

PEMBROKESHIRE CARE SOCIETY



ANNUAL REPORT

1st April 2014 to 31st March 2015



**PREPARED BY
CAROL CROWTHER**



The Council of Management present their report with the financial statements of the society for the year ended 31st March 2015. These have been prepared in accordance with the Charities Act 1993, the Companies Act 1989 and the requirements of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005) issued in March 2005.

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

Reference and Administrative Information

Charity Name	Pembrokeshire Care Society
Charity Registration number	1048218
Company Registration number	3062605
Registered Office	1 Corner House Barn Street Haverfordwest SA61 1BW
Operational Address	1 Corner House Barn Street Haverfordwest SA61 1BW

Council of Management

Mrs G Morgan – President
Mrs J Davies – Chairperson
Mrs A Symons – Vice Chairperson
Mr P Lucas – Treasurer
Mr C Sheridan – Client Safety Officer
Mr R Sinnett
Mrs C Phillips
Mrs G Bowen
Miss C Hitchings

Senior Management Carol Crowther

Auditors Ashmole & Co
7 Goat Street
Haverfordwest

Bankers Lloyds Bank PLC
Victoria Place
Haverfordwest

Solicitors JCP Solicitors
19 Market Street
Haverfordwest

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document:

PCS is a charitable company limited by guarantee which was founded in 1979. The company was established under a Memorandum of Association which established the objectives and powers of the charitable company. The Memorandum of Association, in the year 2000, was reviewed, amended and

agreed by the Charity Commission therefore enabling the company to change its services to suit the changing needs of the homeless or threatened with homelessness in Pembrokeshire. The governing Document, in 2013, has again been reviewed, amended, adopted and accepted by the Charity Commission to simplify its objectives and better meet the charitable aims of the association.

The Company's objectives are:

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

Areas of Expertise:

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

Customer Groups Served:

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

Recruitment and appointment of Council of Management members:

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

At the 2014 Annual General Meeting three members of the Council were re-elected.

The Council has agreed the necessity of the use of a Management Committee for issues that may arise between the full meetings. Management Committee members are selected from the full Council of Management and will usually include the Managing Director.

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

Trustee Induction and Training:

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational Structure:

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

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

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

Our Annual Report provides information on our short and midterm goals. A three year business plan is in place which is reviewed annually.

Policies and procedures are reviewed at a minimum annually and individual schemes are monitored and evaluated for effectiveness on an ongoing basis.

Reports are provided for funders and partners at agreed times.

For additional support and in order to safeguard PCS's committee and employees, PCS subscribe to Peninsula Employment Specialists for legal and practical advice on employment issues. They also contract to Peninsula for Health and Safety Advice to ensure continual compliance.

Public Benefit

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

Risk Management:

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

OBJECTIVES AND ACTIVITIES

Overview:

Pembrokeshire Care Society (PCS) which incorporates Pembrokeshire Action for the Homeless (PATH) and Pathway Lettings (PL) was founded in 1979. Our service users are often the most marginalised groups in society and the majority will be entitled to very limited statutory assistance. Our aim continues to be balancing the ever increasing demand on our services with respect to the reductions or changes to our funding streams and the changing customer groups priorities by innovation and a speedy reaction to change.

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

Our services, both practical and legal, include housing and homeless advice, assistance and advocacy, welfare and debt advice, administration of bond schemes and our generic tenancy support scheme. We also now manage a number of properties through our Pathway Lettings service. Although we work with all customer groups we continue to provide the majority of our services to the non priority homeless.

Geographically Pembrokeshire comprises of a large rural area with a number of large towns surrounded by villages and small rural communities. The difficulty of 'provision of services to all' remains one of our biggest challenges. We use a balance of outreach surgeries, floating support, a free phone number and our travel warrant scheme to give our customers a number of options to access PCS services. We have a generic duty worker available during core hours to deal with immediate or crisis problems and to facilitate service access options dependant on need.

PCS have again retained the Advice Quality Standard and an Investors In People Accredited Organisation.

Our open door policy remains, however due to the ever increasing demands on our services we do now refer some new customers to those statutory bodies who may have a duty to provide financial assistance or a level of service. Successful management of our resources including cost efficiency provides all our funders with best value for money services. We remain open to negotiation with regard to service delivery and funding from other statutory bodies who may require our services for their customer groups. All our Service Level Agreement targets have again been met or surpassed.

Grant Making Policy

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

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

ACHIEVEMENTS AND PERFORMANCE

The number of people who approach us for assistance has risen again this year. 1088 new clients of which 725 would be deemed non priority homeless and so would have limited duties owing to them. With 498 existing clients at the start of the year we have this year worked with over 1586 people. Our Pathway Lettings and Bond scheme continues to provide both our non priority homeless and the Local Authority priority homeless groups with a steady source of private sector tenancies. This year we administered 160 bonds and are managing bond budgets of over £134,512.62

Our Supporting People Services have also increased due to the new pilot project specifically aimed at prevention work for the Local Authority Housing Teams client group.

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

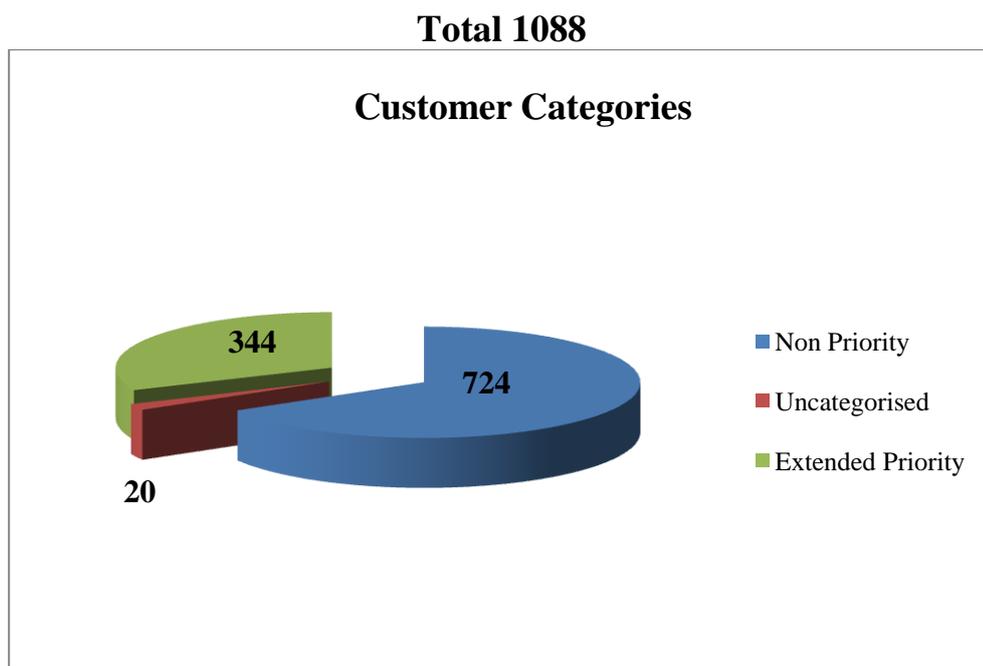
Despite the huge increase in demand we have continued to operate our open door policy. It has been with regret but to continue with our open door policy we have had no choice but to limit the level of services to some client groups. This will be an ongoing issue for all our teams and will be dependent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

The new database has been developed and installed this year and although we are not yet benefitting from the improvements we envisage that next year once the system is being utilised fully we will reduce data input time and duplications leaving us more time to work with clients.

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

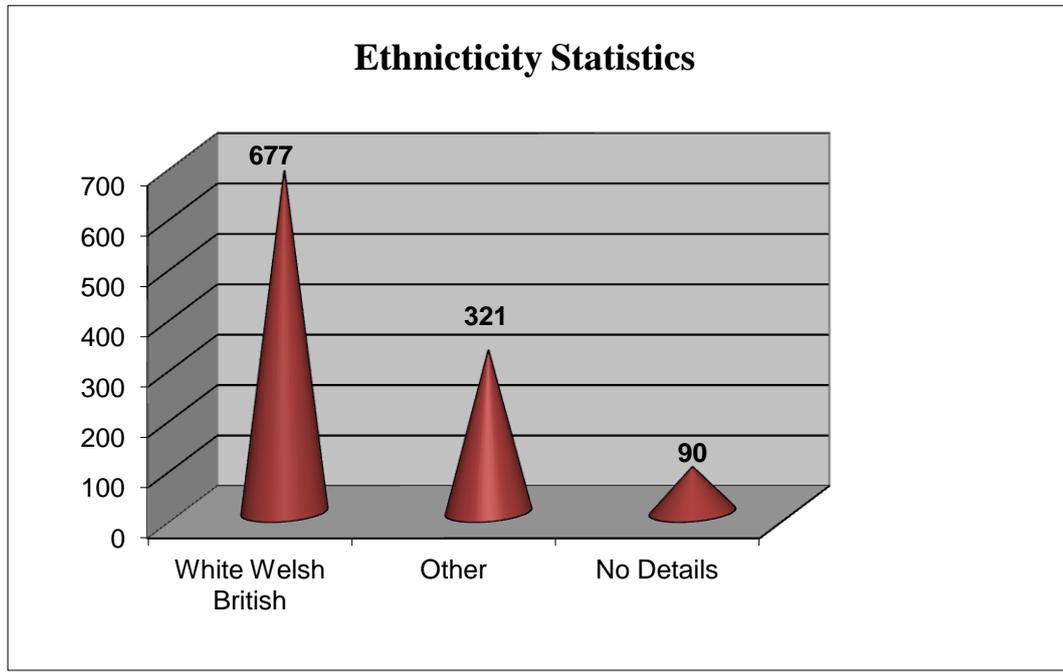
Advice Assistance and Advocacy

1088 new customers approached PCS for advice assistance and advocacy due to homelessness or prevention of homeless need. Unless directly referred for a support package by another, this is the customer's first point of contact with PCS. To recognize and identify the individual's service needs, a full assessment is completed. Of the 1088, 66% (724) are non priority single homeless or threatened with the prospect of homelessness whereas 32% (344) are priority groups, 2% (20) no confirmation of decision at year end. We continue to see an increase in the trend of debt related issues linked with the housing or homelessness and more recently specifically relevant to the Welfare Reforms. Our aim is primarily prevention and we continue to trust that this is the most effective and efficient method of working for both the customer and PCS.

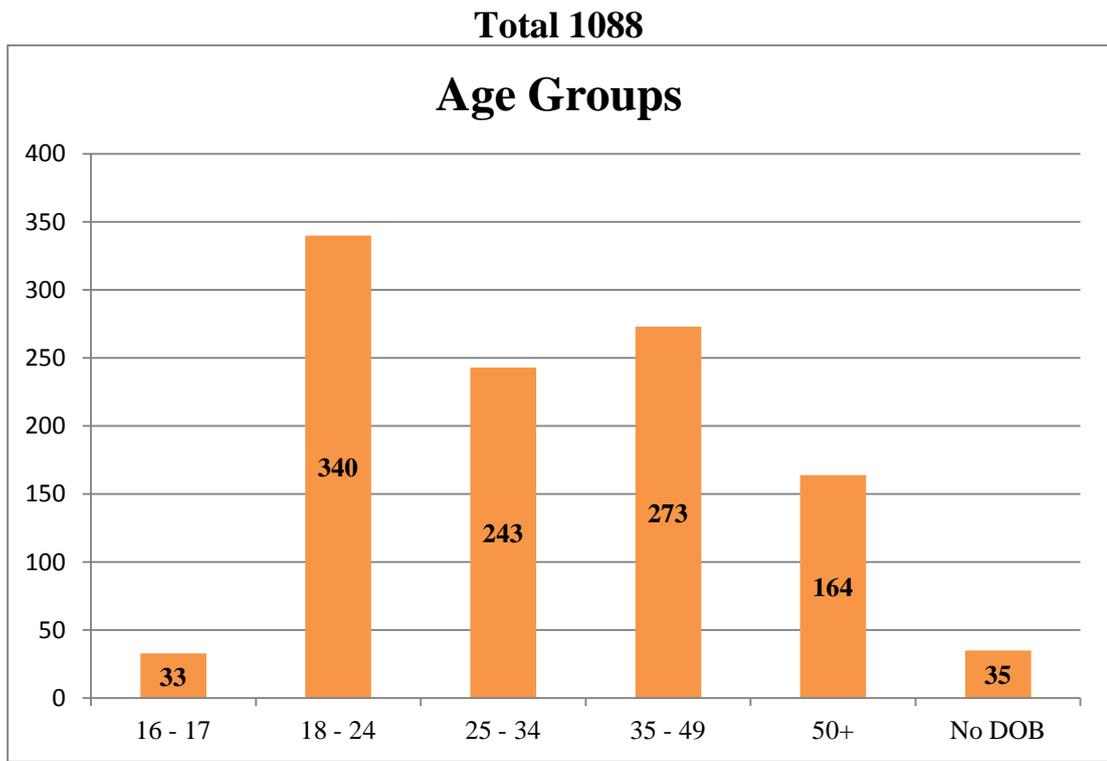


Historic and continuing trends show that White/Welsh-British remain the predominant ethnic group of amongst our customers. Pembrokeshire has a high percentage of White Welsh/British residents in comparison to many other Local Authority areas and this high white Welsh/British trend continue throughout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

Total 1088



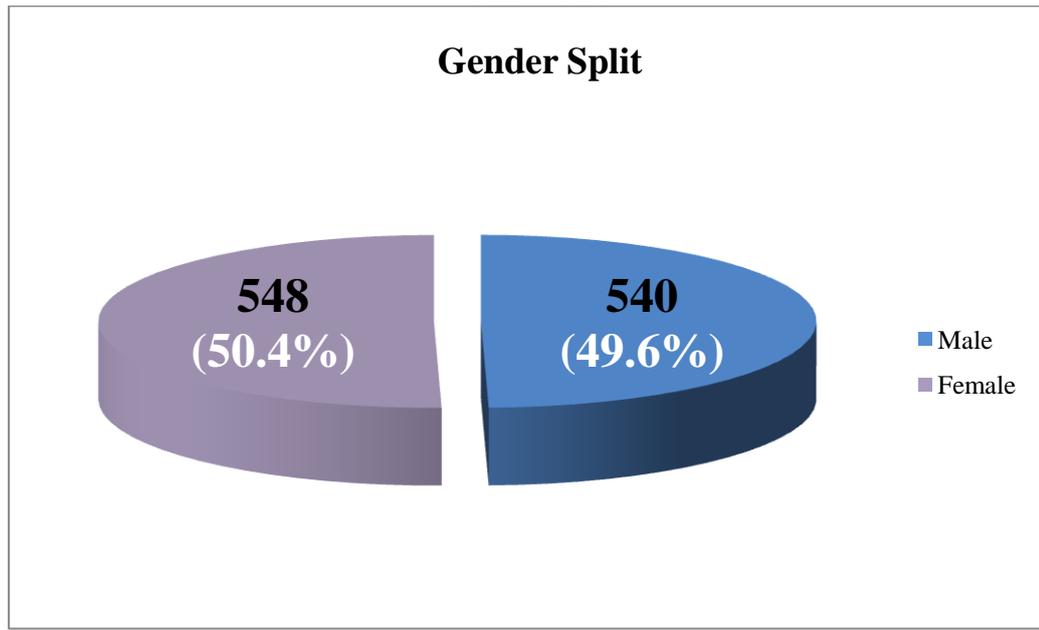
Customer statistical data remains relatively constant with regard to age groups. The majority of our customers are aged between 18 and 25. Male and Female applications ratios also remains static.



Male 540 (49.6%) – Female 548 (50.4%)

Total 1088

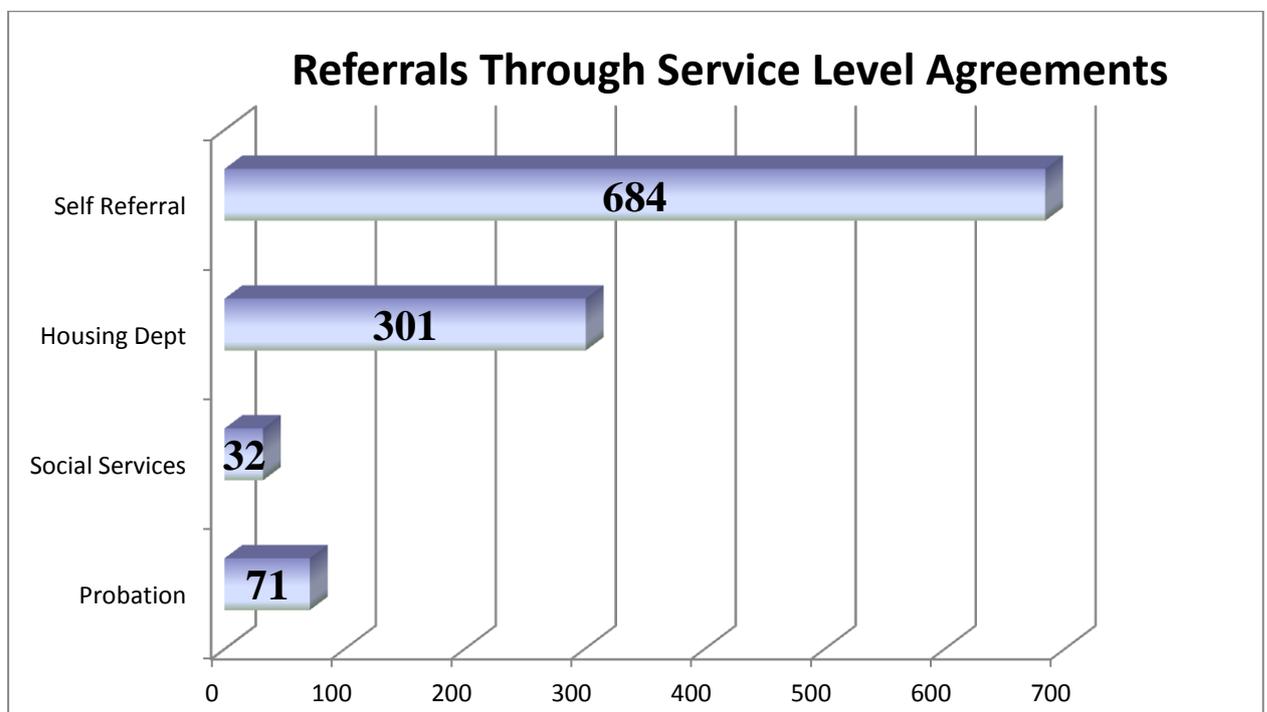
Gender Split



Our Long standing Service Level Agreements with the Local Authority Housing Department, Corporate Parenting Team and the Probation Service continue. These locally arranged agreements allow PCS to provide our core services, in a more specialised model, to meet the different needs of those customer groups. We have been informed that all long term existing Service Level Agreements will continue into 2015-2016.

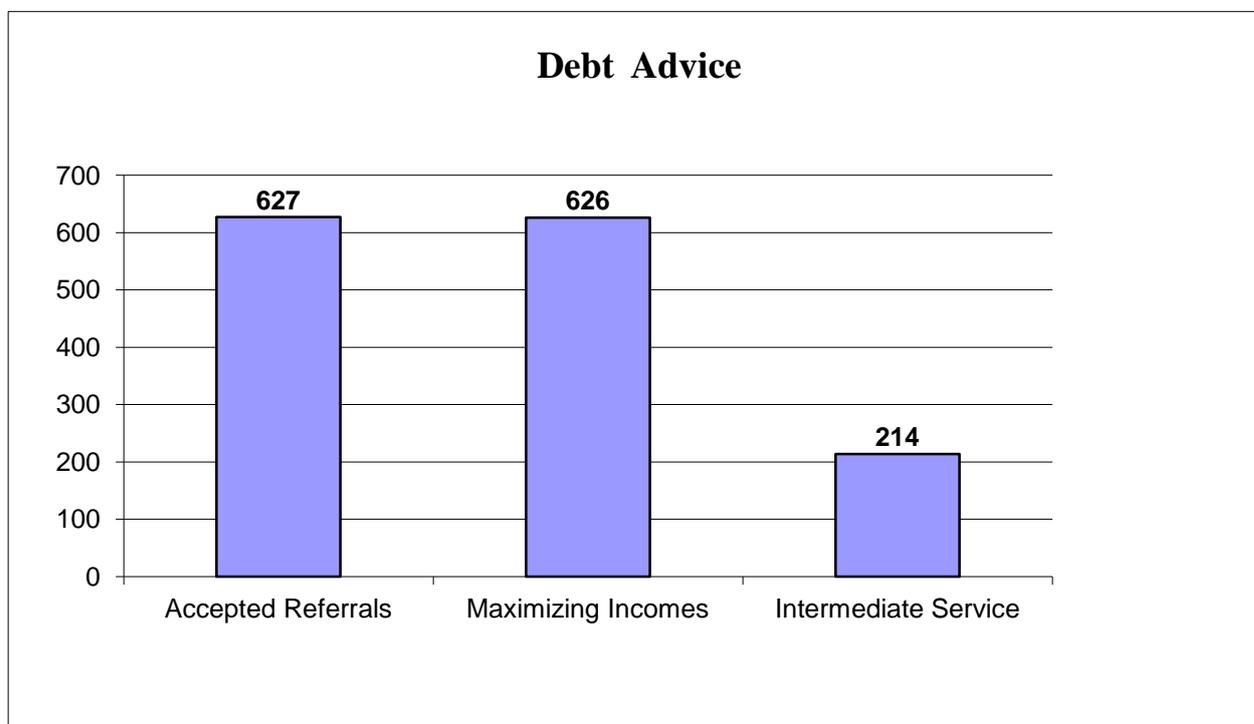
Both Probation and Social Services, due to their own changes in Service Delivery have not made their expected levels of referrals to PCS. PCS has attempted to address this with both agencies. PCS has however undertaken work over and above the funding received and have evidenced this to them. It is hoped that they will respond to our most recent request to meet to discuss and they will again utilise our agreements for the benefit of their service users. The referrals shown below do not specify priority or non priority homeless status. The graph depicts referral source only.

Total 1088



Debt Advice:

Debt issues including poor management of finances remain the main cause of homelessness or threat of homelessness for our customers. This year we had 627 referrals for debt advice and assistance. To remain within our funding restrictions we continue to concentrate our time on the low and intermediate level of debt service referring the high needs cases to other providers. However due to demand on the service we are looking into undertaking an advanced training programme to be able to provide a higher level of service to our clients.



Supporting People:

Generic Support Service GSS

We continue to see the benefit that low level short term support provides to our customers. The service which remains open to all customer groups and across all tenures now equates to 50% of our funding. This year we received 555 referrals. All were invited to complete an initial assessment within three working days of referral being received.

We continue to participate in the pilot SPURS database collection System. This is an online Service User information system that enables tracking, monitoring and reporting of support providers referrals and actions. We are hopeful that when we move forward with our new database the two systems will be linked and our need to duplicate entries will be eliminated.

We have also this year been piloting a Gypsy Traveller Support Service and Local Authority Support Service which is becoming very much in demand and far exceeding original expectations.

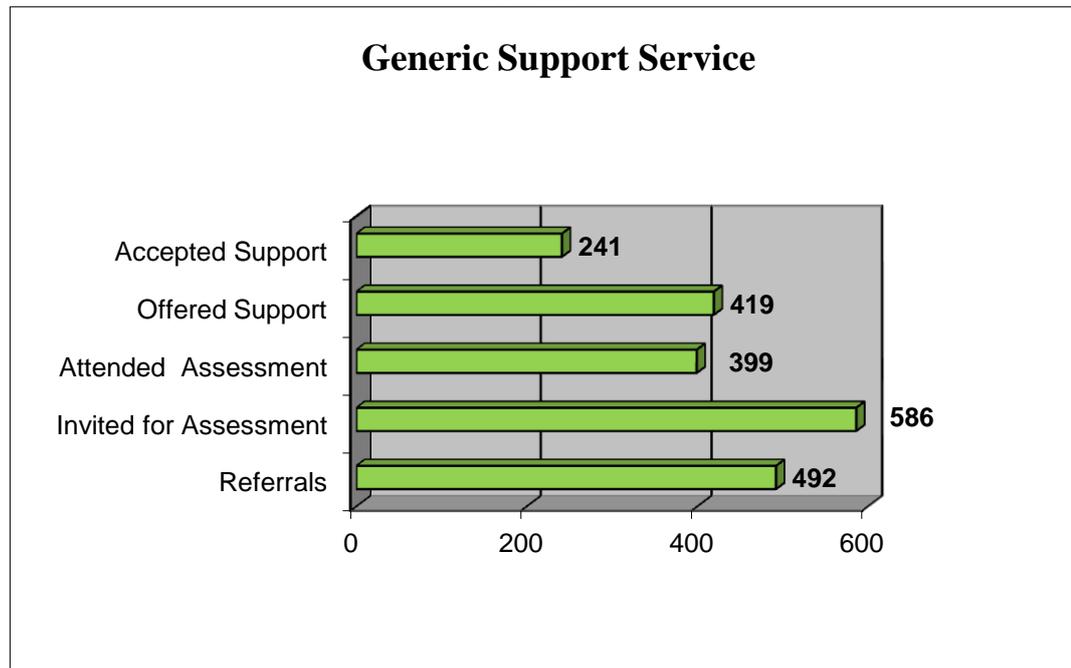
Statistical information: Due to the graph being produced from a snapshot of the scheme it does not reflect the true benefits of this scheme.

1. Invited for Assessment figure includes second and third offer of assessment due to non attendance.
2. Offered Support figure takes account of any previous year's referrals that began support during this financial year – some of last year's referrals were placed on the GSS Waiting List as awaiting accommodation.

Accepted Support figure does not include those with a referral during the previous year or the current year's referrals that were offered support after the 1st April 2015.

On average the GSS scheme is supporting 219 clients at any one time with an average of 20 clients on the GSS Waiting List at any one time due to waiting to access accommodation before support begins.

Totals:



Our Main Office:

Our main office in Haverfordwest has been refurbished to accommodate our growing numbers and make better use of the space we have. We used a local social enterprise organisation and although work took almost 12 months the financial savings were worth the inconvenience. At our main office we took over 10,100 telephone calls, held over 1900 booked interviews and provided interviews for over 650 more who were dealt with by the duty caseworker.

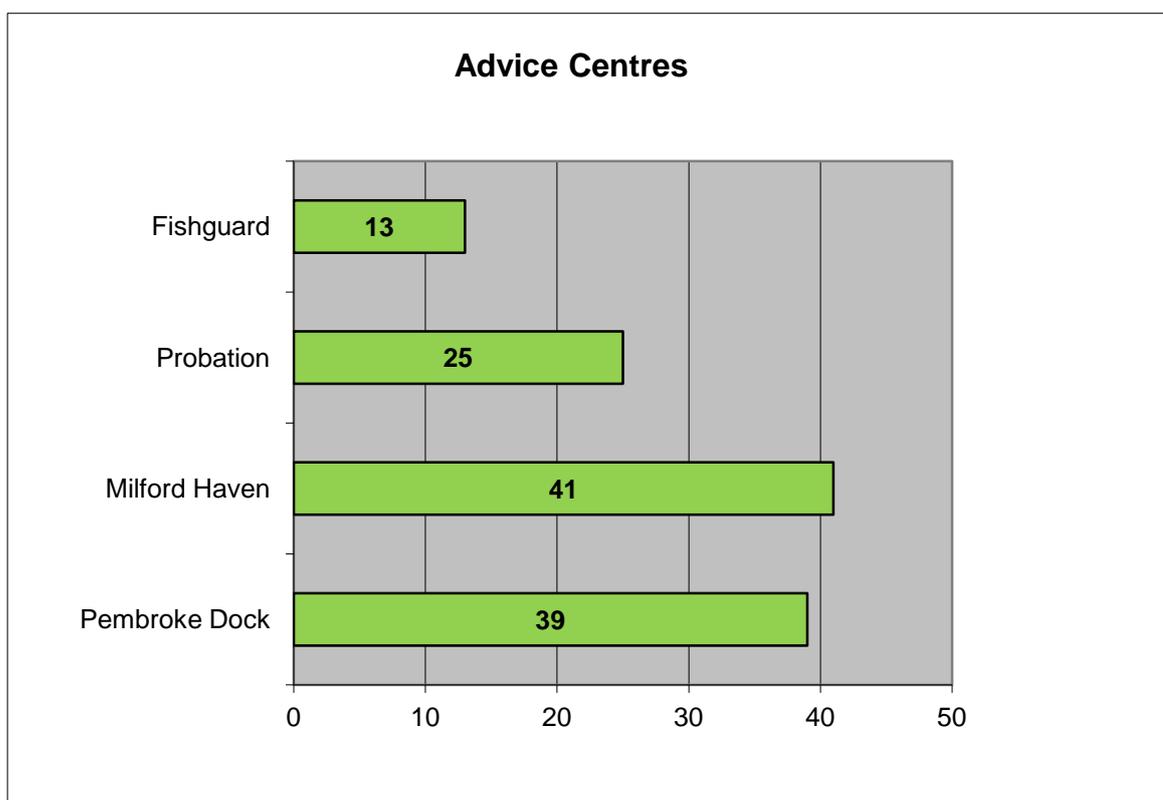
Appointment Times:

We remain committed to providing a high quality service to our customers. We firmly believe that time is important to both service users and the organisation and therefore continue with our long standing service delivery commitment that anyone with a booked appointment will not have to wait longer than 15 minutes to see their caseworker. We have again been 100% successful. We are obviously unable to offer this delivery commitment to those that drop in to see our duty worker as demand dictates waiting time.

Outreach Advice Centres:

Our annual target to provide 120 advice surgeries in outreach areas has only just fallen short with the provision of 118. We have this year reduced the number of advice surgeries dependant on demand as we have had to remain within funding limits. It is unfortunate but is far more cost effective to utilise our Travel Warrant Scheme for service users to access our main office if the numbers booked in for an outreach centre appointment is less than three. This year we continued to make our services available in Milford Haven, Pembroke Dock and Fishguard. We also provide a weekly service for probation customers in the local probation office.

Total 118



Duty Worker:

We continue to provide a duty worker during our core opening times. Although we encourage appointments whenever possible we are fully aware that housing and homeless issues can arise and require immediate advice and intervention. This is more apparent with the non priority homeless as they have no safety net with regard to temporary accommodation. We were able to provide a duty worker for 97.5% of our core opening hours.

Pathway lettings:

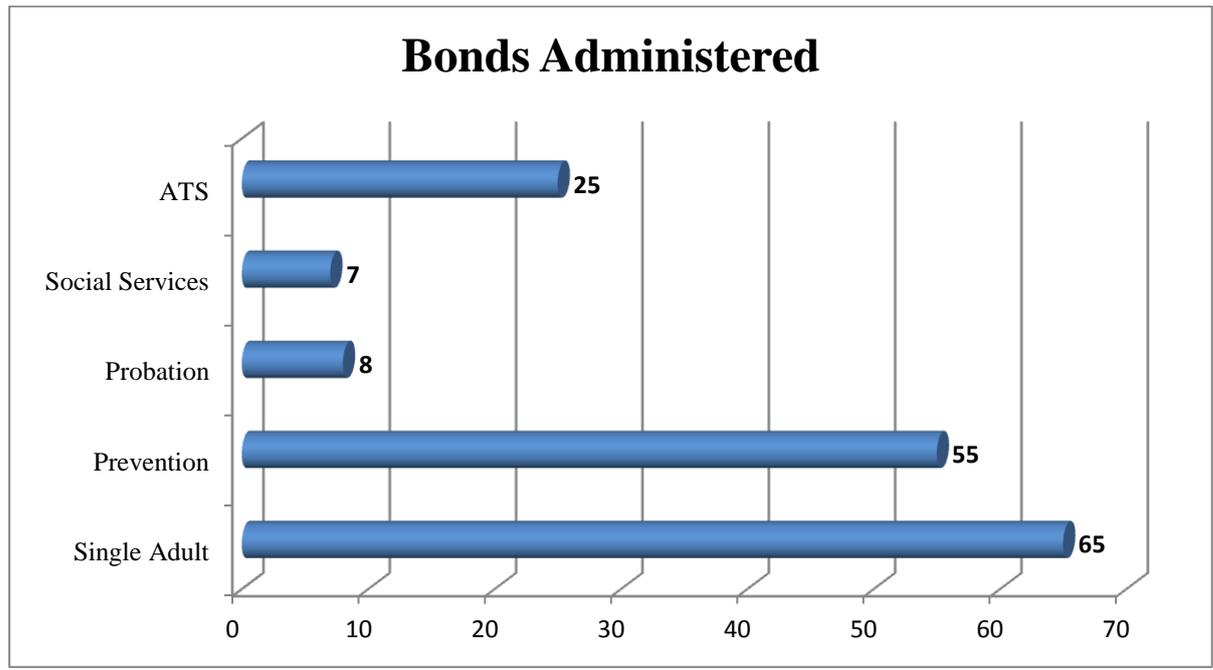
Now well established within our services. This social enterprise continues to grow and we believe that this service assists us in breaking down barriers to accessing accommodation for those who are more difficult to house. The letting agency team also manage the bond schemes and work closely with our support service with the aim of accessing and maintaining tenancies. Our landlord services now include gas safety inspections, EPC referrals, an inventory only service along with a three tier service letting option. We also provide a quarterly Landlord's Newsletter giving up to date links for guidance and useful information. Our belief that the best choice and availability for our customers is dependent on good working relationships with other local letting agencies continues.

Bond Scheme and RIA:

This year we administered a total of 160 bonds and as always reached all our SLA targets. We have due to our time limited bonds now reduced our own liability to £23642.50

The graph below shows 8 probation bonds but we have actually administered 8 ex-offender bonds, the additional bonds are logged under an alternative statutory agency heading who have provided finance and we do not want to distort other statistical information by duplication.

Total: 160



PATH Forum:

The Forum constitutes of representatives from local agencies who work with people who may be experiencing housing or homelessness issues or are inadequately housed. The Forum continues to hold quarterly meetings during the year. We no longer meet at PCC County Hall but move the venue to member’s workplaces. We feel that this will offer opportunities to encourage new members. The hosts will discuss new projects and refresh delegates on existing ones. Some of the visitors in this year’s meetings included: Homelessness and Participation Project, Youth Outreach Team, Wales Illegal Money Lending Unit, SSAFA, Alabare – Home for Veterans & Hafan Cymru.

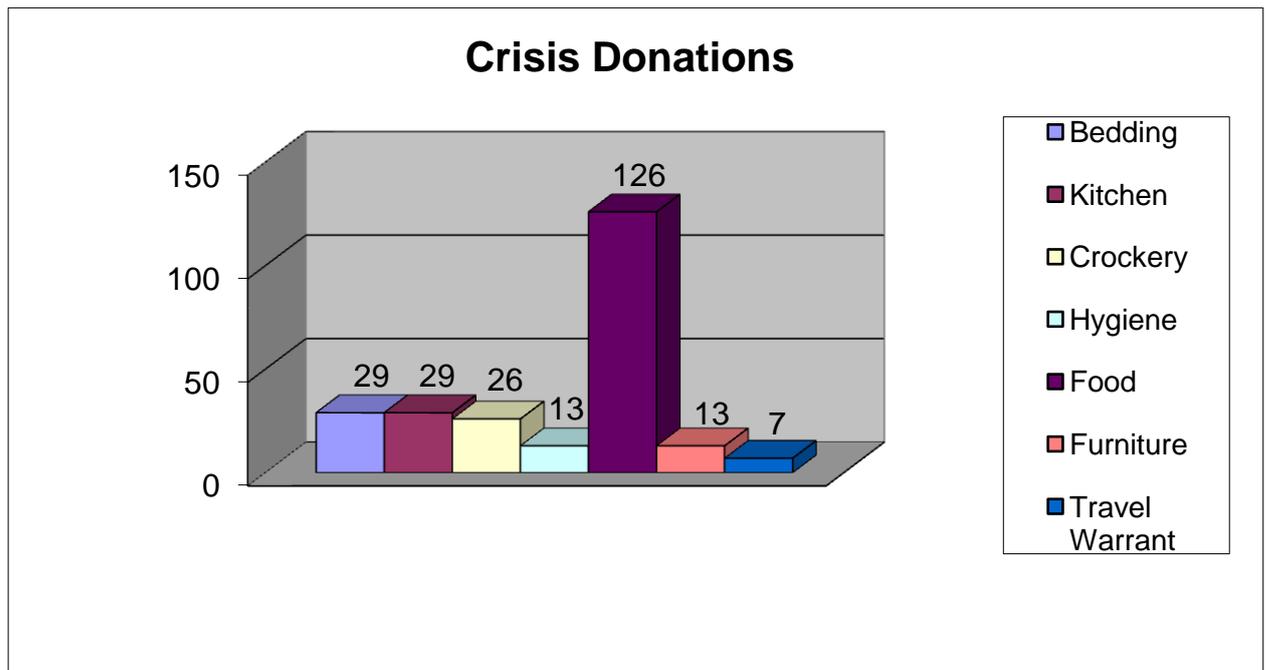
Resettlement Work:

The nature of our work and the often chaotic lifestyle of a small percentage of our service users require us to provide a quick response and crisis interventions service which we identify as our resettlement service. This service is often repeatedly utilised by the same people who only engage when a crisis arises. The service is limited to availability of a caseworker which this year, due to the high demand for our other services has been more restricted. We have however intervened at some level on 2451 times.

Crisis Donations:

Our partnership with PATCH (Pembrokeshire Action to Combat Hardship) continues to the mutual benefit of both organisations. The local based charity, supported by volunteers, allocates crisis donations on behalf of PCS, freeing the Society to concentrate on Homeless prevention services. PCS continue to fundraise and collect food items and are very happy to have PATCH as a partnership agency. Pembrokeshire Food Bank, a new addition to the county, have also been in touch with us regarding joint working arrangements.

Total: 243



Furniture Grant Scheme:

This year, 8 grants have been provided for customers moving into unfurnished accommodation. Unfortunately we can only issue a value of £150 per customer due to limited funds. With this money, clients are able to purchase items which allow them to purchase the most basic necessities. This consists of a bed, seating, table and a microwave. The continued excellent working relationship with Pembrokeshire Frame and Paul Sartori Foundation enables us to obtain second hand furniture at a discounted rate thus taking full advantage of the money available.

Travel Warrant Scheme:

The Travel Warrant Scheme continues to enable customers to access public transport, permitting them to attend appointments at our main office based in Haverfordwest or at one of our outreach Advice Centres across the County. We also provide this service for the Local Authority Social Care and Housing Department, West Wales Careers, Probation Service, Corporate Parenting Team, Drug Intervention Programme and the Youth Offending Team. This service would not be possible without the goodwill and continued support of local private transport companies. The scheme continues to be praised for its excellence due to its partnership development between private, public and Third Sector Organisations.

Freephone:

Our freephone service is available for anyone who is homeless and this is often the only way they can access our services. We hope to retain this service but this is as always subject to funding.

Client Database and Intranet:

The new database is now operational and we hope to see the benefit over the next year.

Examples of Training Courses Conferences and Meetings Attended:

Meetings and Training

Protection of Vulnerable Adults Training

Child Protection Training Level 1 & 2

Safeguarding Level 3

LAWS Accreditation
Peninsula Employment Law
Peninsula Health and Safety
Fuel Debt Advice
Young People and Substance Misuse Level 1 & 2
Blood Borne Viruses
T2 Management Training NVQ3
Loan Shark Training
Shared Power in Public Services
Youth Work Level 2
Young People and Money
Alcohol Intervention Programme
Understanding Participation
Domestic Abuse – Effects on Children
Universal Credit and Welfare Reform
Dealing with Debt
Understanding Sex Offenders

Steering and Development

Housing Forum Meetings
PATH forums
PCS Committee Meetings
DWP Meeting Universal Credit and PRS
Cleddau Project MAPPA
Supporting People Forums
Rough Sleeper Cymru
Regional Collaboration Committee
Landlords Forum
Regional Bond Scheme Group Meeting
JCP Customer Rep Meeting
Participation Cymru Network Event

And finally our thanks to all who have supported our organization over the last year:

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

Special Thanks to

Welsh Government	For your continued funding and support
Local Authority SP Team	For continued Funding and Support
Our Private Landlords	Continued support for our clients
Housing Department	Partnership Agreements
Probation Service	Partnership Agreement
Corporate Parenting Team	Partnership Agreement
Bus Companies	Accepting our Travel Warrants Scheme
McDonalds	Meal Vouchers
Frame	Discounts on purchases
Paul Satori Foundation	Discounts on purchases
Meadow Carpets	Discounts on purchases
St Marys Church Pembroke	Your continued donations and thoughts
Debenhams, Haverfordwest	Your continued donations and thoughts
HELP Charity Shop	Your continued donations and thoughts
Lamphey School and Community	Your continued donations and thoughts
Maenclochog Post Office	Your continued donations and thoughts
Milford Haven Quakers	Your continued donations and thoughts

Mr Soward	Your continued donations and thoughts
Soroptomists	Your continued donations and thoughts
Tabernacle Church	Your continued donations and thoughts
Local Churches	Your continued donations and thoughts
Other local people of Pembrokeshire	Continuation of your donations of food and items which assist our clients to set up home.
PCS employees	Who voluntarily continue to organise fundraising events For the benefit of the Society.

FINANCIAL REVIEW

Reserves Policy

In order that the Society can continue to operate if grant funding aid is not forthcoming in the future, unrestricted free reserves (excluding funds designated for specific purposes) are being maintained in order to allow time to identify alternative sources of funds and/or meet any resulting redundancy costs. The Council of Management has built the free reserves up to a level equivalent to 8 months running costs plus longer term contractual costs (based on expenditure in the current year), the balance at 31st March 2015 amounting to £392,872.00 (2014 - £326,639).

The Society has designated funds for the purpose of Senior Management Succession Planning, £100,000 having been designated as at 31st March 2015.

Redundancy costs are calculated at statutory minimum level as at 31st January each year the Society holds £49,005.70 for this purpose.

£135,28.78 remains as designated for the ongoing development and maintenance of the new database. £40,165.33 has been designated from profits for the continued development of Pathway Lettings and £10,000 remains designated for staff related costs. £30,000 For the required Office expansion/relocation and refurbishment costs have been designated which may be combined with Pathway Lettings designated funds to expand the business.

The organisation also has a bond reserve allowing for the issuing of Bond Guarantees to landlords on behalf of the homeless clients Pembrokeshire Care Society serves. As of 31st March 2015 the Society has a bond liability of £23,642.50 and a bond reserve of £23,642.50.

Principal Funding Sources

The principal funding sources for the work of Pembrokeshire Care Society this year are that of the Welsh Assembly Government Section 180 Grant to the value of £225,721.56 and the Supporting People Grant of £308,279.59. This year's funding was used to fulfill the aims and objectives of the organisation as set out in its Governing document and as described in the Achievements and Performance section of this report.

PLANS FOR THE FUTURE

Although we had a successful outcome for the Section 180 review we have still lost 5% from this funding as a result of the top slicing of all Welsh Government funded schemes. We will be using future Pathway Letting profits to supplement this cut but this will mean our plans to lease properties for rental will have to be put on hold.

Priorities for this year will have to include an innovative solution to our lack of office and parking space. Ideas are being discussed and limited money has been designated for this purpose.

There are unprecedented changes happening within Local Authority Housing Departments which will have major impacts in the forthcoming year. We have already been working closely with them to ensure that PCS working practices compliment their changes. This will be the main focus of our Section 180 services for the coming year. We aim to be one of the Local Authority areas who meet the principle of the new housing legislation 'Working Together'.

Our Supporting People Services will continue at the same capacity this year with both the pilot services also being extended for a further 12 months. We do not envisage a further expansion or additional funding becoming available for any other pilot or new schemes. We do hope that the value of our service is recognised and any future cuts to Supporting People funding does not see us having to reduce the numbers of clients we support.

Our Client Participation project is set to continue for a further two and a half years thanks to an extension time period. It is currently a crucial time of change for Local Authorities with regards to Housing Legislation and an extension to the project will benefit young people as we can continue to work with the Local Authority over the next few years to ensure services in the area complement each other. We are already ahead of the agreed schedule and so have been able to undertake work that was not originally planned.

Local Service Level agreements have been confirmed for the forthcoming year with the exception of the Probation SLA which is currently only guaranteed until December.

The further Development of Pathway Lettings is also on the agenda for this year. Discussions are already underway and more detailed options including costing and possible funding will be considered and hopefully implemented.

Our belief remains that the continuation and development of our current prevention strategy is the most beneficial for all stakeholders. In the future this will as always include revisiting our current working practices with our Local Authority Housing Department as they prepare for the changes to a new Housing Solutions Model. PCS wish to ensure that we continue to improve our working relationships with the Housing Department and other organisations whilst retaining our independence and freedom to challenge.

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

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

Auditors

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

Small Company Exemption

This report is prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Financial Statements

The Council of Management confirms that the financial statements have been prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005).

Prepared by

Approved by the Council

Carol Crowther
Managing Director

Joanna Davies
Chairperson

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

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

The Council is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with applicable Accounting Standards and Statements of Recommended Practice and the regulations made under s44 of the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the Council is aware, there is no relevant audit information (as defined by Section 234ZA of the Companies Act 1985) of which the charity's auditors are unaware, and the Council has taken all the steps that ought to have taken as a management body in order to make aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

ON BEHALF OF THE COUNCIL OF MANAGEMENT:

.....

Date: