

HOME-START SOUTHWARK

LEGAL AND ADMINISTRATIVE DETAILS

Trustees & Directors:	Pippa South (Acting Chair) Alice Gardiner (Treasurer) Chris King Audrey Daniels (until 18/9/15) Paul Baddeley Elena Salazar (until 19/9/14) Sarah Messenger Julia Lloyd (until 20/5/15) Danna Johnson (co-opted 15/1/15)
Company Secretary:	Sandra Powell
Bankers:	CAF Bank Ltd (Main Account) 25 Kings Hill Avenue Kings Hill, West Malling Kent, ME19 4JQ Lloyds Bank East Dulwich Branch 364-366 Lordship Lane London SE22 8NA
Independent Examiner:	Britt & Keehan Chartered Accountants 33 Grimwade Avenue Croydon, CR0 5DJ
Registered Office:	Home-Start Southwark Albrighton Community Centre 37 Albrighton Road London, SE22 8AH
Charity Number:	1107413
Company Number:	5239322

HOME-START SOUTHWARK
TRUSTEES' REPORT FOR THE YEAR TO 31 MARCH 2015

The Trustees present their Report for the year ended 31 March 2015.

The members of the Management Committee (who are also the Trustees and Directors) of the charity during the year, were:-

Pippa South	Acting Chair
Alice Gardiner	Treasurer
Chris King	Trustee
Audrey Daniels	Trustee
Paul Baddeley	Trustee
Elena Salazar	Trustee
Sarah Messenger	Trustee
Julia Lloyd	Trustee
Danna Johnson	Trustee

Management Committee members are elected or appointed on an annual basis, with the officers being elected from the membership of the Management Committee.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Home-Start Southwark was incorporated as a Company limited by guarantee on 23 September 2004 (Company Number 5239322). The company is registered as a Charity with the Charity Commission (registration number 1107413). The charity was established in 1995 and was previously registered with the Charity Commission under the registration number 1048969.

The Trustees hold at least four meetings each year to ensure compliance with the Memorandum and Articles of Association and the policies of Home-Start Southwark. The day-to-day operation within the policies, forward plan and budgets are delegated to the Scheme Manager and the Business & Finance Manager.

Under the Memorandum & Articles of Association the Trustees appoint the officers of the charity (Chair and Treasurer). The Trustees according to the Articles of Association are elected at the Annual General Meetings.

The Trustees may co-opt any person duly qualified to be appointed as a Trustee and that person will hold office until the next AGM.

OBJECTIVES

- a) **Earliest Intervention:** Reduce the level of statutory intervention for babies, children & families in Southwark.
- b) **Community Impact:** Greater social and economic well-being for people in Southwark through volunteering opportunities.
- c) **Sustainability:** Sustain an effective home-based family support service in Southwark.

HOME-START SOUTHWARK **TRUSTEES' REPORT FOR THE YEAR TO 31 MARCH 2014 (contd.)**

ACTIVITIES

Home-Start Southwark is an independent, voluntary organisation which works towards the increased confidence and independence of the family by delivering four main projects and courses:

- Home-Start Volunteer Support for Families;
- Bump to Babe (perinatal support);
- Twins and More support group; and
- Mellow Parenting course.

Most of our activities are provided by community volunteers, trained and managed by Home-Start Southwark's staff. Some of the activities that the volunteers provide include:

- support and professional friendship in the home to help reduce isolation of families and encourage them to access outside activities and services;
- information and encouragement about the benefits of healthy eating and exercise to increase the physical and emotional well-being of families;
- help to address families' economic welfare and/or inadequate housing issues;
- support and encouragement for families to address personal issues that can have a negative effect on their children's development by accessing outside support such as mental health, substance misuse, domestic violence agencies.

ACHIEVEMENTS & PERFORMANCE

Since it was founded in 1995, Home-Start Southwark has supported over 2,000 families with at least one child under five years or expecting a baby and recruited community volunteers to provide home support. During 2014-15, 84 trained volunteers supported 108 families to help achieve a range of self-determined outcomes and an additional 29 families received occasional support as a step down option to volunteer support i.e. referral and signposting to other agencies, assistance with grant applications, welfare forms and support letter etc. These families at referral were experiencing depression and/or dealing with mental health issues; living with a disability, illness, parenting issues and isolated.

As a result of our service, 77% of the families reported an increased confidence in using universal services; 54% increased confidence in parenting skills; 56% increased participation in learning & play activities. 66% families reported a reduction in isolation; 3% a reduced risk of domestic violence and 15% increased parental employability. Notably during 2014-15, 6 children were removed from a Safeguarding Plan and have had the need reduced for further intervention from Social Care.

As our projects are co-delivered by local community volunteers it is essential that they receive high quality training and support. During 2014-15, 36 new volunteers successfully completed an 8-day Preparation Workshop and supported families for six months or longer. Volunteers received additional training from Home-Start Southwark in areas of Stress Management, The Art of Being Brilliant, Safeguarding, Autism Awareness, Parents & Well Being, Budgeting and

Domestic Violence. 25 of these volunteers trained to become Bump to Babe volunteers and continue to be successfully placed with families.

With generous support from South Camberwell Children's Centre, we pioneered 'Bump to Babe', a new project which is attracting high level of referrals, and supports vulnerable parents before and immediately after child-birth.

During 2014-15 Home-Start Southwark, in partnership with Family Action, conducted two Mellow Parenting courses benefitting 12 parents with complex needs. Mellow Parenting provided an evidence-based intervention, benefitting vulnerable parents that were not engaged with any services. The course explored parents' own childhood to learn how to improve their relationship with their child, using principles from attachment theory and video feedback that helped parents make change.

Our multiple birth group reached an additional 60 families offering a friendly and social environment where information and advice can be shared.

PUBLIC BENEFIT

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our objectives and activities and in planning future activities. It is the judgement of the Trustees that activities in pursuit of the above objectives fully meet the public benefit test, which they have kept in mind in planning programmes for the charity.

DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare statements of account for each financial year which give a true and fair view of the state of affairs of the company and of its incoming resources and resources expended during that year. In preparing those financial statements, the directors are required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the Financial Reporting Standard for Smaller Entities has been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

**HOME-START SOUTHWARK
TRUSTEES' REPORT FOR THE YEAR TO 31 MARCH 2014 (contd.)**

FINANCIAL REVIEW

Details of Home-Start Southwark's revenue and expenditure for the year under review and the previous year are shown on page 7 of the Financial Statements.

We are pleased to report the Home-Start Southwark 2014/15 results. With annual funding from Southwark Children's Services remaining unchanged at £210,551, the primary driver for our 6.1% increase in 2014/15 total income was the launch of the 'Bump to Babe' project for which we were very grateful to South Camberwell Children's Centre for providing us with £25,000 of initial funding.

Irrespective of the stability in 2014/15 funding from Southwark Children's Services, our culture of tight cost controls, which has been embedded over recent years, together with the gradual commencement of the 'Bump to Babe' project, has led to surplus funds for the year of £23,585 (Unrestricted funds: £9,180; Restricted funds: £14,405) (compared with 2013/14: £11,366).

With ongoing constraints and pressure on local authority expenditure, future funding levels to support our core services remain uncertain and therefore we continue to look to a broader field to increase our income. We are working very hard to employ new strategies to be able to diversify our income streams and generate additional funding to achieve our aims and objectives. Our efforts have been rewarded in respect of the 'Bump to Babe' project for which we not only secured £25,000 for the current year but also a further £29,000 which has been recognised as deferred income. As ever we are indebted to our benefactors and private individual donors for their support. Their generosity is truly appreciated as it makes a real difference and transforms lives.

RESERVES POLICY

The Management Committee has agreed a formal policy on reserves which requires that:

- a) Reserves are maintained at a level which ensures that Home-Start Southwark's core activity could continue during a period of unforeseen circumstances.
- b) The trustees have reviewed the charity's need for a reserve and agree the appropriate level.
- c) This will be in line with the annual review of this policy, latest legislative requirements and best practice advice by the Charity Commission and Home-Start UK.

RISK REVIEW

The Management Committee has reviewed the many risks to which Home-Start Southwark is exposed and is satisfied that systems have or are being established to mitigate these risks.

- Disclosure and Barring Service (DBS) checks for all volunteers and staff have been implemented.
- All volunteers undertake a preparation training course and receive regular supervision.
- The scheme has adequate insurance to cover trustees, staff and volunteers carrying out work for and on behalf of Home-Start Southwark; this includes any claims resulting from an alleged or actual abuse.

HOME-START SOUTHWARK

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF HOME-START SOUTHWARK

I report on the accounts for the year ended 31 March 2015, as set out on pages 7 to 14.

Respective responsibilities of directors and examiner

As described on page 4, the trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commissioners under section 145(5)(b) of the 2013 Act; and
- to state whether particular matters have come to my attention,


Basis of independent examiner's report

My examination was conducted in accordance with the general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements
 - (a) to keep accounting records in accordance with s386 of the Companies Act 2006; and
 - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Jill Keehan FCA
Britt & Keehan
Chartered Accountants

33 Grimwade Avenue
Croydon
CR0 5DJ

Date 4 November 2015

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2015
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)**

	Notes	Unrestricted (£)	Restricted (£)	2015 Total (£)	2014 (£)
<u>INCOMING RESOURCES</u>					
Voluntary Income		921		921	8,285
Fundraising Activities		7,177	1,000	8,177	2,358
Investment		6		6	82
Income from Charitable Activities		210,551	27,000	237,551	213,030
Other Incoming Resources		980		980	9,672
TOTAL INCOMING RESOURCES	3	219,635	28,000	247,635	233,427
<u>RESOURCES EXPENDED</u>					
Charitable Activities		207,501	13,595	221,096	220,986
Governance		2,954		2,954	1,075
TOTAL RESOURCES EXPENDED	4	210,455	13,595	224,050	222,061
NET RESOURCES BEFORE TRANSFER		9,180	14,405	23,585	11,366
TRANSFER		135	(135)	0	
		9,315	14,270	23,585	11,366
Fund Balances Brought Forward At 1 April		61,937	1,475	63,412	52,046
Fund Balances Carried Forward At 31 March		71,252	15,745	86,997	63,412

All activities relate to continuing operations. The charitable company has no recognized gains and losses other than those included above and therefore no separate statement of total recognized gains and losses has been presented. There is no difference between the surplus shown above and their historical cost equivalent

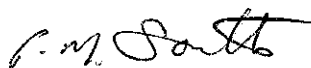
BALANCE SHEET AS AT 31 MARCH 2015

	Notes	As at 31- Mar 2015 TOTAL	As at 31- Mar 2014 TOTAL
		£	£
FIXED ASSETS	8	1,352	0
CURRENT ASSETS			
Debtors and Prepayments	6	3,810	11,502
Cash at Bank		112,982	59,787
Petty Cash		<u>8</u>	<u>16</u>
		116,800	71,305
Less CURRENT LIABILITIES (amounts falling due in one year)	7		
Creditors and Accruals		2,155	7,893
Deferred Income		<u>29,000</u>	<u>0</u>
		31,155	7,893
NET CURRENT ASSETS		85,645	63,412
NET ASSETS		86,997	63,412
Financed by:			
Restricted Funds	11		
Mellow Parenting		1,475	1475
Health in the Workplace		41	
Bump to Babe Project		13,229	
Annual Events		1,000	
		15,745	1,475
Unrestricted Funds	10		
General		19,252	9,937
Designated Contingency		52,000	52,000
		71,252	61,937
		86,997	63,412

The accounts are prepared in accordance with the special provisions within Part 15 of the Companies Act 2006 relating to small companies.

For the financial year ended 31 March 2015 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 and no notice has been deposited under section 476. The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements were approved by the Board of Trustees, who are also directors of the company, on 4th November 2015 and signed on their behalf by:



Philippa South –Acting Chair



Alice Gardiner – Hon. Treasurer

The notes on pages 9 to 14 form part of these financial statements.

NOTES TO THE ACCOUNTS

1. CHARITABLE STATUS

Home-Start Southwark is a charitable company limited by guarantee (No: 5239322) registered as charity with Registration Number 1107413. The company was established under a Memorandum of Association which stated the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up Members are required to contribute an amount not exceeding £1.

2. ACCOUNTING POLICIES

a) The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

The accounts have been drawn up on the going concern basis, i.e. that Home-Start Southwark will continue for the foreseeable future.

This is on the basis that, in line with previous years, Southwark Children's Centres (Home-Start Southwark's primary funding source) has committed to significant funding for the next 12 months. Applications for funding from Southwark Children's Centres are made annually and, where an application is successful, confirmation of funding amounts for future periods is received in advance of the end of the current period.

Historically, Home-Start Southwark has been successful in each of its applications for funding from Southwark Children's Centres. However, whilst we have no reason to believe that future applications will not be successful, it is recognised that with ongoing pressures on resources and continued strong competition for funding, the success of future applications is not guaranteed.

b) Incoming Resources

Voluntary Income is received by way of donations and gifts and is recognised when received.

Fund Raising (FR) Activities are shown when received.

Investment Income is included when received.

Incomes from Charitable Activities are accounted for when receivable.

Other Income is shown when received.

c) Resources expended

Expenditure is recognised on an accruals basis as a liability as incurred. Expenditure includes VAT which in the normal course of events cannot be recovered and is reported as part of the expenditure to which it relates.

Costs of Generating Funds comprise the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. These are costs that can be directly allocated to the activity concerned.

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

All costs are allocated between the expenditure categories of the Statement of Financial Activities (SOFA) on a basis designed to reflect the use of the resource. Costs that can be related to a particular activity are allocated directly others are apportioned on an appropriate basis.

Transfers between funds are those costs incurred mentioned above which cannot be allocated directly to an activity but are necessary to support them.

d) Fixed Assets

Fixed assets are stated at cost less accumulated depreciation.

Equipment costing more than £200 is capitalised and depreciated over its useful life, 3 years. Depreciation is charged for a full year in the year of acquisition. Items costing less than £200 are written off in the year of purchase. Fixed Assets include computers, office equipment, photocopier and printer.

e) Pension Scheme

Home-Start Southwark is a member of a multi-employer defined benefit pension scheme (the "Plan") operated by The Pensions Trust for Charities and Voluntary Organisations (the "Pensions Trust"). The 2011 valuation of the Plan revealed that the Plan was in deficit. To eliminate the deficit, the Pensions Trust agreed a 10 year 'Recovery Plan' requiring employers participating in the Plan to pay additional contributions with effect from 1 April 2013.

The additional contributions required from Home-Start Southwark for the year from 1 April 2014 to 31 March 2015 were £1,2489 (prior year: £1,213) in addition to the standard Plan contributions. These additional contributions were paid in full.

The Pensions Trust has notified Home-Start Southwark that the additional contributions payable will be increased by 3% each year in April and that a full valuation of the Plan will be undertaken every three years.

3. INCOMING RESOURCES

	Unrestricted (£)	Restricted (£)	Total (£)	2014 (£)
a) Voluntary Income				
Private Donations	921		921	1,285
Dentons Charitable Trust				3,000
Ultramarine Foundation				1,000
Richardson Charitable Foundation				2,000
Robert Holman				1,000
	921		921	8,285
b) Fundraising Activities				
Fundraising	7,177		7,177	48
Help a Capital Child				2,310
Lloyds Community Fund		1,000	1,000	
	7,177	1,000	8,177	2,358
c) Investment				
Bank Interest	6		6	82
d) Income from Charitable Activities				
London Borough of Southwark	210,551		210,551	210,551
South Camberwell Children's Centre		25,000	25,000	
The London Community Foundation		2,000	2,000	
Health in the Workplace				2,000
Asda Foundation				479
	210,551	27,000	237,551	213,030
e) Other Incoming Resources				
Gift Aid Reclaim				7,692
Student Placement Fees	980		980	1,400
Mary Minet Trust				500
Frank Buttle Trust				80
	980		980	9,672
TOTAL INCOMING RESOURCES	219,635	28,000	247,635	233,427

4. RESOURCES EXPENDED

	Unrestricted (£)	Restricted (£)	Total (£)	2014 (£)
Charitable Activities				
a) Staff Salaries & Pension contributions	169,302	8786	178,088	171,337
a) Direct Expenses	15,044	4,487	19,531	17,578
b) Premises	15,478	322	15,800	16,543
c) Office	7,677		7,677	10,458
d) Dance Project				5,070
	207,501	13,595	221,096	220,986
Governance				
Independent examiner fee	900		900	780
Strategy Day (Consultant)	840		840	
Recruitment (Chair & Trustees)	480		480	
AGM & Annual Report expenses	370		370	160
Trustees training	228		228	110
Trustee meeting expenses	123		123	25
Other	13		13	
	2,954		2,954	1,075
TOTAL RESOURCES EXPENDED	210,455	13,595	224,050	222,061

11. RESTRICTED FUND

GRANTS

South Camberwell Children's Centre
The London Community Foundation
Lloyds Community Fund

TOTAL INCOME

EXPENDITURE

Staff Salaries, Tax, National Insurance,
Consultant & Pension contributions
Direct Expenses- being travel & other out of
pocket, training, DBS checks, crèche cost,
recruitment & advertising, project resources
Premises - rent, rates, gas & electricity, insurance,
venue hire
Postage, telecommunication, computers,
stationery & sundries etc.

TOTAL EXPENDITURE

Excess Income over Expenditure
Fund Balance Brought forward as at 1 April 2014
Fund Transfer (Support Costs)

**Fund Balances Carried Forward as at 31
March 2015**

	Health in the Workplace	Mellow Parenting	Annual Trip	Bump to Babe Project	TOTAL
	2,000			25,000	25,000
			1,000		2,000
	2,000	0	1,000	25,000	1,000
				8,786	8,786
	1,698			2,789	4,487
	126			196	322
	1,824	0	0	11,771	13,595
	176			13,229	14,405
	0	1,475	1,000		1,475
	(135)				(135)
	41	1,475	1,000	13,229	15,745