). At the 31 March 2016, VCS had still to claim the final two instalments.

Transfers between funds
The transfer of funds in respect of the Cardiff and Vale University Health Board - Joint Working Fund represents management charges incurred.

The transfer of funds in respect of BLF Community Voice grant relates to expenditure of £807 incurred in previous periods.

The transfer of funds in respect of Communities First PDG fund relates to expenditure incurred in previous periods which has been reallocated.

19. PENSION COMMITMENTS

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in independently administered funds. The pension cost charge represents contributions paid by the charity to the fund and amounted to £46,440 (2015: £42,186). Contributions outstanding at the year end amounted to £154 (2015 : £Nil).

20. RELATED PARTY DISCLOSURES

There are no related party transactions which required disclosure.

21. ULTIMATE CONTROLLING PARTY

The charity is controlled by the trustees. No one party has overall control.

22. COMPANY LIMITED BY GUARANTEE

C3SC is a company limited by guarantee, which means that there is no issued share capital, the liability of members being restricted to £1.