

COMPANY REGISTRATION NUMBER: 02045632

CHARITY REGISTRATION NUMBER: 519278

Howgill Family Centre
Company Limited by Guarantee
Financial Statements
31 March 2020

SAINT & CO

Chartered accountants & statutory auditor
Sterling House
Wavell Drive, Rosehill
Carlisle, Cumbria
CA1 2SA

Howgill Family Centre
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2020

	PAGE
Trustees' annual report (incorporating the director's report)	1
Independent auditor's report to the members	11
Statement of financial activities (including income and expenditure account)	15
Statement of financial position	16
Statement of cash flows	17
Notes to the financial statements	18

Howgill Family Centre
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Director's Report)
Year ended 31 March 2020

MEMBERS OF THE BOARD AND MANAGEMENT AND PROFESSIONAL ADVISERS

Registered charity name	Howgill Family Centre	
Charity registration number	519278	
Company registration number	02045632	
Principal office and registered office	Birks Road Cleator Moor Cumbria CA25 5HR	
THE TRUSTEES	Ms B Holden	Chair
	Mr I Harvie	Treasurer
	Mr W Slavin	
	Mr G Toogood	
	Ms G Everett	
AUDITOR	Saint & Co Chartered Accountants & Statutory Auditor Sterling House Wavell Drive, Rosehill Carlisle, Cumbria CA1 2SA	
BANKERS	National Westminster Bank plc 71 Lowther Street Whitehaven Cumbria CA28 7AG	
SOLICITORS	Burnetts 6 Victoria Place Carlisle CA1 1ES HFT Gough & Co 38/42 Lowther Street Whitehaven Cumbria CA28 7NR	

Howgill Family Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2020.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

DIRECTORS/TRUSTEES

The directors of the charitable company (the charity) are its Trustees for the purpose of the charity law and throughout this report are collectively referred to as Trustees.

The Trustees serving during the year were as follows, and contribute their experience from:

Brenda Holden	Education	
Neville Denson	Local government	Resigned 12th May 2020
Ian Harvie	Private industry	
Eric Holmes	Private industry	Died 4th August 2019
Willie Slavin	Education	
Judith Smith	Finance	Resigned 3rd July 2020
Geoff Toogood	Education	
Paul Richardson	Private industry	Appointed 10th March 2020, resigned 3rd July 2020
Rowan Wilson	Private industry	Appointed 10th March 2020, resigned 3rd July 2020
Gwynneth Everett	Local government	Appointed 16th March 2020

Chair's report

The running of Children's Centres in Copeland and the delivery of Early Help services continued to be carried out by Howgill until the end of December 2019, when the new Cumbria County Council 0-19 Child and Family Support contract transferred to another provider.

Since January 2020 we have continued to run all our Early Years settings and a number of projects aimed at supporting families facing hardship and the wellbeing of their children both pre-school and within their school environments. Our Family Finances practitioner has continued to work throughout the COVID-19 pandemic, assisting many families struggling with applying for benefits and grants and budgeting.

One early Years project is already running in partnership with Cumbria County Council Early Years and childcare project officer, Joan Bradley, Cumbria Speech and Language therapist services and the University of Cumbria. The second project, in partnership with Cumbria Community Foundation, Cumbria Speech and Language therapist services, North Cumbria Integrated Care NHS Foundation Trust and the University of Central Lancashire was being planned as COVID-19 interrupted the process. This will begin again as soon as feasible.

Howgill's Time to be Me, an emotional wellbeing play therapy intervention for children of 3-11 years of age is being rolled out after a successful pilot programme. This is available for primary schools in the Whitehaven area.

Good Enough Start is a collaborative, preventative, parent-infant mental health relationship service that holds the needs of babies' emotional health in the first critical 1001 days of life at its core running in Millom. The partnership includes partnership of Millom schools, NHS health visitor service, midwifery, school nurse commissioned by Millom area schools, Strengthening Families nurse and private childcare providers.

Howgill Family Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

We aim to further develop specialist interventions, such as the above, and keep Howgill as a centre of excellence, firmly at the heart of the community.

Howgill's head office at Birks Road and designated Children's Centre, leased to Howgill by the RC Diocese of Lancaster, was not taken over by the council or new provider, so all contract service delivery ceased. We have continued to provide our thriving and successful Early Years and nursery services and use the office space for the remaining management and project delivery teams.

However, the rent of the premises, running costs and maintenance of the fabric of the building area have and continue to be a significant drain on our now depleted resources. The lockdown due to the COVID-19 pandemic saw the enforced temporary closure of the centres at Cleator Moor and Kells and all Early Years settings. This led to a significant loss of revenue that continues for the near future. The majority of staff were furloughed, and we thank them for agreeing to this.

I must say a heartfelt thanks to all the staff who carried on working from home and coping so well with the challenges they faced. Their commitment to Howgill has been outstanding.

Howgill's future success will depend on staff being extremely conscientious, committed and hard-working and we are indebted to them for their continued support as we rebuild and begin to plan to grow Howgill again.

We recruited three new members to the Board in March 2020 but unfortunately, given Howgill's already difficult position and then the effect of COVID-19 environment, two have since resigned. I wish to place on record the Board's thanks for their commitment during their brief but productive tenure. A long serving Trustee, Judy Smith, has also resigned her position and I would like to pay tribute to the commitment she has shown Howgill during the years and especially during the last few turbulent months. We are grateful to her for the robust accounting system she has put in place and the policies she has drawn up. We are pleased that she will continue to serve on The Whitehaven Foyer Board in order to protect Howgill's interest in that venture, and the full Board wish her well for the future.

The appointment of a new Howgill Manager, Ishbel Cooke, who takes up her post in August 2020 is a positive step forward. We rely heavily on the help of our funders, who continue to support our work.

On a personal level I would like to thank my fellow Trustees for their help and support during the last year. Howgill Family Centre has always been an organisation that adapts to change, and we must now look forward to working on new projects as they develop. The excellent links we have built up with partner organisations continues to stand us in good stead as we develop a new Howgill Family Centre and continue to support the community in whatever way we can.

.....
Mrs Brenda Holden

Chair

Howgill Family Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Howgill Family Centre is a company limited by guarantee and the roles and responsibilities are laid down in the Memorandum and Articles of Association dated 12th June 1986 and amended on 9th December 2004.

Appointment of Trustees

The Board of Trustees is responsible for the organisation in all respects and are elected by all Members at the Annual General Meeting. Under the Articles of Association there is no maximum number of Trustees and the minimum number is three.

Howgill recruits Trustees as volunteers for their skills in safeguarding, education, business, legal, financial, marketing and communications, public health or social care. Trustees are sought in a variety of ways involving exploration of the field of potential candidates, including through advertising and by recommendation from service users, members and existing Trustees.

We aim to assess the implications of the Charity Governance Code 2017 for our charity, and to take steps to ensure that we adopt those aspects of the Code that are relevant to us. We are aware that a number of our Trustees have been in office for an extended time, but face challenges in recruiting and retaining committed individuals to our Board in the location where we operate.

Trustee induction and training

We ensure that all new Trustees understand their responsibilities to the charity and carry out their duties based upon the principals of "Good Governance", A Code for the Voluntary and Community Sector, First Edition June 2005 and the guidance issued by the Charity Commission for England and Wales. All new Trustees undertake appropriate training.

Organisational structure

Trustees meet as a full Board at least 6 times during the year but more often should the need arise. Sub-committees and task groups of Trustees, co-opted members and management staff may be convened when appropriate and report to the Board.

Howgill's Trustees have clearly defined roles and responsibilities and there are job descriptions for all Trustees, Chair and Treasurer. However, all Trustees are encouraged to become as involved as they possibly can in the life and work of the organisation. It is so important that the Board understands fully what is involved so that they can make important strategic decisions and carry out their function efficiently.

Until February 2020, the Chief Executive managed the day-to-day operations of the charity on behalf of the Trustees, with responsibility delegated by the Trustees to allow effective management over service delivery, finance and employment. Following her departure from the organisation, the Chair has assumed responsibility for overseeing the management and operations of the organisation until the appointment of a new Howgill Manager, assisted by the senior managers. This has ensured appropriate supervision for the current key operational areas of our activities - Business, Early Years provision, Community financial support, and Children's therapy and other support services.

At 31 March 2020, we had 31 employees, including full time, part time and bank staff. The continued success of our organisation relies on the core of volunteers who freely give their time, energy and expertise within all levels of the organisation. Their contribution to strategic direction, staff recruitment, external representation and service delivery is invaluable and hugely appreciated by Trustees who are themselves volunteers.

Howgill Family Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

Key management and personnel remuneration

The Trustees consider the Board of Trustees and the senior Manager, aided by the Management Team, as comprising the key management personnel of the charity, in charge of directing and controlling the charity and running the operation of the charity on a day to day basis. Until February 2020, the senior Manager was the Chief Executive Officer, but this role will be replaced by that of the Howgill Manager from August 2020.

All Trustees give of their time freely and no remuneration was paid in the year. Details of Trustee expenses and related party transactions are disclosed in notes 13 and 24 to the accounts.

The pay of the charity's senior Manager and senior staff is reviewed annually and assessed in accordance with average earnings. The remuneration is also benchmarked with charities of a similar size and activity to ensure that the remuneration set is fair and not out of line with that generally paid for similar roles.

Partnership

In line with Howgill's objectives, many of the initiatives that are developed and delivered gain from the involvement and support of other charitable, voluntary, and public sector bodies, including schools, colleges and universities, as well as commercial businesses. This can be in the form of co-working, mutual support and direct funding.

Charities and organisations who have worked in partnership with Howgill during the last year include: Sellafield Ltd, Copeland Borough Council, Cumbria County Council, Copeland Community Fund, Cumbria Community Foundation, Phyllis Harney Trust, Elected mayor of Copeland Mike Starkey, North Lakes Foodbank, Tesco, Buttle Trust, Cumbria CVS, Citizens Advice Bureau, Nuclear Decommissioning Agency (NDA), University of Central Lancashire (UCLan), Action for Children, Whitehaven, Egremont & District Credit Union, Police and Crime Commissioner, CADAS, Phunky Foods, Cumbria Youth Alliance, Inspira, Walney Extension Project, Dioceses of Carlisle and Lancaster, Lakes College West Cumbria, Young Cumbria, Impact Housing Association, The Whitehaven Foyer, Phoenix Youth Centre, Francis C Scott Charitable Trust, University of Cumbria, Whitehaven Harbour Youth Project, Cumbria Partnership NHS Foundation Trust, Barnardo's, North Cumbria Integrated Care NHS Foundation Trust, West Cumberland Hospital and many local schools, too numerous to mention individually.

Risk Assessment

The loss of long-term funding and maintaining appropriate staffing levels and skills that allow us to deliver effective services to as many people as possible were both identified as the main risks to the charity. Following the decision by Cumbria County Council to award the Child and Family Support contract for Copeland to a new provider with effect from 1st January 2020, we have had to reassess the level of services that we can provide going forward and the future direction of the organisation. The aim is to identify and review on a regular basis those services that are most needed and where we are in a strong position to make a significant contribution to the wellbeing of our local families.

The main risk to our future plans is securing the level of funding that will be required for planned projects, in a challenging post-COVID-19 environment, and must remain alert to opportunities to increase the sources of our funding.

To meet the needs of maintaining a high level of service provision, we continue to provide training opportunities for employees and volunteers to maximise the skills base and offer career progression opportunities when these become available.

Howgill Family Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

OBJECTIVES AND ACTIVITIES

The Charity is established to promote any charitable purpose for the benefit of the inhabitants of Copeland in West Cumbria, including the advancement of education and the provision of facilities for recreation and leisure time occupation, in the interests of social welfare and with the objective of improving the condition of life of those inhabitants.

Howgill aims to provide support to children and families with particular emphasis on the disadvantaged.

Over the last year it has done this by:

- Providing Early Help services for vulnerable children that prevent families getting into crisis
- Operating Sure Start Children's Centres in North Copeland on behalf of Cumbria County Council
- Delivering Early Years Childcare & Education for 2-4 year olds
- Providing childcare for 0-5 years nursery provision in Cleator Moor
- Improving child wellbeing and family health and financial skills
- Providing intensive support to many families

We are dedicated to providing high quality services open to external inspection, evaluation and assessment. Premises and activities are registered with Ofsted where appropriate. Distinctive services provided by Howgill to children and families are based on trusting relationships.

Until the end of December 2019, quarterly audits, undertaken by Cumbria County Council, ensured we remained on track to deliver our Early Help contract and helped build positive relationships.

Our Early Years provision continued at our settings at Catherine Street, Birks Road, Valley and Kells until the enforced COVID-19 lockdown in late March 2020 when we temporarily closed all our settings. The setting at Birks Road, which provides wrap around care from age 0 to 5 years, remains popular and is extremely busy. Recent Ofsted inspections have graded all our settings as 'Good', and we congratulate and appreciate all those involved with our Early Years provision. At the time of lockdown, we had close to 100 children each day who benefit from this high quality service and, although now reopening under government guidance, we appreciate that it may take time to return to this level of operation while families adjust to concerns and their own levels of risk. We are committed to people's growth and development. By increasing aspirations and expectations, service users, parents, carers, children, volunteers and employees, are encouraged to learn and progress towards fulfilling their potential. We aim to build the capacity and resilience of local communities.

Our approach is collaborative. Families have always been at the centre of what we do and we have high expectations of the adults in the relationship. There is a recognition that people we work with have responsibilities too - to act safely and responsibly. Our aim is to foster greater independence and resilience. We believe that people can address the issues they face - recognising that they may need support in the forms of information, skills and confidence to enable them to do so. We will enable people, when they are ready, to move beyond the point where Howgill's support is required. Former service users are encouraged to become volunteers, sponsors and patrons.

The safeguarding of all children is a priority concern and all staff and volunteers, including Trustees, are regularly trained in safeguarding. Staff and volunteers have a clear pathway for reporting concerns as soon as they arise. Safer Recruitment practices are rigorously deployed, including obtaining enhanced Disclosure and Barring Service (DBS) checks (renewed every three years) on Trustees, employees and volunteers. Training is recorded and monitored to ensure that employees' qualifications, especially in safeguarding and first aid, are kept up-to-date. There is a designated Safeguarding Lead and an in-house Safeguarding Team to drive continuous improvement.

Howgill Family Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

Trustees have regard to the Charity Commission's guidance on public benefit when reviewing Howgill's aims and objectives and in planning future activities. Howgill fulfills its public benefit objectives through its support to children and families with particular emphasis on the vulnerable and disadvantaged.

ACHIEVEMENTS AND PERFORMANCE

Howgill continued to deliver a major contract for Cumbria County Council until the end of December 2019, providing Early Help services for vulnerable children and their families. The emphasis was to intervene early, at the first point at which concerns are raised about a child. Referrals were received from a wide range of agencies, the majority from midwives, health visitors and primary schools. Howgill's support during the contract aimed to prevent families getting into crisis that could arise if the child's difficulties escalate to such an extent that parents and carers are unable to cope. In the long run this approach helped to reduce the number of children who needed to be supported through statutory care.

As part of this service, Howgill continued to operate Sure Start Children's Centres in Copeland on behalf of Cumbria County Council. Howgill's deep roots in local communities provided distinctive strengths in drawing in some of the most disadvantaged families who, in other parts of England, had been less willing to engage with Children's Centre activities. This has been reflected in the strong partnerships and relationships that have been established at all our settings and which continue as we develop our new focus and direction in 2020.

Trustees view the provision of Early Years Learning for 2-4 year olds as an integral part of Howgill's offer, enabling the organisation to reinforce the support it provides that ensures children are receiving the best start, especially as they prepare to enter formal nursery education. There is great continuity in Howgill's relationship with families, which will often have started at the prenatal stage and can continue as the children move towards adolescence and even into adulthood.

Specific achievements during the 9 months to 31st December 2019 include:

- Delivered services and support to over 3000 people in and around Whitehaven, Hensingham, Cleator Moor, Egremont and Millom.
- Continued to ensure the CCC Early Help contract is fully operational, ensuring new employees are trained to comply with procedures and fulfilling requirements covering referral, assessment and reporting. We met, and in several areas exceeded, our targets.
- Continued to deliver high quality family support, health and well-being and learning services that benefit children and families in Copeland, especially the most disadvantaged, in line with the Early Help contract.

Implemented an Early Years' Plan that takes into account changes in population, government policy and best practice, realigning activities with emerging trends and widening our provision to cover the full range of pre-school children from 0-5.

Howgill Family Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

- Ran successful support groups for young, vulnerable teenage girls.
- Specific achievements during the year to 31st March 2020 include:
- Continued to invest in developing our future Early Years workforce. The lead given by our Early Years Manager is evident in the outcomes from Ofsted inspections, as well as the growing popularity of our settings.
- Managed and delivered successful projects supported by grants and personnel from health and other funding bodies.
- Developed and secured funding to assist with our future plans to continue our key projects in support of our redesigned strategy. In common with all other charities we can only deliver services if we have the funding. This is always an ongoing priority.
- Continued the joint venture in collaboration with Impact Housing to continue to support young people aged 16-24 and rent out the office space at the Whitehaven Foyer. Until the end of March 2020, Howgill operated a shop on the premises, run by volunteers, which was also used as a drop-in centre.
- Continued to provide training opportunities for our staff across all teams.

FINANCIAL REVIEW

The current free (unrestricted) reserves of £296,687 enable the organisation to continue its operational activities in the event of any further reduction or cessation of funding. The organisation also had restricted funds of £325,114.

The reserves policy has been established to mitigate the main financial risks facing the charity. The Trustees aim to maintain those unrestricted funds that are not committed or invested in tangible fixed assets at a level to provide working capital covering 3 to 6 months of expenditure relating to normal activities and anticipated service delivery. It is expected that, for the next few years, the level of these reserves will need to be maintained at no less than £200,000.

The Trustees consider that the charity is adequately funded to meet its current obligations.

Early Help 0-12 services have been supported by Cumbria County Council Early Help 0-12 contract, Copeland Community Fund and The Phyllis Harney Trust. Nursery Provision has been supported by Cumbria County Council Two-Year-Old Entitlement, Early Support grant, Fee income and Nursery grant funding.

Howgill Family Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

PLANS FOR FUTURE PERIODS

Over the next 12 months Howgill's plans can be summarised as follows:

- To develop and appoint to the new role of Howgill Manager, with a remit to maximise the potential of the organisation's offer within the community by delivery of new projects supported by funding from diverse organisations.
- To manage the budget efficiently, by holding regular budget meetings and monitoring income and expenditure.
- To ensure there is a suitably qualified, well trained workforce to deliver our plans by providing opportunities for staff to attend regular training.
- To recruit new Trustees with relevant experience and expertise.
- To work closely with health visitors and practitioners.
- Continue to look for opportunities to extend the range and scope of our services in line with current thinking and service user need and demand.
- Replace and improve facilities and services in the Kells area of Whitehaven.
- Make further improvements to all of our premises, where funding permits.

TRUSTEES' RESPONSIBILITIES STATEMENT

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Howgill Family Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

AUDITOR

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 16/11/2020 and signed on behalf of the board of trustees by:



Mrs Brenda Holden
Chair

Howgill Family Centre

Company Limited by Guarantee

Independent Auditor's Report to the Members of Howgill Family Centre

Year ended 31 March 2020

OPINION

We have audited the financial statements of Howgill Family Centre (the 'charity') for the year ended 31 March 2020 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, statement of cash flows and the related notes, 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, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity'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;
- 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 auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity 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 charity'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.

Howgill Family Centre

Company Limited by Guarantee

Independent Auditor's Report to the Members of Howgill Family Centre *(continued)*

Year ended 31 March 2020

OTHER INFORMATION

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, 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 we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

OPINIONS 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 trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Howgill Family Centre

Company Limited by Guarantee

Independent Auditor's Report to the Members of Howgill Family Centre *(continued)*

Year ended 31 March 2020

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors 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 charity'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 charity or to cease operations, or have no realistic alternative but to do so.

AUDITOR'S 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 an auditor's report 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.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
 - Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
 - Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
 - Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
 - Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
-

Howgill Family Centre

Company Limited by Guarantee

Independent Auditor's Report to the Members of Howgill Family Centre *(continued)*

Year ended 31 March 2020

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

USE OF OUR REPORT

This report is made solely to the charity'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 charity's members those matters we are required to state to them in an auditor's 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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.



Stuart Farrer (Senior Statutory Auditor)

For and on behalf of
Saint & Co
Chartered Accountants & Statutory Auditor
Sterling House
Wavell Drive, Rosehill
Carlisle, Cumbria
CA1 2SA

23 November, 2020

Howgill Family Centre
Company Limited by Guarantee
Statement of Financial Activities
(including income and expenditure account)
Year ended 31 March 2020

			2020		2019
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	5	6,440	13,049	19,489	20,628
Charitable activities	6	4,612	1,342,394	1,347,006	1,258,333
Other trading activities	7	89,731	2,964	92,695	117,314
Investment income	8	710	–	710	283
Other income	9	–	–	–	250
Total income		<u>101,493</u>	<u>1,358,407</u>	<u>1,459,900</u>	<u>1,396,808</u>
Expenditure					
Expenditure on raising funds:					
Costs of other trading activities	10	8,904	–	8,904	13,146
Expenditure on charitable activities	11,12	149,630	1,260,062	1,409,692	1,395,490
Total expenditure		<u>158,534</u>	<u>1,260,062</u>	<u>1,418,596</u>	<u>1,408,636</u>
Net income/(expenditure)		<u>(57,041)</u>	<u>98,345</u>	<u>41,304</u>	<u>(11,828)</u>
Transfers between funds		(500)	500	–	–
Net movement in funds		<u>(57,541)</u>	<u>98,845</u>	<u>41,304</u>	<u>(11,828)</u>
Reconciliation of funds					
Total funds brought forward		354,228	226,269	580,497	592,325
Total funds carried forward	23	<u>296,687</u>	<u>325,114</u>	<u>621,801</u>	<u>580,497</u>

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

The notes on pages 18 to 32 form part of these financial statements.

Howgill Family Centre
Company Limited by Guarantee
Statement of Financial Position

31 March 2020

	Note	2020 £	2019 £
FIXED ASSETS			
Tangible fixed assets	18	165,844	238,047
CURRENT ASSETS			
Debtors	19	30,240	195,783
Cash at bank and in hand		541,357	308,032
		<u>571,597</u>	<u>503,815</u>
CREDITORS: amounts falling due within one year	20	<u>115,640</u>	<u>161,365</u>
NET CURRENT ASSETS		455,957	342,450
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>621,801</u>	<u>580,497</u>
NET ASSETS		<u>621,801</u>	<u>580,497</u>
FUNDS OF THE CHARITY			
Restricted funds		325,114	226,269
Unrestricted funds		296,687	354,228
Total charity funds	24	<u>621,801</u>	<u>580,497</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 16 November 2020 and are signed on behalf of the board by:

Ian Harvie

Mr Ian Harvie
Trustee

The notes on pages 18 to 32 form part of these financial statements.

Howgill Family Centre
Company Limited by Guarantee
Statement of Cash Flows
Year ended 31 March 2020

	2020 £	2019 £
CASH FLOWS FROM OPERATING ACTIVITIES		
Net income/(expenditure)	41,304	(11,828)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	24,959	28,133
Impairment of tangible fixed assets	38,006	–
Government grant income	(2,502)	–
Other interest receivable and similar income	(710)	(283)
Loss/(gains) on disposal of tangible fixed assets	9,237	(250)
<i>Changes in:</i>		
Trade and other debtors	165,544	(47,963)
Trade and other creditors	(45,725)	76,952
Cash generated from operations	230,113	44,761
Interest received	710	283
Net cash from operating activities	<u>230,823</u>	<u>45,044</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of tangible assets	–	(53,441)
Proceeds from sale of tangible assets	–	250
Net cash used in investing activities	<u>–</u>	<u>(53,191)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Government grant income	2,502	–
Net cash from financing activities	<u>2,502</u>	<u>–</u>
NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS	233,325	(8,147)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	308,032	316,179
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>541,357</u>	<u>308,032</u>

The notes on pages 18 to 32 form part of these financial statements.

Howgill Family Centre
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31 March 2020

1. GENERAL INFORMATION

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Birks Road, Cleator Moor, Cumbria, CA25 5HR.

2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Debtors

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

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Significant judgements

The trustees consider there to be no significant judgements made in the process of applying the entity's accounting policies.

Key sources of estimation uncertainty

Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. The trustees consider there to be no key sources of estimation uncertainty.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account (other than those held for investment purposes).

Howgill Family Centre
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2020

3. ACCOUNTING POLICIES *(continued)*

Creditors and provisions

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

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All income is included in the statement of financial activities once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. The following specific policies are applied to particular categories of income:

(a) Voluntary income is received by way of grants, donations and gifts 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.

(b) Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

(c) Gifts donated for resale are included as income within activities for generating funds when they are sold.

(d) Income from the charity shop is included in the year in which it is receivable.

(e) Income from investments is included in the year in which it is receivable.

(f) Income from grants, where related to specific performance conditions, are accounted for as earned (as the related goods or services are provided). Grant income included in this category provides funding to support performance activities and is recognised where there is entitlement, receipt of the income is probable and the amount can be measured with sufficient reliability.

(g) Income or grants received in advance are held in deferred income. Any grants restricted to future accounting periods are deferred and recognised in those accounting periods.

Howgill Family Centre
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2020

3. ACCOUNTING POLICIES *(continued)*

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of raising funds comprise the costs associated with attracting voluntary income and those incurred in activities that raise funds.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for Early Help 0-12, Youth Services, Nursery Provision and The Whitehaven Foyer programme. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Charitable expenditure in connection with the Sure Start programme is comprised entirely of depreciation on fixed assets purchased via this programme.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Support costs are allocated between Early Help 0-12, Youth Services and Nursery Provision based on total direct project expenditure.

Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold land and buildings	-	Straight line over fifty years
Short leasehold property	-	Straight line over the life of the lease
Fixtures and fittings	-	10% straight line
Motor vehicles	-	10 - 20% Straight line
IT equipment	-	25% straight line
Outdoor play equipment	-	50% straight line
Other equipment	-	4-20% straight line

Fixed assets costing less than £500 are not capitalised.

The trustees have used judgement to estimate the expected useful life for each of the categories of tangible fixed assets.

Howgill Family Centre
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2020

3. ACCOUNTING POLICIES *(continued)*

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

Howgill Family Centre
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2020

3. ACCOUNTING POLICIES *(continued)*

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

4. LIMITED BY GUARANTEE

Howgill Family Centre is a company limited by guarantee and accordingly does not have a share capital.

The guarantors are the members and the liability in respect of the guarantee as set out in the memorandum is limited to £1 per member.

Howgill Family Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

5. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
DONATIONS			
Donations	3,440	10,547	13,987
Employment allowance	3,000	—	3,000
GRANTS			
Government grant income	—	2,502	2,502
	<u>6,440</u>	<u>13,049</u>	<u>19,489</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
DONATIONS			
Donations	17,628	—	17,628
Employment allowance	3,000	—	3,000
GRANTS			
Government grant income	—	—	—
	<u>20,628</u>	<u>—</u>	<u>20,628</u>

Howgill Family Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

6. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Cumbria CC - Two Year Old Funding	-	102,230	102,230	127,458
Cumbria CC - Early Support Grant	-	-	-	12,511
Cumbria CC - Nursery Grant	-	79,424	79,424	-
Cumbria CC - Inclusion / Family Award / Statements	-	8,885	8,885	-
Cumbria CC - Copeland Area Local Committee	-	-	-	11,801
Cumbria CC - Disability Access Fund	-	615	615	1,230
Cumbria CC - Early Help 0-12 Contract	-	687,333	687,333	946,162
Barnados - Early Help 0-12	-	22,289	22,289	-
Copeland Borough Council - Pre Birth and Beyond	-	-	-	16,650
Copeland Community Fund - Youth Work	-	-	-	1,409
Copeland Community Fund - Pre Birth and Beyond	-	10,013	10,013	13,350
Well Whitehaven - Time to be me	-	19,072	19,072	-
Well Whitehaven - Youth Connectors	-	1,100	1,100	-
Sellafield Limited	-	136,000	136,000	-
Good Enough Start - CCF	-	4,000	4,000	-
Good Enough Start - Francis Scott Trust	-	18,000	18,000	-
Good Enough Start - Sellafield	-	57,450	57,450	-
Phunky Foods	-	125,580	125,580	-
Barnados - MyTime Cumbria	-	27,863	27,863	36,239
BBC CiN - Youth Project	-	-	-	(15,000)
Other income from charitable activities type 5	-	-	-	47,451
Walney Extension Project - Boys will be boys	-	-	-	7,040
Cumbria Community Foundation - Family Group	-	-	-	20,000
Cumbria Community Foundation - UCLAN Project	-	-	-	5,000
The Phyllis Harney Trust	-	22,180	22,180	16,760
The Hadfield Trust	-	-	-	3,200
Tesco Groundwork UK	-	-	-	1,000
Project cost recovery	4,600	-	4,600	-
Copeland Community Fund - Progression	-	-	-	(293)
Sellafield Charity Snowball	-	-	-	2,135
Inspira - Friday Night Football	-	-	-	980
Inspira - Sellafield Youth Development	-	11,001	11,001	3,250
Other income from charitable activities	12	9,359	9,371	-
	<u>4,612</u>	<u>1,342,394</u>	<u>1,347,006</u>	<u>1,258,333</u>

In 2019 all of the income from charitable activities was attributable to restricted income funds.

Howgill Family Centre
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31 March 2020

7. OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Shop income	9,617	–	9,617
Fundraising Events	–	1,305	1,305
Use of facilities	18,617	–	18,617
Fee income	58,802	–	58,802
Training income	–	–	–
Activity income	–	683	683
Contract refunds	2,695	–	2,695
NMRU	–	976	976
	<u>89,731</u>	<u>2,964</u>	<u>92,695</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Shop income	6,792	–	6,792
Fundraising Events	4,895	–	4,895
Use of facilities	20,348	–	20,348
Fee income	79,776	–	79,776
Training income	2,960	–	2,960
Activity income	1,796	–	1,796
Contract refunds	162	–	162
NMRU	585	–	585
	<u>117,314</u>	<u>–</u>	<u>117,314</u>

8. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Bank interest receivable	<u>710</u>	<u>710</u>	<u>283</u>	<u>283</u>

9. OTHER INCOME

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Gain on disposal of tangible fixed assets held for charity's own use	<u>–</u>	<u>–</u>	<u>250</u>	<u>250</u>

Howgill Family Centre
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31 March 2020

10. COSTS OF OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Costs of other trading activities - Shop costs	8,904	8,904	13,146	13,146

11. EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Early Help 0-12	—	484,876	484,876
Other Activities	—	226,934	226,934
Early Years	31,109	194,381	225,490
Sure Start	—	—	—
Support costs	118,521	353,871	472,392
	<u>149,630</u>	<u>1,260,062</u>	<u>1,409,692</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Early Help 0-12	13,608	726,520	740,128
Other Activities	213	46,327	46,540
Early Years	74,019	179,277	253,296
Sure Start	—	7,207	7,207
Support costs	47,644	300,675	348,319
	<u>135,484</u>	<u>1,260,006</u>	<u>1,395,490</u>

12. EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly £	Support costs £	Total funds 2020 £	Total fund 2019 £
Early Help 0-12	484,876	280,161	765,037	986,900
Other Activities	226,934	87,372	314,306	60,249
Early Years	225,489	98,762	324,251	335,555
Sure Start	—	—	—	7,207
Governance costs	—	6,098	6,098	5,579
	<u>937,299</u>	<u>472,393</u>	<u>1,409,692</u>	<u>1,395,490</u>

Howgill Family Centre
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31 March 2020

13. ANALYSIS OF SUPPORT COSTS

	Early Help	Other Activities	Early Years	Total 2020	Total 2019
	£	£	£	£	£
Staff costs	192,619	16,344	1,729	210,692	138,113
General office	87,543	71,028	97,031	255,602	204,627
Governance costs	5,490	549	61	6,100	5,579
	<u>285,652</u>	<u>87,921</u>	<u>98,821</u>	<u>472,394</u>	<u>348,319</u>

14. NET INCOME/(EXPENDITURE)

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

	2020	2019
	£	£
Depreciation of tangible fixed assets	24,959	28,132
Loss/(Gains) on disposal of tangible fixed assets	47,242	(250)
Operating lease rentals	<u>9,192</u>	<u>16,453</u>

15. AUDITORS REMUNERATION

	2020	2019
	£	£
Fees payable for the audit of the financial statements	<u>6,100</u>	<u>5,580</u>

16. STAFF COSTS

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020	2019
	£	£
Wages and salaries	841,326	966,895
Social security costs	54,257	64,997
Employer contributions to pension plans	28,892	29,078
	<u>924,475</u>	<u>1,060,970</u>

Included in wages and salaries are non-statutory / non contractual severance payments totalling £4,000.

The average head count of employees during the year was 55 (2019: 64). The average number of full-time equivalent employees during the year is analysed as follows:

	2020	2019
	No.	No.
Provision of services	46	54
Management and administration	9	10
	<u>55</u>	<u>64</u>

Howgill Family Centre
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31 March 2020

16. STAFF COSTS (continued)

The number of employees whose remuneration for the year fell within the following bands, were:

	2020	2019
	No.	No.
£70,000 to £79,999	<u>1</u>	<u>–</u>

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £72,984 (2019:£46,640).

17. TRUSTEE REMUNERATION AND EXPENSES

Trustees are not remunerated. Expenses of £390 were reimbursed to 2 trustees for directly incurred travel costs (2019: £133 to 1 trustee).

18. TANGIBLE FIXED ASSETS

	Freehold property £	Short leasehold property £	Fixtures and fittings £	Motor vehicles £	Total £
Cost					
At 1 April 2019	194,891	273,325	209,204	3,175	680,595
Disposals	(6,538)	(134,297)	(98,153)	–	(238,988)
At 31 March 2020	<u>188,353</u>	<u>139,028</u>	<u>111,051</u>	<u>3,175</u>	<u>441,607</u>
Depreciation					
At 1 April 2019	60,591	215,167	166,790	–	442,548
Charge for the year	5,184	8,140	11,000	635	24,959
Disposals	(1,715)	(133,375)	(94,660)	–	(229,750)
Impairment losses	–	38,006	–	–	38,006
At 31 March 2020	<u>64,060</u>	<u>127,938</u>	<u>83,130</u>	<u>635</u>	<u>275,763</u>
Carrying amount					
At 31 March 2020	<u>124,293</u>	<u>11,090</u>	<u>27,921</u>	<u>2,540</u>	<u>165,844</u>
At 31 March 2019	<u>134,300</u>	<u>58,158</u>	<u>42,414</u>	<u>3,175</u>	<u>238,047</u>

19. DEBTORS

	2020	2019
	£	£
Prepayments and accrued income	29,240	42,317
Other debtors	1,000	153,466
	<u>30,240</u>	<u>195,783</u>

Howgill Family Centre
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2020

20. CREDITORS: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	68,976	37,211
Accruals and deferred income	36,911	109,616
Social security and other taxes	9,753	14,251
Other creditors	–	287
	<u>115,640</u>	<u>161,365</u>

21. DEFERRED INCOME

	2020	2019
	£	£
At 1 April 2019	84,581	–
Amount released to income	(73,581)	–
Amount deferred in year	–	84,581
At 31 March 2020	<u>11,000</u>	<u>84,581</u>

Deferred income relates to income received in advance for the Youth Development Fund Skills Development Project (2019: Youth Development Fund and Phunky Foods).

22. PENSIONS AND OTHER POST RETIREMENT BENEFITS

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £28,892 (2019: £29,078).

23. GOVERNMENT GRANTS

The amounts recognised in the financial statements for government grants are as follows:

	2020	2019
	£	£
Recognised in income from donations and legacies:		
Government grants income	<u>2,502</u>	<u>–</u>

Howgill Family Centre
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2020

24. ANALYSIS OF CHARITABLE FUNDS

Unrestricted funds

	At 1 April 2019	Income	Expenditure	Transfers	At 31 March 2020
	£	£	£	£	£
General funds	<u>354,228</u>	<u>101,493</u>	<u>(158,534)</u>	<u>(500)</u>	<u>296,687</u>

	At 1 April 2018	Income	Expenditure	Transfers	At 31 March 2019
	£	£	£	£	£
General funds	<u>364,383</u>	<u>138,475</u>	<u>(148,630)</u>	<u>—</u>	<u>354,228</u>

General funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

The transfer to restricted funds is to reallocate expenditure brought forward.

Restricted funds

	At 1 April 2019	Income	Expenditure	Transfers	At 31 March 2020
	£	£	£	£	£
Sure Start Funds	136,896	2,502	(47,351)	—	92,047
Other restricted funds	89,373	414,635	(255,042)	(15,899)	233,067
Early Years settings	—	192,632	(192,632)	—	—
Early Help Contract & related activities	—	748,638	(765,037)	16,399	—
	<u>226,269</u>	<u>1,358,407</u>	<u>(1,260,062)</u>	<u>500</u>	<u>325,114</u>

	At 1 April 2018	Income	Expenditure	Transfers	At 31 March 2019
	£	£	£	£	£
Sure Start Funds	144,103	—	(7,207)	—	136,896
Other restricted funds	83,839	1,258,333	(1,252,799)	—	89,373
Early Years settings	—	—	—	—	—
Early Help Contract & related activities	—	—	—	—	—
	<u>227,942</u>	<u>1,258,333</u>	<u>(1,260,006)</u>	<u>—</u>	<u>226,269</u>

Howgill Family Centre
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31 March 2020

24. ANALYSIS OF CHARITABLE FUNDS (continued)

Incoming resources shown as restricted funds are raised and given for specific purposes and projects. The conditions governing the income or grants restrict these funds and when these conditions have been met any balance may become unrestricted and can be used as a contribution to the charity's unrestricted funds.

Sure Start funds relate to the delivery of the Sure Start Copeland Whitehaven local programme. Howgill Family Centre ceased to be the accountable body for this programme on 31 March 2006 and the balance on this fund is represented entirely by fixed assets purchased via this programme.

Early years settings relates to funding regarding the provision of nursery services.

Early Help Contract funds relate to funds from the council and other sources for this contract. This passed to another provider in January 2020.

Other restricted funds relate to various smaller projects and capital developments.

Transfers between funds are to split out brought forward restricted funds to show more detail in the accounts.

25. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	2,540	163,304	165,844
Current assets	397,627	173,970	571,597
Creditors less than 1 year	(103,480)	(12,160)	(115,640)
Net assets	<u>296,687</u>	<u>325,114</u>	<u>621,801</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Tangible fixed assets	3,175	234,872	238,047
Current assets	351,053	152,762	503,815
Creditors less than 1 year	—	(161,365)	(161,365)
Net assets	<u>354,228</u>	<u>226,269</u>	<u>580,497</u>

26. ANALYSIS OF CHANGES IN NET DEBT

	At 1 Apr 2019 £	Cash flows £	At 31 Mar 2020 £
Cash at bank and in hand	<u>308,032</u>	<u>233,325</u>	<u>541,357</u>

Howgill Family Centre
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2020

27. OPERATING LEASE COMMITMENTS

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2020	2019
	£	£
Not later than 1 year	19,149	24,581
Later than 1 year and not later than 5 years	9,269	19,761
	<u>28,418</u>	<u>44,342</u>

28. RELATED PARTIES

Mr W Slavin, a trustee of Howgill Family Centre, is a trustee of Cumbria Community Foundation. The charity received grants of £nil (2019: £25,000) during the year from Cumbria Community Foundation on an arm's length basis.

Mr W Slavin and Mrs J Smith, trustees of Howgill Family Centre, are also trustees of the Whitehaven Foyer. At 31 March 2016 Howgill Family Centre had a £130,000 programme related investment in The Whitehaven Foyer. During the year ended 31 March 2017 the Trustees of Howgill Family Centre agreed to convert the programme related investment into a grant, with a condition that it will become repayable, in full or in part, should The Whitehaven Foyer dispose of its premises within the next 30 years. Howgill retains a second charge on these premises at 44 Irish Street, Whitehaven as protection for its funding.

In addition to the above, Howgill Family Centre made purchases of £9,008 (£2019: 11,933) from the Whitehaven Foyer for shop rental and other costs.

Indemnity Insurance

The charity paid for the insurance premiums to indemnify trustees and senior staff from any loss arising from neglect or defaults of trustees or staff and any consequent loss. The cost of this insurance was £1,089 (2019: £923).