

Registered number: 5659531

Charity number: 1114860

**HOME-START BANBURY, BICESTER & CHIPPING NORTON**

**(A company limited by guarantee)**

**Report and Financial Statements  
for the year ended 31 March 2022**

**HOME-START BANBURY, BICESTER & CHIPPING NORTON**  
**(A company limited by guarantee)**

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**HOME-START BANBURY, BICESTER & CHIPPING NORTON**  
**(A company limited by guarantee)**

**Legal and Administrative Information**  
**for the year ended 31 March 2022**

**Constitution**

Home-Start Banbury and Chipping Norton Limited is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. Previously Home-Start Banbury & Chipping Norton operated as charity number 296837. The company was formed on 20 December 2005.

**Directors and trustees**

The directors of the charitable company are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees.

The trustees' liability is limited to £1, provided that they do not act negligently, or fraudulently, and do not allow the charity to continue when it is insolvent.

**The trustees serving during the year and since the year-end were as follows:-**

Chloe Woodhead	Chair	(Appointed as Chair Sept. 2021)
Cheryl Huntbach	Chair	(Resigned September 2021)
Douglas Keir	Treasurer and Secretary	
John Karlake		(Appointed Octt 2022)
Amanjit Dhillon		
Jo Graves		
Valerie Knight		(Resigned May 2022)
Laura Sharpe		(Appointed Feb. 2022)
Anne Waters		
Pete Welply		

**Registered Office:** Britannia Road Children's Centre  
Grove Street  
Banbury  
OX16 5DN

**Accountants:** Mercer Lewin  
41 Cornmarket Street  
Oxford  
OX1 3HA

**HOME-START BANBURY, BICESTER & CHIPPING NORTON**  
**(A company limited by guarantee)**

**Report of the Trustees**  
**for the year ended 31 March 2022**

The Trustees are pleased to present their report together with the financial statements of the Charity for the year ended 31 March 2021.

**Objects of the Charity**

The objects of the Charity are to offer practical help and supportive friendship to parents who have young children in local communities across the area. We offer a unique service, visiting families with at least one child under five to offer them informal, friendly and confidential support in their own home surroundings. We also offer group 'Stay and Play' sessions in Bicester and Banbury.

**Summary of activities 21-22**

This last year has once again seen an increase in the demand for Home Start support. The previous year was strongly influenced by the Covid pandemic with so many negative effects on vulnerable families (for example: increased isolation, anxiety, loneliness, and domestic abuse), and in 2021-22 the impact became noticeable.

Despite the ongoing pandemic and the associated difficulties, Home-Start Banbury, Bicester and Chipping Norton responded by offering special training for both telephone befrienders and home-visiting volunteers. Face-to-face volunteer home-visiting, our unique and primary way of providing assistance, was able to restart, and 70 families received such 1:1 support. Stay and Play group sessions were begun again and were run in both Bicester and Banbury, with 104 families supported in this way. In addition, a family picnic was held during the summer and we hosted Nature Play sessions at Evenley Woods and Bridge Street Garden.

During the year we sadly said farewell to Jane Skelton, our senior Organiser, who retired after many years' service, and were pleased to welcome Aimee Evans, her replacement.

**Review of financial affairs**

2021-22, and the preceding year, will be remembered for many years for the Coronavirus pandemic and the associated lockdowns of normal activities. It increased the financial uncertainties generally while having a very negative effect on the support we would normally give to families, whose need was now greater than in normal times.

After the remarkable 34% increase in income in 2020-21 to £170,264, it was not surprising that it fell in 2021-22 to £131,171. This was still the 3rd highest in our history. The reduction was almost solely attributable to the mid-year ending of the 3-year Home-Start Oxfordshire-wide grant from The National Lottery, which we were unsuccessful in getting renewed.

Expenses in 2021-22 rose by 20% to £145,301 (20-21: £116,831), much the same as they had been pre-Covid in 2019-20 (£146,933). In the interim period, it had not been possible to recruit replacement staff for those departing, with the consequence that there was an inevitable increase again when new staff members started in 21-22. In addition there was a period of overlap between the recruitment of our new Senior Organiser and the retirement of her predecessor. Management and administrative costs also returned as the office was partially reopened.

The combined effect of lower income and increased expenditure led to a deficit of £14,130, a significant change from the previous year's extraordinary surplus of £53,433. The year end reserves consequently decreased to £109,342 (2021: £123,472). The unrestricted year-end reserves represented 75% (9 months) of the year's expenditure.

In the current post-Covid environment, we see a much greater competition for funds, and are anticipating an increasingly challenging financial period. We really appreciate all the financial support we receive, as well as the outstanding family support provided by the staff and volunteers, even in the face of the great practical difficulties during the Covid pandemic.

**HOME-START BANBURY, BICESTER & CHIPPING NORTON**  
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**Report of the Trustees continued**  
**for the year ended 31 March 2022**

**Trustees' Responsibilities**

Company and charity law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing those financial statements the trustees have:

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepared the financial statements on a going-concern basis.

The Trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which 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 detection and prevention of fraud and other irregularities

This report is prepared in accordance with the special provisions of the Companies Act 2006 relating to small charitable companies.

This report was approved by the trustees on 9/11/2022 and signed on its behalf, by:



Douglas Keir  
Treasurer

**Independent examiner's report to the trustees of  
Home-Start Banbury & Chipping Norton  
for the year ended 31 March 2022  
(A company limited by guarantee)**

I report on the accounts of Home Start Banbury and Chipping Norton for the year ended 31 March 2022 set out on pages 4 to 12.

**Respective responsibilities of trustees as directors and examiner.**

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 trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ("the Act") and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law 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 Commission under section 145(5) of the 2011 Act; and
- . to state whether particular matters have come to my attention.

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 seeking 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.

**Opinion**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in any material respect:

- a) the accounting records were not kept in accordance with section 130 of the Charities Act; or
- b) the accounts did not accord with the accounting records; or
- c) the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed.....

Dated..... 9 Dec 22 .....

A Churchill Stone FCA DChA  
Mercer Lewin Ltd  
Chartered Accountants  
41 Cornmarket Street  
Oxford  
OX1 3HA

**HOME-START BANBURY, BICESTER & CHIPPING NORTON**  
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**Statement of Financial Activities**

	Notes	2022 (Restricted)	2022 (Unrestricted)	Total 2022	Total 2021
		£	£	£	£
<b>Incoming Resources</b>					
Grants, fundraising & donations	5	74,979	56,169	131,148	170,146
Interest income		-	24	24	118
<b>Total Incoming Resources</b>		<u>74,979</u>	<u>56,193</u>	<u>131,171</u>	<u>170,264</u>
<b>Resources Expended</b>					
Direct charitable expenditure	2	80,251	25,312	105,563	88,086
Fund-raising costs	2a	-	8,054	8,054	7,040
Management & administration	3	13,773	17,325	31,098	21,705
Governance	4	150	436	586	0
<b>Total Expenditure</b>		<u>94,174</u>	<u>51,127</u>	<u>145,301</u>	<u>116,831</u>
<b>Operating deficit/surplus for the year</b>		<u>-19,195</u>	<u>5,065</u>	<u>-14,130</u>	<u>53,433</u>
<b>Transfers between funds</b>		19,195	-19,195	-	-
<b>Net deficit/surplus for the year</b>		<u>0</u>	<u>-14,130</u>	<u>-14,130</u>	<u>53,433</u>
<b>Accumulated Funds</b>					
Brought forward		246	123,226	123,472	70,039
Current year surplus		0	-14,130	-14,130	53,433
<b>Total funds at 31 March 2022</b>		<u>246</u>	<u>109,096</u>	<u>109,342</u>	<u>123,472</u>



**HOME-START BANBURY, BICESTER & CHIPPING NORTON**  
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**Balance Sheet at 31 March 2022**

	Notes	2022 £	2021 £
<b>Cash at Bank and in Hand</b>			
Current Accounts		34912	73451
Savings Accounts		95476	65452
Cash in Hand		<u>52</u>	<u>605</u>
		130,441	139,508
<b>Liabilities: Amounts Falling due in One Year</b>			
Net of current assets	6	<u>-21,099</u>	<u>-16,035</u>
		-21,099	-16,035
<b>Net Current Assets</b>		<u><u>109,342</u></u>	<u><u>123,472</u></u>
<b>Accumulated Funds</b>			
Restricted	7	246	246
Unrestricted		<u>109,096</u>	<u>123,226</u>
		<u><u>109,342</u></u>	<u><u>123,472</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of the Trustees on 4/11/22 and signed on their behalf, by:



Douglas Keir (Treasurer)



# HOME-START BANBURY, BICESTER & CHIPPING NORTON

(A company limited by guarantee)

## Notes to the Financial Statements for the year ended 31 March 2022

### 1 Accounting Policies

The following accounting policies were used consistently:

#### Accounting basis:

The financial statements have been prepared under the historical cost basis and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The statement of Recommended Practice by Charities, issued by Charities Commissioners has also been followed.

#### Grants:

Grants received are credited to the Financial Activities when they are receivable, split between restricted and unrestricted funds.

#### Resources expended:

All expenditure is accounted for on an accrual basis, inclusive of VAT and has been classified under headings that aggregate all costs related to the category. The value of volunteers' time has not been reflected in the accounts.

#### Depreciation:

Depreciation is calculated to write off the assets on a reducing balance basis. Items for which grants have been received, as well as all other items under £1,000 are written off to revenue.

	<b>Restricted Funds £ 2022</b>	<b>Unrestricted Funds £ 2022</b>	<b>Total Funds £ 2022</b>	<b>Total Funds £ 2021</b>
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### 2 Direct Charitable Expenditure

Salaries, NI & Pension	Note 9	75,184	17,689	92,873	82,543
Payroll expenses		-	828	828	1,024
Staff/Volunteer Expenses		1,505	4,153	5,658	3,776
Training		621	1,681	2,302	658
Staff / volunteer recruitment		-	850	850	0
Drop-in Groups		859	111	970	0
Direct family assistance		2,081	-	2,081	85
<b>Total Direct Expenditure</b>		<b>80,251</b>	<b>25,312</b>	<b>105,563</b>	<b>88,086</b>

### 2(a) Fund-raising Expenditure

Salaries, NI & Pension	Note 9	-	8,054	8,054	6,830
Other fund-raising costs		-	-	-	210
<b>Total Fund-raising Expenditure</b>		<b>-</b>	<b>8,054 0</b>	<b>8,054</b>	<b>7,040</b>

### 3 Management & Administration

Salaries (Management)	Note 9	11,350	6,867	18,218	11,104
Office Costs		560	1,394	1,954	2,656
Stationery		100	305	405	228
Telephone / internet		132	797	929	1,098
Insurance		500	593	1,093	971
Fees		1,000	3,479	4,479	4,391
Premises		130	3,891	4,022	1,257
<b>Total Management &amp; Admin</b>		<b>13,773</b>	<b>17,326</b>	<b>31,099</b>	<b>21,705</b>

### 4 Governance

AGM related		-	-	0	0
Trustee travel and miscellaneous		150	436	586	1,023
<b>Total Governance</b>		<b>150</b>	<b>436</b>	<b>586</b>	<b>1,023</b>

**HOME-START BANBURY, BICESTER & CHIPPING NORTON**  
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**Notes to the Financial Statements (continued)**  
**for the year ended 31 March 2022**

**5 Grants, fund-raising and donations**

Grants are occasionally received for family support to be provided, or work to be done, during periods other than our financial year. In such cases, a pro-rata portion of the grant received is deferred until the following financial year, when it will be credited as income. It is described as prepaid grants. The published 'earned income' is shown net of the change of deferred income.

	Opening prepaid grants released	Gross income received	Closing prepaid grants	Net income earned	Net income earned
	£	2021-22 £	£	2021-22 £	2020-21 £
<b>Restricted Grants</b>					
Banbury Town Council		200		200	0
Bicester Town Council		1,000		1,000	750
Bicester Village		2,900	725	2,175	
Boutell Bequest		5,000	3,750	1,250	
Cherwell District Council				0	950
Chipping Norton TC		2,900		2,900	2,900
Cottsway Housing	725			725	1,558
Doris Field Trust		1,000	250	750	1,000
Edgar Palamountain Memorial Fund		1,000	1,000	0	
Friends of Brit. Rd				0	3,000
Green Square Homes		500	333	167	0
Groundwork - One Stop		1,000	333	667	
Home-Start UK		6,474	2,638	3,836	1,500
Leeds Building Society		1,000	1,000	0	
Magic Little Fund		500		500	
Mid-counties Co-op Community Fund		2,000		2,000	
National Lottery Comm Fund: 3 schemes (†)	4,255	25,528		29,783	60,308
Oxfordshire Comm. Foundation		10,869	725	10,144	3,750
Oxfordshire County Council		6,138	3,877	2,261	
Persimmons Community Fund		1,000		1,000	
Rodney Portman		1,000	1,000	0	
Rotary Club of Banbury		600		600	
Sanctuary Housing Association	933	2,790	930	2,793	4,115
Sovereign Housing		1,445		1,445	0
Tarnbour Foundation	2,083	7,500		9,583	10,417
Tesco		1,000		1,000	500
Other		200		200	325
<b>Total Restricted</b>	<b>7,996</b>	<b>83,544</b>	<b>16,561</b>	<b>74,979</b>	<b>91,073</b>
				(0)	
<b>Unrestricted Donations</b>					
<b>Charitable Trusts</b>					
Albert Hunt Trust		3,000		3,000	
Alchemy Foundation		500		500	500
Arnold Clark Comm. Fund		1,000		1,000	
Boutell Bequest	-				4,000
Christopher Laing	-	500	-	500	500
DCR Allen CT		3,000		3,000	
Donald Forrester Trust		3,000		3,000	
Four Acres Trust		9,345		9,345	
Garfield Weston					10,000
Henry Smith		12,500		12,500	25,000
JK Foundation	3,000			3,000	0
Jules Thorn Trust		1,500		1,500	
PF CT		5,000		5,000	
Pye Settlement Trust	363	1,450		1,813	1,087
Schuster CT					2,000
Souter CT		500		500	2,000
Woodward Trust		1,000		1,000	
Other CT					150
<b>Sub-Total CT Donations</b>	<b>3,363</b>	<b>42,295</b>	<b>0</b>	<b>45,658</b>	<b>45,237</b>
Banbury & District Sports Ass'n		500		500	500
Charlbury TC				0	500
Covid Furlough Grant		199		199	13,698
Redrow Homes				0	1,000
St Michael's & All Saints				0	1,500
Tibbitt's Group				0	1,000
VSL Consulting		500		500	
Waitrose		1,500		1,500	1,333
Other schools & churches		157		157	0
Individuals (incl. Gift Aid)		3,552		3,552	3,474
Unclaimed expenses		124		124	24
Fund-raising events				0	0
Organised by Home-Start		1,483		1,483	4,911
Organised by others		2,496		2,496	4,859
<b>Total Unrestricted</b>	<b>3,363</b>	<b>52,806</b>	<b>0</b>	<b>56,169</b>	<b>78,036</b>
<b>Total Grants, donations &amp; Fund-raising</b>	<b>11,359</b>	<b>136,350</b>	<b>16,561</b>	<b>131,148</b>	<b>169,109</b>

(†): see over

# HOME-START BANBURY, BICESTER & CHIPPING NORTON

(A company limited by guarantee)

## Notes to the Financial Statements for the year ended 31 March 2022

Restricted Funds	Unrestricted Funds	Total Funds	Total Funds
£	£	£	£
2022	2022	2022	2021

### 5 Grants, fund-raising and donations (cont.)

#### (†) National Lottery Community Fund: 3 schemes consortium

In 2018, Home-Start Banbury, Bicester and Chipping Norton, as the lead scheme for the 3 Home-Start schemes in Oxfordshire, was successful in bidding for a 3-year grant from the National Lottery Community Fund. There is a formal agreement between the schemes under which all income is received by Home-Start Banbury, Bicester and Chipping Norton which is then responsible for transferring the appropriate amounts to each of the other schemes. The amounts shown in the financial statements represent the net income and outgo for Home-Start Banbury, Bicester and Chipping Norton alone.

### 6 Liabilities: Amounts falling due within one year:

Accruals in respect of HMRC	-	2,408	2,408	1,204
Accruals in respect of pension contributions		741	741	402
Accruals: staff & volunteer expenses	-	150	150	215
Accruals: uninvoiced rent		-	0	1,250
Prepaid grants	Note 5	16,561	16,561	11,359
Prepaid accounts	-	-233	-233	-191
Other creditor		-	-	-
Other accruals	-	974	974	1,298
Accruals in respect of Accountant's Fees	-	498	498	498
<b>Total Liabilities falling within one year</b>		<b>16,561</b>	<b>21,098</b>	<b>16,035</b>

### 7 Restricted funds

	£		£
Banbury Charities	64	-	64
Family Holiday Association	182	-	182
<b>Total restricted funds</b>	<b>246</b>	<b>0</b>	<b>246</b>

# HOME-START BANBURY, BICESTER & CHIPPING NORTON

(A company limited by guarantee)

## Notes to the Financial Statements (continued) for the year ended 31 March 2022

### 8 Reserves Policy

£

The trustees believe that the minimum level of uncommitted reserves should be the equivalent of at least four-and-a-half months', preferably six months', operating costs, plus an element to cover redundancy, outstanding leases, and other wind-up costs.

The minimum amount, at 31.3.22 is

77,283

Prudent reserves amount (50% expenses + close down costs)

95,446

The total unrestricted funds at 31.3.22 are:

109,096

### 9 Staff costs and emoluments

£  
2022

£  
2021

Gross salaries (including maternity pay)

112,337

95,918

Employer's National Insurance

7,424

5,916

Employer's Pension Contributions

3,383

2,644

Employment Allowance (statutory reduction in employer's NI)

-4,000

-4,000

119,144

100,478

2022

2021

Numbers of full time employees or full time equivalents

4.4

3.4

There were no employees with emoluments in excess of £60,000 per annum.

The charity has a defined contribution pension scheme, which complies with the auto-enrolment regulations.

The pension contributions shown represent the contributions paid by the charity in the year.

### 10 Trustee remuneration:

None of the trustees received any remuneration for their services.

### 11 Trustee Expenses

Where trustee travelling expenses were paid, donations were also received to cover the costs.