



COMPANY NUMBER: 3045325
REGISTERED CHARITY NUMBER: 1046097

VISION 21 (CYFLE CYMRU)
(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020



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YEAR ENDED 31 MARCH 2020

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VISION 21 (CYFLE CYMRU)

LEGAL AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2020

Directors and Trustees

Alan Pursell (Chair)
Michael Clark (Vice Chair)
Clare Cooze (Treasurer)
Michael Winter
Barry Shiers MBE
John Grimes
Leigh Gripton
Anna Meredith
Stacey Whittle
David Tolley

Resigned 19th January 2020

Resigned 18th May 2019

Secretary

Robert Larkins

Chief Executive Officer

Robert Larkins

Registered Office

Unit 12 Fieldway
Maes-y-Coed Road
Heath
Cardiff
CF14 4HY

Company Number

3045325

Registered Charity Number

1046097

Auditors

HSJ Audit Limited
Severn House
Hazell Drive
Newport
NP10 8FY

Bankers

Lloyds Bank
City Branch
45 Newport Road
Cardiff
CF24 0TW

REPORT OF THE TRUSTEES AND DIRECTORS

TO THE MEMBERS OF VISION 21 (CYFLE CYMRU)

YEAR ENDED 31 MARCH 2020

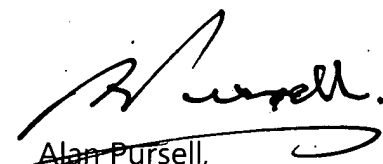
A message from the Chair and Chief Executive

Welcome to Vision 21's annual report for the year ended 31st March 2020, the report concentrates on Vision 21's performance in 2019/20. This is the third year in succession that Vision 21 has posted a surplus, £30k in 17/18, £84k last year and £103k this year.

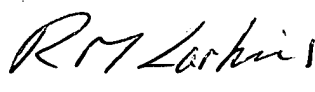
The increased surplus is mainly as a result of increases in grants and donations and a growth in fees for trainee placements. The fact that, in these difficult times for local authority funding, our trainee numbers have continued to grow is testament to the outstanding care and training provided by Vision 21's staff. The Chair and CEO would like to thank them all for their commitment and dedication to their trainees – that is what Vision 21 is all about.

We have had grants in 2019/20 from C3SC, Children in Need, Fareshare Cymru, Millennium Stadium Trust, Morrisons Foundation, Vale of Glamorgan Council and a fabulous £178k from the Lottery to extend and refurbish the café in Sbectrwm. The welcome increase in both grants and donations is indicative of the value the community and grant funders put on the work we do. The Chair and CEO would like to thank them all for their generosity and continued support.

As well as investing in our facilities and trainees Vision 21 also invests in its staff and volunteers. This has been recognised in 2019/20 with Vision 21 being awarded Investors in Volunteers, and being one of only a small percentage of organisations awarded Investors in People Gold. These awards recognise the skills, knowledge, commitment and enthusiasm of our staff and volunteers and is what makes Vision 21 the outstanding organisation it is. The Chair and CEO thank them all!



Alan Pursell,
Chair



Rob Larkins
CEO

REPORT OF THE TRUSTEES AND DIRECTORS

TO THE MEMBERS OF VISION 21 (CYFLE CYMRU)

YEAR ENDED 31 MARCH 2020

The Trustees present their report and audited financial statements for the year ended 31 March 2020.

Structure, Governance and Management

Vision 21 (Cyfle Cymru) is a charitable company limited by guarantee, established under a Memorandum of Association, which defines the objectives and powers of the company; it is governed under its Articles of Association. Vision 21 (Cyfle Cymru) is a registered charity.

Reference and administrative information

The company and charity numbers, the registered office and details of the Trustees and Chief Executive can be found on page 3 of these financial statements.

Objectives and Activities

Vision 21 (Cyfle Cymru)'s charitable objectives and principal activity is to advance the education of disabled persons and those with learning disabilities in particular, by providing environments in which they may be trained in vocational skills with a view to finding employment, so that they may play a full part in the community. In order to fulfil the objectives Vision 21 provides vocational training in 16 different projects that operate as social enterprises and 2 teaching projects; vocational areas covered include catering, horticulture, woodwork, crafts and pottery, retail and office skills, with teaching in ICT and life skills.

Recruitment and Appointment of Board of Trustees

The Directors of the company are also charity Trustees for the purpose of charity law.

All Board of Trustee positions are subject to receipt of satisfactory references, DBS checks and compliance with our declaration of eligibility. New Trustees are required to apply in writing and attend an interview; successful candidates attend as observers for three consecutive Board meetings before being co-opted to the Board.

Trustees Induction and Training

Trustees receive induction training covering background information and the work of the Board. Informal meetings and attendance at committees are encouraged followed by a formal process of application and selection. Additional training is offered from time to time, which contributes to the effectiveness and skills of our Trustees.

Risk Management

The Trustees and senior staff identify and review the major risks to which they believe the charity is exposed. These relate particularly to finance, health and safety, staffing and safeguarding. These risks are mitigated by having clear and robust policies, strong internal controls and by maintaining adequate reserves to provide sufficient resources in the event of adverse conditions.

Organisational Structure

Vision 21 (Cyfle Cymru) is governed by a Board of Trustees that takes overall responsibility for its work and delegates day to day management and medium term development to the Senior Management Team led by the Chief Executive. The Trustees meet regularly to manage the charity's affairs, meetings take place nine times a year.

REPORT OF THE TRUSTEES AND DIRECTORS

TO THE MEMBERS OF VISION 21 (CYFLE CYMRU)

YEAR ENDED 31 MARCH 2020

Our Staff

We would be unable to deliver outstanding and innovative vocational training without the hard work, dedication loyalty and support of our staff. We currently employ around 70 members of staff who represent the equivalent of 50 (2019 -51) full time employees. We aim to encourage and support them to realise their full potential.

Their dedication, passion and commitment to Vision 21 and its trainees is exceptional.

Volunteers

Vision 21 is fortunate to be supported by an army of regular volunteers, plus those who volunteer as part of their education and training, and corporate volunteers who help on our projects or at special events. During 2019/20 we had 46 regular volunteers across our projects, 26 trainee nurses, 5 PGCE students, 12 students from schools and colleges on work experience and trainees in social work, psychotherapy and health and social care. We also had volunteer groups from Companies House, BEIS, United Welsh Housing and from the Welsh Government's STEPS programme.

Volunteers add to what we do, they help us to provide outstanding training by giving of their time, knowledge and experience; without them our training would not be outstanding and we would not be able to put on events such as the Festival Day and Christmas Fayre. The Board, staff team and trainees are extremely grateful to all our volunteers.

Achievements and Performance

In last year's financial statements we set the following priorities for 2019/20:

Priority	Outcome
Defining our values and ensuring that Vision 21 is a value driven organisation by linking plans and staff appraisals to these values	Through a series of workshops and consulting our trainees, staff, trustees and volunteers we have defined our vision, mission and values and have linked these to our plans and appraisals.
Developing the Vision21 brand across all our projects so that we have an effective external and internal brand that strengthens morale, culture, productivity, and, sustainable revenue.	We have rebranded Vision 21 so that all our projects have a common identity that pulls together the aims and values of the organisation.
Renewing our external awards an Investors in Volunteers and Investors in people	Vision 21 has been awarded Investors in Volunteers and Investors in people Gold.
Investigate the Trusted charity kite mark as a way of committing to continuous improvement	We have reviewed Trusted charity kite mark but are not in a position to commit to it.
Implementing focused strategies to achieve real growth in targeted projects	This objective will be carried forward to 2020/21

REPORT OF THE TRUSTEES AND DIRECTORS

TO THE MEMBERS OF VISION 21 (CYFLE CYMRU)

YEAR ENDED 31 MARCH 2020

We set the following longer term strategic objectives:

To ensure the financial stability of Vision 21 by maximising our income from all sources and seeking maximum diversity in income sources.

To ensure that Vision 21 complies with all the applicable parts of the Social Services and Wellbeing Act

To adopt best practice in the way that the charity is governed and managed

These objectives underpin our strategic priorities with the aim of continuous improvement in our service to those with learning disabilities. The staff and volunteers share our values, ethos and a sense of pride in being able to empower trainees and make a positive difference to their lives. These are articulated in Vision 21's values which are:

Happy We put trainee's happiness at the heart of everything we do.

Together We work together to be the difference.

Change We embrace change to be the best.

Quality We provide quality in everything we do.

We aim to be a leader in Wales for vocational training for those with learning disabilities and a model of best practice in social enterprise.

Financial Review

The net movement in funds for the year amounted to an increase of £102,988 compared to an increase of £83,938 in 2019. Overall incoming resources increased by £56,172 (2019 - increase of £112,863) from £2,042,198 to £2,098,370. The proportion of income from sustainable sources (comprising student fees, primary purpose trading and rental income) was 85% in 2020 compared to 84% in 2019 (£1,792,979 in 2020 compared to £1,719,887 in 2019).

The charity continued to receive support from Cardiff Council towards its training projects. Income from a franchise agreement with Cardiff and the Vale College provided £117,032 (2019 - £117,032) of funding to support the education of students.

Expenditure during the period primarily supported the training of students and the trading activities of the social enterprises.

The charity strives to maintain unrestricted funds, which are free reserves of the charity, at a level which equates to approximately six months unrestricted expenditure of £965,000 (2019 - £948,000).

The charity maintains reserves to:

- Retain sufficient cash to enable the charity to pay all its liabilities.
- Provide a financial cushion against risk and future uncertainties.
- To maintain the organisations assets in a good state of repair.
- To allow the charity to respond to any opportunities that arise.

Free reserves are the unrestricted funds of the charity less any funds that could only be realised by disposing of fixed assets held for charity use. As at 31 March 2020 free reserves of the charity were

REPORT OF THE TRUSTEES AND DIRECTORS

TO THE MEMBERS OF VISION 21 (CYFLE CYMRU)

YEAR ENDED 31 MARCH 2020

£682,000 (2019 - £688,000) falling below the level set out in our policy by £283,000 (2019 - £260,000). Although we aim to maintain the equivalent of six months unrestricted expenditure as reserves, in the present financial climate that is unrealistic. The minimum level of reserves Vision 21 will maintain is no less than three months unrestricted expenditure, which as of March 2020 was £482,000, sufficient to cover all creditor payments and statutory employment costs.

Investment Policy

Vision 21's investment policy is to place funds not required for immediate use on short or medium-term deposit with UK institutions that provide security and flexibility at low risk.

Remuneration Policy

Our approach to remuneration is designed to ensure that we can attract and retain the talented and motivated people we need to achieve our mission and deliver our strategic goals. It is applied consistently across the organisation, including the Key Management personnel. We aim to pay within benchmarked ranges for the sector and within the context of affordability.

Future Strategy

It is difficult to look at future strategy without looking at both the effect and implications of the coronavirus Covid 19 pandemic. The instruction to close our projects came in March 2020 but the main effects have been felt in the financial year 2020/21 and will continue into 2021/22. Vision 21's projects will be gradually re-opening in the second half of 2020/21 but trainee numbers will be considerably reduced, the majority of staff will be furloughed until October 2020 and trading income will be significantly down. The strategy to provide the services that are needed by our community during the Covid 19 pandemic lockdown and to recover the charity when circumstance allow can be defined as:

- Respond – to the crisis to ensure the safety and wellbeing of our trainees, staff and volunteers
- Recover – the business when Welsh Government instructions allow by re-opening our projects whilst following Welsh Government rules and guidance in relation to Covid 19
- Regrow – the final part of the strategy will be to regrow the charity; although this remains a key strategic aim it is not likely to be implemented in 2020/21.

Public Benefit Statement

The charity's objective and principle activity is the education and training of adults with learning disabilities, by providing training in vocational skills in real work settings, that develop ability, confidence and social skills. In 2019/20 over 250 adults with learning disabilities have benefitted from our training in fourteen social enterprises and three teaching projects. As well as learning vocational skills, trainees gain in confidence, improve their skills in reading, writing and ICT and also learn social skills such as teamwork and customer care.

As a community and locally based charity there is a wider benefit in that the community embrace and support the work of Vision 21 (Cyfle Cymru). In return, the local communities benefit from our training and our social ethos. In 2019/20 we provided work experience and training for students studying Social Work, Psychotherapy, Nursing, Teacher training, Health and Social Care and students from Cardiff University's School of Social Science and school students on work experience. We are

REPORT OF THE TRUSTEES AND DIRECTORS

TO THE MEMBERS OF VISION 21 (CYFLE CYMRU)

YEAR ENDED 31 MARCH 2020

also involved with the local business community, with organisations such as Companies House and United Welsh Housing, providing much welcomed volunteers to Vision 21 as part of their own staff development. The Sbectrwm Community Centre, as a community resource, attracted over 50,000 visitors in the year ended 31 March 2020.

A key aim of the charity is to promote awareness and contact between those with learning disabilities and the public. We do this by making sure that our trainees are visible and active as part of the community. Our trainees serve the public in our shop, garden centre and catering projects and work on public facing projects such as Cardiff parks and gardens; trainees also staff our stalls in Christmas markets and help with the delivery of products and services. In 2019/20 Vision 21 trainees worked on the receptions at Companies House and Cardiff Central Library, undertook meeting and welcoming duties at a conference for over 200 delegates and undertook master of ceremonies duties at the Learning Disabilities Wales conference. The more involvement our trainees have with a wide range of people and organisations the better the understanding and acceptance of those with learning disabilities.

The Trustees have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

Responsibilities of the Board of Trustees

Company law requires the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Board of Trustees should follow best practice and:

- 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 assume that the company will continue on that basis.

The Board of Trustees is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Board of Trustees is 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.

REPORT OF THE TRUSTEES AND DIRECTORS

TO THE MEMBERS OF VISION 21 (CYFLE CYMRU)

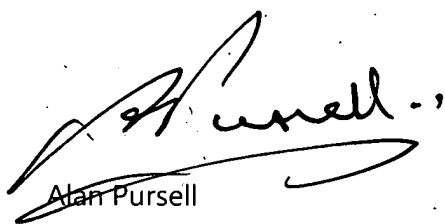
YEAR ENDED 31 MARCH 2020

Members of the Board of Trustees

In accordance with company law, as the company's Directors, we certify that so far as we are aware, there is no relevant audit information of which the company's auditors are unaware. We confirm that we have taken all the necessary steps in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS102) and in accordance with the requirements of the Companies Act 2006.

Approved by the Board of Directors and Trustees on 2nd September 2020 and signed on its behalf by:



Alan Pursell

Chair

Date: 02/09/2020



Clare Cooze

Treasurer

Date: 02/09/2020

INDEPENDENT AUDITORS REPORT

TO THE MEMBERS OF VISION 21 (CYFLE CYMRU)

YEAR ENDED 31 MARCH 2020

Opinion

We have audited the financial statements of Vision 21 (Cyfle Cymru) (the 'charitable company') for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. 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).

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 2020 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- 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; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

INDEPENDENT AUDITORS REPORT

TO THE MEMBERS OF VISION 21 (CYFLE CYMRU)

YEAR ENDED 31 MARCH 2020

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

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.



Andrew Hill (Senior Statutory Auditor)

For and on Behalf of HSJ Audit Ltd, Statutory Auditor

Severn House
Hazell Drive, Newport
South Wales
NP10 8FY

Date: 15/09/2020

STATEMENT OF FINANCIAL ACTIVITIES

INCLUDING THE INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020


		Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Notes					
INCOME AND ENDOWMENT FROM					
Donations and legacies:					
Grants receivable	3	-	134,905	134,905	110,966
Donations	4	43,515	-	43,515	37,328
Investment income:					
Bank interest	5	3,709	-	3,709	2,629
Charitable activities:					
Grants receivable	3	170,419	-	170,419	169,321
Student training fees		1,189,574	-	1,189,574	1,132,473
Primary purpose trading activities		458,125	-	458,125	496,235
Rent and service charges		91,893	-	91,893	91,179
Other income		6,230	-	6,230	2,067
Total		1,963,465	134,905	2,098,370	2,042,198
EXPENDITURE ON					
Raising funds					
Costs of generating voluntary income	7	6,175	-	6,175	4,852
Charitable activities					
	7	1,923,677	65,530	1,989,207	1,953,409
Total		1,929,852	65,530	1,995,382	1,958,261
Net income / (expenditure)		33,613	69,375	102,988	83,938
Transfers		60,243	(60,243)	-	-
Net movement in funds		93,856	9,132	102,988	83,938
Total funds brought forward		1,223,952	70,335	1,294,287	1,210,349
Total funds carried forward	13	1,317,808	79,467	1,397,275	1,294,286

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

BALANCE SHEET**AS AT 31 MARCH 2020**

	Notes	2020 £	2019 £
FIXED ASSETS			
Tangible assets	9	635,861	536,180
CURRENT ASSETS			
Stock	17	38,689	38,049
Debtors	10	180,278	292,840
Cash at bank and in hand		685,148	579,869
		904,115	910,757
LIABILITIES			
Creditors: Amounts falling due within one year	11	142,701	152,650
NET CURRENT ASSETS		761,414	758,106
TOTAL ASSETS LESS CURRENT LIABILITIES		1,397,275	1,294,286
Creditors: Amounts falling due after more than one year	12	-	-
NET ASSETS		1,397,275	1,294,286
THE FUNDS OF THE CHARITY			
Restricted income funds	13	79,467	70,335
Unrestricted income funds	13	1,317,808	1,223,952
TOTAL FUNDS		1,397,275	1,294,286

Approved for issue by the Board of Directors and Trustees on 2nd September 2020 and signed on its behalf.


 Alan Pursell
 Chair


 Clare Cooze
 Treasurer

CASH FLOW STATEMENT

AS AT 31 MARCH 2020

	Notes	2020 £	2019 £
Cash Flows from Operating Activities	14	259,383	72,339
Cash Flows from Investing Activities	14	(154,104)	(23,085)
Cash Flows from Financing Activities	14	-	-
Increase / (Decrease) in Cash		105,279	49,253
Reconciliation			
Increase / (decrease) in Cash		105,279	49,254
Cash flow from debt and lease financing		-	-
NET FUNDS at 1st April		579,869	530,616
NET FUNDS at 31st March		685,148	579,869

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

1. 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.

Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

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

Income

i) Voluntary income

Voluntary income is received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

ii) Investment income

Investment income is included when receivable.

iii) Charitable activities

Incoming resources from charitable trading activity are accounted for when earned. Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered.

Costs of generating voluntary income comprise the costs associated with attracting grant income.

Charitable activities comprise those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. The resources expended on each charitable activity are disclosed in the notes to the financial statements.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

Support costs

Support costs are those costs that, whilst necessary to deliver an activity, do not in themselves produce or constitute the output of the charitable activity. Support costs include central office functions such as general management, budgeting and accounting, information technology, human resources and financing.

Where possible support costs have been allocated directly to the activity cost category to which they relate. Staff support costs that cannot be directly attributed have been apportioned based on actual time spent. Staff support costs allocated to charitable activities have been further apportioned between charitable activities based on direct staff costs.

Other costs that cannot be directly attributed to an activity cost category have been allocated in proportion to staff direct costs and staff support costs.

Allocation of support costs includes an element of judgement and consideration has been given to the materiality of the amounts involved and the cost-benefit of the approach taken.

Stock

Stock is valued at the lower of cost and net realisable value.

Depreciation

Depreciation is provided in order to write off the cost of fixed assets over their estimated useful lives as follows:

Freehold building	50 years
Leasehold building	28 years (life of lease)
Motor vehicles	4 years
Equipment, fixtures,	
Furniture and fittings	5 years
Computers	3 years

Tangible Fixed Assets

Fixed assets are stated in the balance sheet at cost less depreciation.

All assets with an initial cost over £2,000 are capitalised.

Trade debtors

Trade debtors are amounts due from customers for goods sold or services performed in the ordinary course of business. Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the Charity will not be able to collect all amounts due according to the original terms of the receivables.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and in hand.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the Charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities. Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Leases

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term.

Donated Facilities & Services

Donated facilities and services are included in the accounts at an amount that is considered to be the value to the Charity. This is deemed to be the amount that the Charity would pay in the open market for an alternative provision equivalent to the donation.

Pensions

The company operates a defined contribution private pension scheme, with employer contributions made to individual employee policies at the rate of 6% of gross pay. The annual contributions payable are charged to the Statement of Financial Activities.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

2. NET INCOME / (EXPENDITURE)

The net income / (expenditure) for the year are stated after charging:

	2020	2019
	£	£
Depreciation of tangible fixed assets - owned	58,132	59,085
Depreciation of tangible fixed assets - held under finance lease	-	-
Operating leases - land and buildings	18,991	18,906
Auditors' remuneration	3,350	3,625
Auditors' remuneration in respect of other services	-	-

3. GRANTS RECEIVABLE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Barry Comprehensive School	-	-	-	1,000
BBC Children in Need	-	22,111	22,111	12,500
Boshier Hinton	-	-	-	1,995
Cardiff and Vale Childrens Services	-	-	-	2,000
C3SC	-	580	580	2,500
Clothworkers Foundation	-	-	-	21,000
Fareshare Cymru	-	3,500	3,500	-
Julian Hodge Foundation	-	-	-	2,500
Millenium Stadium Charitable Trust	-	3,598	3,598	-
Morrisons Foundation	-	6,500	6,500	-
National Lottery Community Fund	-	87,616	87,616	9,858
Santander Bank	-	-	-	5,000
The Edward Gostling Foundation (formerly ACT)	-	-	-	6,613
Vale of Glamorgan	-	11,000	11,000	16,000
Wolfson Foundation	-	-	-	30,000
	-	134,905	134,905	110,966
Cardiff City Council	53,387	-	53,387	52,289
Cardiff and Vale College	117,032	-	117,032	117,032
	170,419	-	170,419	169,321
	170,419	134,905	305,324	280,287

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

4. DONATIONS AND FUNDRAISING

	Unrestricted Funds £	Restricted Funds £	2020 £	2019 £
All Saints Ladies Circle	-	-	-	1,000
Llandaf Cathedral	-	-	-	1,200
United Welsh Housing	5,189	-	5,189	1,837
Asda Green Token scheme	500	-	500	-
BNI South Wales	500	-	500	-
Mrs. McMillan	500	-	500	-
Miscellaneous	11,826	-	11,826	18,291
Rainbow Trust - Donation in kind	10,000	-	10,000	-
Cardiff County Council - Asset Transfer	15,000	-	15,000	15,000
	43,515	-	43,515	37,328

Only individual donations over £500 are shown separately.

5. INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	2020 £	2019 £
Bank Interest	3,709	-	3,709	2,629
	3,709	-	3,709	2,629

6. ALLOCATION OF SUPPORT COSTS

The charity allocates its support costs as shown in the table below in accordance with the bases of allocation set out in the accounting policies.

	Staff costs £	Other costs £	Total Support Costs 2020 £	Total Support Costs 2019 £
Generating Voluntary Income	5,516	659	6,175	4,852
Charitable Activities	249,724	154,532	404,256	352,897
Governance Costs	8,416	5,190	13,606	13,376
	263,656	160,381	424,037	371,125

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

7. ANALYSIS OF TOTAL EXPENDITURE

	Direct Costs		Support Costs		Total	Total
	Staff	Other	Staff	Other	2020	2019
	£	£	£	£	£	£
Raising Funds	-	-	5,516	659	6,175	4,852
Charitable activities						
Student Training	988,096	456,435	239,260	148,121	1,831,912	1,797,231
Community Centre	43,214	83,600	10,464	6,411	143,689	142,801
	1,031,310	540,036	249,724	154,532	1,975,602	1,940,032
Governance costs	-	-	8,416	5,190	13,605	13,376
	1,031,310	540,036	263,656	160,381	1,995,382	1,958,261

8. STAFF COSTS

	2020	2019
	£	£
Salaries and Remunerations	1,134,966	1,130,604
Social Security	80,112	80,677
Pension Contributions	63,211	63,865
	1,278,289	1,275,146

The average number of staff employed during the year was:

	2020	2019
Direct Charitable work	61	60
Administration	11	10
	72	70

The trustees received no remuneration for their services in the year (2019 - NIL); expenditure of £165 was incurred in relation to the trustees (2019 - £53). The trustee expenditure was for providing a Christmas table decoration. During the year, Vision 21 (Cyfle Cymru) paid key Management gross salaries totalling £165,723 (2019 - £150,848) including a 6% employers' pension contribution. Key management are considered to be 4 individuals (2019 - 4) who directly impact upon the strategic direction of the Charity. There were no employees of Vision 21 paid over £60,000 (2019 - NIL).

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

9. FIXED ASSETS

	Freehold Building	Leasehold Building	Motor Vehicles	Equipment, Fixtures & Fittings	Computer Equipment	Total
	£	£	£	£	£	£
COST						
As at 1 April 2019	215,616	885,038	28,078	267,288	92,757	1,488,777
Additions	-	157,813	-	-	-	157,813
Disposals	-	-	-	-	-	-
As at 31 March 2020	215,616	1,042,851	28,078	267,288	92,757	1,646,590
DEPRECIATION						
As at 1 April 2019	108,866	506,234	10,880	235,218	91,398	952,596
Charge for year	4,386	31,595	5,034	16,115	1,003	58,132
Disposals	-	-	-	-	-	-
As at 31 March 2020	113,252	537,829	15,914	251,333	92,401	1,010,728
NET BOOK VALUE						
As at 31 March 2020	102,364	505,022	12,164	15,955	356	635,861
As at 31 March 2019	106,751	378,803	17,198	32,068	1,360	536,180

10. DEBTORS

	2020	2019
	£	£
Trade debtors	113,405	196,121
Other debtors	48,764	48,763
Prepayments and accrued income	18,109	47,955
	180,278	292,840

Included in trade debtors is a bad debt provision of £2,425 (2019 - £2,425).

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

11. CREDITORS

	2020	2019
	£	£
Amounts falling due within one year:		
Trade creditors	69,756	57,448
Taxation and Social Security	19,805	20,587
Deferred income	-	-
Accruals	28,100	29,509
Other creditors	25,040	45,107
	142,701	152,651

Deferred income is analysed as follows:

	2020	2019
	£	£
Deferred income as at 1 April	-	10,961
Amounts released during the year	-	(10,961)
Amounts deferred during the year	-	-
Deferred income as at 31 March	-	-

There was no deferred income held as at March 2020.

12. CREDITORS (CONT.)

There were no creditors falling due after more than one year.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

13. MOVEMENT IN FUNDS

	Balance at 1st April 2019 £	Resources Incoming £	Resources Outgoing £	Transfers To / (From) £	Balance at 31st March 2020 £
UNRESTRICTED FUNDS					
General reserve	1,223,952	1,963,465	(1,929,852)	60,243	1,317,808
Total unrestricted funds	1,223,952	1,963,465	(1,929,852)	60,243	1,317,808
RESTRICTED FUNDS					
BBC Children in Need	-	22,111	(20,898)		1,212
C3SC	-	580	(580)		-
Cardiff City FC-Thanks a Million	25,000			(25,000)	-
Fareshare Cymru	-	3,500	(3,500)		-
Llanrumney Hall Consultancy	1,987		(1,987)		-
Lottery Awards for All	5,803		(5,803)		-
Millenium Stadium Charitable Trust	-	3,598	(1,604)		1,993
Morrisons Foundation	-	6,500	(6,500)		-
National Lottery Community Fund	-	87,616	(11,354)		76,262
The Field	7,548		(2,304)	(5,243)	-
Vale of Glamorgan	-	11,000	(11,000)		-
Wolfson Foundation	30,000			(30,000)	-
Total restricted funds	70,335	134,905	(65,530)	(60,243)	79,467
TOTAL	1,294,287	2,098,370	(1,995,382)	-	1,397,275

As at 31 March 2020, a total of £60,243 has been transferred from restricted funds to general unrestricted funds reflecting fixed asset acquisitions held for general charitable purposes. This treatment is in accordance with paragraph 2.26 of the FRS 102 SORP.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

13. MOVEMENT IN FUNDS (CONT.)

Name of Fund	Description, nature and purposes of the fund
BBC Children in Need	A three year grant provided by the BBC Children in Need to fund school holiday projects run by Creative Choices, new funding secured for July 19 – June 22.
C3SC	Funding provided to produce a survey for a report being produced on Social Services Strategy Development: Engagement.
Fareshare Cymru	Funding to purchase new equipment for the Fieldway kitchen project.
Cardiff City F.C. Thanks a Million	Provided by the Cardiff City F.C. from the Thanks a Million programme to support local charities in the community.
Llanrumney Hall Consultancy	Provided by Cardiff County Council to support a feasibility study at the Llanrumney Hall at Llanrumney, Cardiff.
Lottery Awards for All	A grant received to deliver the School Holiday Project for six months, from January to June 2019.
Millennium Stadium Charitable Trust	Funding to develop textiles within our crafts project
National Lottery Community Fund	Funding awarded to build an extension to the café at Sbectrwm and refurbish the kitchen and seating areas.
The Field	Provided by Cardiff City Council to support student training and development of the Field project.
Vale Of Glamorgan Council	A grant provided through ICF to support the Upcycling project in the Vale of Glamorgan
Wolfson Foundation	Funding to develop the Lodge, and to provide an Independent Living Skills Project.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

14. ANALYSIS OF CASH FLOWS

	2020 £	2019 £
CASH FLOWS FROM OPERATING ACTIVITIES		
Net Movement in Funds	102,988	83,938
Depreciation charges	58,132	59,085
Profit on sale of assets	-	1,692
Finance costs	-	-
Finance income	(3,709)	(2,629)
Decrease / (increase) in stocks	(640)	(3,747)
Decrease / (increase) in debtors	112,562	(36,977)
(Decrease) / increase in creditors	(9,950)	(29,023)
(Decrease) / increase in provisions	-	-
Net Cash Flow	259,383	72,339
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Fixed Assets	(157,813)	(25,714)
Disposal of Fixed Assets	-	-
Interest received	3,709	2,629
Net Cash Flow	(154,104)	(23,085)

There were no cash flows from financing activity

15. ANALYSIS OF NET ASSETS

	Tangible Fixed Assets £	Other Net Assets £	Total £
Restricted funds	-	79,467	79,467
Unrestricted funds	635,861	681,947	1,317,808
	635,861	761,414	1,397,275

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

16. FINANCIAL COMMITMENTS

The charity's commitments for operating lease payments all relate to land and buildings. The total future minimum lease commitments, analysed according to the lease expiry dates, are as follows:

	2020	2019
	£	£
- within one year	18,991	18,906
- between one and five years	34,264	36,180
- after five years	4,400	2,401
	57,655	57,487

During the year, £18,991 (2019 - £18,906) was recognised as an expense in the profit and loss account in respect of operating leases.

Cardiff Council have transferred use of The Lodge at The Oaks Garden Nursery on an asset transfer from the beginning of this financial year, on a 50 year lease. The Lodge is currently partly used as a base for the existing project and as office space for the project managers. Donated facilities and services are included in the accounts at an amount that is considered to be the value to the Charity. We have therefore included £15,000 as Income in Kind, along with a corresponding entry in Rent, which is based on what the office spaces would have cost the Charity on the open market. The Charity has undertaken remedial works to the Lodge during this financial year, partly due to funding received to develop an Independent Living Skills project. The Charity also used existing reserves to make further necessary repairs to the roof, drainage and improvements within the building.

17. STOCK

The company had a stock level of £38,689 as at the 31st March 2020 (2019 - £38,049). This comprised of finished goods and materials within the projects that were unsold as at the year end.

18. PENSIONS COST

The company operates a defined contribution private pension scheme, with employer contributions made to individual employee policies at the rate of 6% of gross pay. The charge to the Statement of Financial Activities for the year is £63,211 (2019 - £63,865); £8,661 of outstanding pension contributions (2019 - £8,248) are included in other creditors.

19. TAXATION

The company has obtained charitable status under Section 505(1a) and (1c) Income and Corporation Taxes Act 1988 and has only undertaken primary purpose activities during the year and is, therefore exempt from Corporation Tax.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

20. COMPARATIVE FOR THE STATEMENT OF FINANCIAL ACTIVITIES

		Unrestricted Funds	Restricted Funds	Total Funds 2019
		£	£	£
	Notes			
INCOME AND ENDOWMENT FROM				
<i>Donations and legacies:</i>				
Grants receivable	3	1,000	109,966	110,966
Donations	4	37,328	-	37,328
<i>Investment income:</i>				
Bank interest	5	2,629	-	2,629
<i>Charitable activities:</i>				
Grants receivable	3	169,321	-	169,321
Student training fees		1,132,473	-	1,132,473
Primary purpose trading activities		496,235	-	496,235
Rent and service charges		91,179	-	91,179
Other income		2,067	-	2,067
Total		1,932,232	109,966	2,042,198
EXPENDITURE ON				
<i>Raising funds</i>				
Costs of generating voluntary income	7	4,852	-	4,852
<i>Charitable activities</i>				
	7	1,890,588	62,821	1,953,409
Total		1,895,440	62,821	1,958,261
Net income / (expenditure)		36,793	47,145	83,938
Transfers		20,134	(20,134)	-
Net movement in funds		56,927	27,011	83,938
Total funds brought forward		1,167,025	43,324	1,210,349
Total funds carried forward	13	1,223,952	70,335	1,294,286