

HOME-START SOUTHWARK

LEGAL AND ADMINISTRATIVE DETAILS

Trustees & Directors:	Pippa South (Acting Chair from 25/10/2013) Dominic Briggs (Treasurer) (until 24/1/14) Alice Gardiner (Treasurer) (co-opted 24/1/14) Audrey Daniels Chris King Paul Baddeley Sarah Messenger (co-opted 2/4/14) Jeannie Lawson (until 25/10/2013) Elena Salazar (until 19/9/2014) Julia Lloyd (co-opted 19/9/2014)
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 37Albrighton Road London, SE22 8AH
Charity Number:	1107413
Company Number:	5239322

HOME-START SOUTHWARK

TRUSTEES' REPORT FOR THE YEAR TO 31 MARCH 2014

The Trustees present their Report for the year ended 31 March 2014.

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

Jeannie Lawson	Chair	(until 25/10/2013)
Pippa South	Acting Chair	(from 25/10/2013)
Dominic Briggs	Treasurer	(until 24/1/14)
Alice Gardiner	Treasurer	(from 24/1/14)
Paul Baddeley	Trustee	
Elena Salazar	Trustee	
Audrey Daniels	Trustee	
Chris King	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 23rd September 2004. 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 meet bi monthly to ensure the compliance with the Memorandum and Articles 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:

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

Some of the activities we 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 on the benefits of healthy eating and exercise to increase emotional well-being of families;
- helping to address families' economic welfare and/or inadequate housing issues;
- supporting and encouraging families to address their personal issues that can have a negative effect on their children's development through 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 2013-14, 76 trained volunteers supported 73 families to help achieve a range of self-determined outcomes. Of these families, 30% were experiencing depression and/or dealing with mental health issues; 15% living with a disability and 36% felt isolated. As a result of our service, 47 of the 73 families reported an increased confidence in using universal services; 31 increased confidence in parenting skills; 17 increased participation in learning & play activities. 47 families reported a reduction in isolation; 8 a reduced risk of domestic violence and 3 have had the need reduced for further intervention from Social Care. Notably during 2013-14, 5 children that were removed from a Safeguarding Plan had support from a Home-Start Southwark volunteer.

Our projects are co-delivered by local community volunteers and it is essential that they receive high quality training and support. During 2013-14, 44 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, Speech & Language, Welfare Benefits and Welfare Reform, Parents as Partners and Domestic Violence. 12 of these volunteers trained to become Bump to Babe volunteers and continue to be successfully placed with families.

During 2013-14 Home-Start Southwark, in partnership with Family Action, conducted two Mellow Parenting courses benefitting 14 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 and little movers dance classes reached an additional 83 families offering a friendly and social environment of music, dance and movement 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.

After a very hard year for Home-Start Southwark in 2012/13 during which total income was significantly reduced following Local Authority spending cuts, and despite 2013/14 being another challenging year, we are pleased to report an improvement in results for the current year and a return to surplus funds. The surplus funds generated in the current year has enabled us to replenish the bulk of the unrestricted reserves which were utilised to cover the prior year deficit.

Our total income for 2013/14 increased by 29% to £233,427 (2012/13: £180,882) thanks to an increase in our funding from Southwark Children's Services and this, coupled with the ongoing implementation of tight cost controls (2013/14 total costs: £(222,061)) has resulted in surplus funds for the year of £11,366 (2012/13 restated deficit: £(13,344)).

Despite the increase in funding from Southwark Children's Services for 2013/14, with ongoing constraints on local authority expenditure, future funding levels 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 to generate additional funding to achieve our aims and objectives. We are indebted to our benefactors for their support during this continued difficult time and also our private individual donors for their continued financial 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 2014, as set out on pages 7 to 14.

Respective responsibilities of directors and examiner

As described on page 7, 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 12th November 2014

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2014
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)**

	Unrestricted (£)	Restricted £	Total	2013 Restated (£)
<u>INCOMING RESOURCES</u>				
Voluntary Income	5,285	3,000	8,285	19,601
Fundraising Activities	48	2,310	2,358	14,020
Investment	82		82	68
Income from Charitable Activities	210,551	2,479	213,030	145,233
Other Incoming Resources	9,092	580	9,672	1,960
TOTAL INCOMING RESOURCES	225,058	8,369	233,427	180,882
<u>RESOURCES EXPENDED</u>				
Charitable Activities	207,763	13,223	220,986	194,226
Governance	1,075		1,075	
TOTAL RESOURCES EXPENDED	208,838	13,223	222,061	194,266
NET RESOURCES BEFORE TRANSFER	16,220	(4,854)	11,366	(13,344)
TRANSFER	(6,326)	6,326		
	9,894	1,472	11,366	(13,344)
Fund Balances brought forward at 1 April 2013 (restated)	52,043	3	52,046	65,390
Fund Balances Carried Forward At 31 March 2014	61,937	1,475	63,412	52,046

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 2013

(Updated for PY restatement of £3625 rent)

		As at 31-Mar 2014 TOTAL		As at 31-Mar 2013 TOTAL (Restated)	
	£	£	£	£	£
FIXED ASSETS					1,935
CURRENT ASSETS					
Debtors and Prepayments	11,502			3,809	
Cash at Bank	59,787			50,880	
Petty Cash	16			502	
Less CURRENT LIABILITIES (amounts falling due in one year)					
Creditors and Accruals	7,893			5,080	
NET CURRENT ASSETS		63,412			50,111
NET ASSETS		63,412			52,046
Financed by:					
Restricted Funds					
Mellow Parenting	1,475				
Dance Project				3	
		1,475			3
Unrestricted Funds					
General	9,937			7,043	
Designated Contingency	52,000	61,937		45,000	52,043
		63,412			52,046

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 31st March 2014 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 10th November 2014
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 2013 were £1,212.60 per annum 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. PRIOR YEAR RESTATEMENT

For the year to 31 March 2013, as previously reported, £3,625 of rent relating to the period 1 April 2013 to 30 June 2013 was recognised in error as an expense for the period, whereas it should have been recognised as a prepayment. To correct for this error, the prior period statement of financial activities (incorporating the income and expenditure account) and balance sheet have been restated.

Statement of Financial Activities	Year to 31 March 2013
Excess of income over expenditure, as previously reported	-16,969
Adjustment for rent prepaid	3,625
Excess of income over expenditure, restated	-13,344
Fund balance carried forward, restated	52,046
	As at 31 March 2013
Balance Sheet	
Net assets, as previously reported	48,421
Rent Prepayment	3,625
Net assets (Restated)	52,046

4. INCOMING RESOURCES

	Unrestricted (£)	Restricted £	Total	2013 Restated (£)
a) Voluntary Income				
Private Donations	1,285			9,601
Dentons Charitable Trust	3,000			
Ultramarine Foundation	1,000			
The Richardson Charitable Trust		2,000		
Robert Holman Trust		1,000		
Celia Randell				10,000
	5,285	3,000	8,285	19,601
b) Fundraising Activities				
Fundraising	48			14,020
Help a Capital Child		2,310		
	48	2,310	2,358	14,020
c) Investment				
Bank Interest	82		82	68
d) Income from Charitable Activities				
London Borough of Southwark	210,551			135,428
Health in Workplace		2,000		
Asda Foundation		479		865
Dance Project				8,940
	210,551	2,479	213,030	145,233
e) Other Incoming Resources				
Gift Aid Reclaim	7,692			
Student Placement Fees	1,400			1,960
Mary Minet Trust		500		
Frank Buttle Trust		80		
	9,092	580	9,672	1,960
TOTAL INCOMING RESOURCES	225,058	8,369	233,427	180,882

5. RESOURCES EXPENDED

	Unrestricted (£)	Restricted £	Total	2013 Restated (£)
Charitable Activities				
a) Staff Salaries, consultant & Pension contributions	171,337		171,337	147,877
b) Direct Expenses	11,151	6,427	17,578	20,167
c) Premises	15,293	1,250	16,543	17,656
d) Office	9,982	476	10,458	8,526
e) Dance Project		5,070	5,070	
	207,763	13,223	220,986	194,226
Governance				
Independent examiner fee	780			
AGM Annual Report	160			
Trustees training	110			
Trustee meeting expenses	25			
	1,075		1,075	
TOTAL RESOURCES EXPENDED	208,838	13,223	222,061	194,266

6. TRUSTEE'S REMUNERATION AND EXPENSES

No remuneration has been made to any member of the trustee board. However, where applicable, trustees have been reimbursed for reasonable expenses incurred.

7. DEBTORS & PREPAYMENTS

Tax- Gift Aid	7692
Rent	3625
Other	<u>185</u>
	<u>11,502</u>

8. CREDITORS (DUE WITHIN 1 YEAR)

Home-Start UK (Training Information & Guidance) Fee	4,683
Independent Examiners Fee	1,080
Venue Hire	574
Salary Costs	1,154
Toshiba Tec (Photocopier Maintenance)	225
Payroll & Other	<u>177</u>
	<u>7,893</u>

NOTES TO THE ACCOUNTS (cont'd)

	£
9. FIXED ASSETS.	
COST	
At 1 April 2013	19,011
Additions	0
Disposals	0
At 31 March 2014	19,011
ACCUMULATED DEPRECIATION	
At 1 April 2013	17,077
Disposals	0
Charge for the year	1,934
At 31 March 2014	19,011
NET BOOK VALUE	
At 1 April 2013	1,934
At 31 March 2014	0

10. REMUNERATION

	31-Mar-14	Year to	31-Mar-13
	£		£
Staff costs are made up as follows:			
Salaries	147,840		133,648
Social Security (Employers NI)	14,505		13,190
Redundancy			1,039
Statutory Sick Pay	684		0
Pension Contributions	1,213		0
Consultant fees	7,095		0
	171,337		147,877

No employee has received over £60,000 in emoluments during the year.
The average number of equivalent full time employees during the year was 6.

11. UNRESTRICTED FUNDS

	General	Designated Contingency	Total (Restated)
	£	£	£
Fund balance brought forward (restated)	7,043	45,000	52,043
Income	225,058		
Expenditure	(208,838)		
Fund Transfer (Support Costs)	(6,326)		
Increase to designated Contingency	(7,000)	7,000	
Fund balance carried forward	9,937	52,000	61,937

The trustees have examined the charity's requirements for reserves in the light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed and held by the charity cover unforeseen expenditure. The level of this designated contingency is regularly reviewed and is needed & used to meet the working capital requirements of the charity on a day to day basis. In the short term the trustees have also considered the extent to which existing activities and expenditure could be curtailed should the need arise

12. RESTRICTED FUND

	Health in the Workplace	Mellow Parenting	HACC Annual Trip	Dance Project	Asda Foundation	Grants For Individual Families	TOTAL
GRANTS							
Health in the Workplace	2,000						2,000
Help a Capital Child			2,310				2,310
Dance Project					479		0
Asda Foundation					479		479
Mary Minet Trust						500	500
Frank Buttle Trust						80	80
DONATIONS							
The Richardson Charitable Trust		2,000					2,000
Robert Holman Trust		1,000					1,000
TOTAL INCOME	2,000	3,000	2,310		479	580	8,369
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,	2,003	1,049	2,317	5,070	479	579	11,479
Premises - rent, rates, gas & electricity, insurance ,water, venue hire				1,250			1,250
Postage, telecommunication, computers, stationery & sundries etc.		476					476
TOTAL EXPENDITURE	2,003	1,525	2,317	6,320	479	579	13,223
Excess Income over Expenditure	-3	1,475	-7	-6320	0	1	-4,854
Fund Balance Brought forward as at 1 April 2013	0	0	0	3	0	0	3
Fund Transfer	3	0	7	6,317	0	-1	6,326
Fund Balances Carried Forward as at 31 March 2014		1,475					1,475