

**ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR
THE YEAR ENDED
31ST MARCH 2017**

**HOME START
CHICHESTER & DISTRICT**

CHARITY REGISTRATION No: 1123768

COMPANY REGISTRATION No: 6552088

Independent Examiners Ltd
Sovereign Centre
Poplars
Yapton Lane
Walberton
West Sussex
BN18 0AS

**HOME START CHICHESTER & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)**

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**HOME START CHICHESTER & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)**

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1123768
COMPANY REGISTRATION NUMBER	6552088
START OF FINANCIAL YEAR	1st April 2016
END OF FINANCIAL YEAR	31st March 2017
REGISTERED ADDRESS	Chichester Nursery School St James Road Chichester West Sussex PO19 7AB
DATE OF INCORPORATION	1st April 2008
GOVERNING DOCUMENT	Memorandum and Articles of Association
BANKERS	CAF Bank Plc 25 Kings Hill Avenue West Malling Kent ME19 4JQ
INDEPENDENT EXAMINER	J Irvine-Smith MAAT FCIE Independent Examiners Ltd Sovereign Centre Poplars Yapton Lane Walberton West Sussex BN18 0AS

OBJECTS

a) to safeguard, protect and preserve the good health, both mental and physical of children and parents of children. **b)** to prevent cruelty to or maltreatment of children. **c)** to relieve sickness, poverty and need amongst children and parents of children. **d)** to promote the education of the public in better standards of child care within the area of Chichester & district and its environs.

**HOME START CHICHESTER & DISTRICT
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**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31ST MARCH 2017**

The trustees present their report along with the financial statements of the charity for the year ended 31 March 2017. The financial statements have been prepared in accordance with the accounting policies set out on page 10 to 11 and comply with the charity's trust deed.

Trustees

The committee was served throughout the year by the following:

Chair	Valerie Hughes
Vice Chair	Lindsay Haines
Company Secretary	Jane Meehan (appointed 8 June 2016)
Members	Rebecca Edwards
	Jane Drummond
	Paul McNeill (resigned 8 June 2016)
	Sallie Sumnall (resigned 9 August 2016)
	Katharine Ann Hogan (appointed 27 January 2017)
	Matt Davey (appointed 10 March 2017)

Home-Start Chichester and District is governed by its Board of Trustees, who are also Directors of the charitable company. They are responsible for ensuring the charity's aims are delivered effectively and sustainably, based on the principles underpinning the Charity Governance Code and the Standards and Methods of Practice set out in our agreement with Home-Start UK.

The Board provides strategic leadership in line with the charity's aims to ensure effective delegation, control, risk assessment and management systems. Trustees work as a team in partnership with the staff, using their skills, experience, background and knowledge to inform decisions about strategic and operational planning, and to monitor service delivery in accordance with the requirements of Home-Start UK's stringent Quality Assurance.

The Board meets monthly, makes reports to donors, and uses feedback from stakeholders, referrers and beneficiaries to assess and improve the effectiveness of the service provided.

The charity's aims are to safeguard, protect and preserve the mental and physical health of children and their parents, to prevent cruelty and maltreatment of children, to relieve sickness, poverty and need, and to promote public awareness of better standards of childcare within Chichester and District.

Operating and Financial Review

Achievements and Performance

Support for families

This year we supported 109 families and 251 children, of whom 158 were aged under five years. Of these families, 84 were new referrals received from a range of agencies including Health Visitors (26), Children's Centres (26), Midwifery Service and other health (7), social services (3), education (2), and included 12 families who referred themselves. 53 families were carried forward from the previous year 2015/16, but we have been able to close with confidence 56 families whose difficulties we have helped to overcome.

Reasons for support

Families were referred to us for a range of reasons. They needed help managing their children's behaviour and getting involved in their children's development, they needed support for their own physical and mental wellbeing and that of their children, they were having difficulties managing their household budget or dealing with stress caused by family conflict. Many had multiple needs, but the assessment of their vulnerability had not met the criteria for statutory intervention. However, 16 children were assessed as having needs and 3 were placed on a Child In Need Plan. Home-Start's role is to prevent families going into crisis by providing trained volunteers to support them within the home, to help them to manage the challenges they face, and to build confidence in their parenting skills. Our primary concern is to give their young children a better start in life through the unobtrusive but targeted support we offer to parents, including playing and learning together, promoting the development of speaking and listening skills, the establishment of good routines, healthy eating, enjoying outdoor activities, and positive attitudes to living and learning.

**HOME START CHICHESTER AND DISTRICT
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**REPORT OF THE DIRECTORS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2017**

Family profile

Most of our families were on low incomes and more than 50% were in social housing or temporary accommodation. They were evenly distributed between Chichester wards and the surrounding district, including Tangmere, the Witterings, Selsey, Midhurst, Petworth, Stedham and Fernhurst. About one third were single mothers. The cost and availability of public transport was an issue particularly for families living in the northern part of the district, and access to GP's, clinics, mental health services including CAMHS often difficult.

Staff and volunteers

The Trustees express their admiration and appreciation to our small staff team, and to the 40 volunteers who supported so effectively these parents and their young children. The dedication and commitment of the two part time coordinators who had responsibility for planning family support, recruiting, training and supervising 25 new volunteers, maintaining records of visits, providing information to the board and to our donors, and cheerfully representing the charity within the local community, has enabled the service to meet the continuing rate of referrals. Volunteers give at least 4 hours per week over an average of 6-9 months, sometimes longer if the family needs more time, and our records show that we met at least 80% of their needs across the 4 core areas we monitor as critical to family health and wellbeing: parental wellbeing, children's wellbeing, parenting skills and family management.

Service delivery

Thanks to careful financial management and the comparative success of our diversified fundraising strategy, Home-Start Chichester and District reached the year end within the budget set for 2016/17, and was able to maintain and improve the service by:

- Increasing coordinator hours and re-instating the Senior Coordinator post
- Making changes to volunteer recordkeeping
- Refining existing data systems including impact measurement
- Providing 3 volunteer preparation courses and additional training sessions for all volunteers including mandatory safeguarding updates, mental health awareness and speech and language development
- Recruiting 25 new volunteers to join the existing team
- Recruiting 2 new trustees to refresh the board
- Working with Sainsbury's and the Food Bank to receive and distribute food to families in need, and with Christians Against Poverty to provide debt counselling
- Sharing practice in liaison with other Home-Start schemes: HS Arun with Adur and Worthing, HS Crawley, Horsham and Mid Sussex and HS Butser
- Improving our website and use of social media
- Explaining our work to donors including Town and Parish Councillors

Coordinators continued to work alongside WSCC Think Family and Integrated Prevention and Early Help teams, the Children's Centres and the Family Support Network, attending meetings and liaising with their staff. Where appropriate, families were encouraged to engage with programmes provided by the statutory services. HSCD does not duplicate services, but maintains its crisis prevention role through the non judgemental support and friendship offered to families by our trained volunteers.

Financial support

The Trustees are extremely grateful to all our donors including Chichester City Council, Chichester District Council, Sussex Community Foundation, our local Town and Parish Councils, BBC Children in Need, Gustav Siegle Stiftung, The Monument Trust, The Wates Foundation, The Four Acre Trust, The Sobell Foundation, The Bottini Trust, The Albert Hunt Trust, The F Glenister Woodger Trust, The High Sheriff's Fund, The Bassil Shippam and Alsford Trust, The Lionel Wigram Memorial Trust, and individual donors, whose financial support has been crucial to the achievement of our charitable aims

Plans for the future

Like all charities, we are aware of the increasing demands on funders and of the pressures on local authorities to deliver services to those in need. There are changing perceptions about family support and the criteria for intervention which depend on the direction of government social policy and government early years education policy. We are grateful for the advice and support we have received from Voluntary Action Arun and Chichester and from Home-Start UK in this respect.

**HOME START CHICHESTER AND DISTRICT
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**REPORT OF THE DIRECTORS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2017**

Trustees are confident that we are meeting our charitable aims, although there is always room for improvement. They will continue to manage carefully available resources in order to provide a responsive service to families, to recruit and train volunteers, to support and develop the staff team, to refine data management and to promote better understanding within our community of the needs of disadvantaged families. We will continue to seek funding for core running costs of the service, and for defined projects relevant to our charitable aims.

Investment Policy

The charity keeps any surplus funds in the deposit accounts of its bankers CAF Bank Ltd.

Risk Review

In line with HomeStart UK's guidance, HomeStart Chichester and District have identified the major risks which have a likelihood of occurring and could have a severe impact on the scheme if they did. These are risks associated with:-

- Funding
- Staff
- Volunteers
- Beneficiaries
- Health and safety
- Quality of service and reputation

In each case the Board has considered the likelihood of occurrence, the impact and what measures to put in place to minimise the risk of its occurrence and effect. Risks will be regularly reviewed.

Reserves Policy

A Reserves Policy was adopted in 2012 and it was agreed that the charity would build reserves to fund a reliable and consistent service for a minimum period of 3 months taking into account the difficulties in establishing statutory and other agreed funding in the present economic climate. HomeStart Chichester and District holds unrestricted funds for approximately 11.5 months at the Balance Sheet date.

Statement of Directors' Responsibilities:

The Charities Act and the Companies Act requires the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business and;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. 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.

The Trustees are also responsible for the contents of the Trustees' report, and the responsibility of the Independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

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

**HOME START CHICHESTER AND DISTRICT
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**REPORT OF THE DIRECTORS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2017**

I approve the attached statement of financial activities and balance sheet for the year ended 31st March 2017, and confirm that I have made available all information necessary for its preparation.

Approved by the Directors on the 1 September 2017

Signed on their behalf by Director Valerie Mary Hughes

Print Name: Mrs Valerie Mary Hughes

HOME START CHICHESTER & DISTRICT
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STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2017

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2016/17 £	TOTAL 2015/16 £
INCOME AND ENDOWMENTS FROM:					
Donations and Legacies	3a	77,149	21,000	98,149	47,748
Other Trading Activities	3b	2,218	-	2,218	16,055
Investment Income	3c	88	-	88	167
Other	3d	5,525	-	5,525	4,204
TOTAL		84,980	21,000	105,980	68,174
EXPENDITURE ON:					
Raising Funds	4a	12,968	837	13,805	10,749
Charitable Activities	4b	45,734	26,501	72,235	72,026
TOTAL		58,702	27,338	86,040	82,775
NET INCOME/(EXPENDITURE)		26,278	(6,338)	19,940	(14,601)
Transfer Between Funds	5	-	-	-	-
Reconciliation of Funds:					
Total Funds Brought Forward		57,980	7,697	65,677	80,278
TOTAL FUNDS CARRIED FORWARD		84,258	1,359	85,617	65,677

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 10 to 15 form part of these financial statements.

HOME START CHICHESTER & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)

BALANCE SHEET
AS AT 31ST MARCH 2017

Company registration number: 06552088

	Note	Unrestricted Funds £	Restricted Funds £	31-Mar-17 Total £	31-Mar-16 Total £
Fixed Assets					
Tangible Assets	2	36	-	36	324
Current Assets					
Debtors & Prepayments	7	341	-	341	581
Cash at Bank and In Hand	6	84,939	1,403	86,342	66,621
Total Current Assets		85,280	1,403	86,683	67,202
Creditors: amounts falling due within one year	8	1,058	44	1,102	1,849
NET CURRENT ASSETS		84,222	1,359	85,581	65,353
TOTAL ASSETS less current liabilities		84,258	1,359	85,617	65,677
NET ASSETS		84,258	1,359	85,617	65,677
Funds of the Charity					
General Funds		84,258	-	84,258	57,980
Restricted Funds	5	-	1,359	1,359	7,697
Total Funds		84,258	1,359	85,617	65,677

The directors are satisfied that for the year ended on 31st March 2017 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report appears on page 16.

The directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) - (Charities SORP (FRS102)).

The directors acknowledge their responsibility for ensuring that the company keeps proper accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and if its profit and loss for the 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 accounts, so far as applicable to the company.

Approved by the Directors on the 1 September 2017

Signed on their behalf by Director Valerie Mary Hughes

Print Name: Mrs Valerie Mary Hughes

**HOME START CHICHESTER & DISTRICT
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2017**

Basis of Preparation

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) - (Charities SORP (FRS102)).

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

Home Start Chichester & District meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost unless otherwise stated in the relevant accounting policy notes.

Preparation of accounts on a going concern basis

Preparation of the accounts is on a going concern basis. The Trustees are of the view that the level of reserves will support the charity going forward.

Transition to FRS102

This is the first year the charitable company has presented its results under FRS102 and Charity SORP (FRS102). The last financial statements under the previous FRSE SORP were for the year ended 31 March 2016. The date of transition to FRS102 and the Charity SORP (FRS102) is 1st April 2015.

The particular accounting policies adopted are set out below.

1. ACCOUNTING POLICIES

Income

Recognition of Income

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the income;
- the Directors believe it is probable they will receive the income; and
- the monetary value can be measured with sufficient reliability

Income with Related Expenditure

Where income has related expenditure (as with fundraising or contract income) the income and related expenditure are reported gross in the SOFA.

Grants and Donations

Grants and Donations are only included in the SOFA when the charity has unconditional entitlement to the income.

Tax Reclaims on Donations and Gifts

Income from tax reclaims are included in the SOFA in the same financial period as the gift to which they relate.

Contractual Income and Performance Related Grants

This is only included in the SOFA once the related goods or services have been delivered.

Gifts in Kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

Donated Services and Facilities

These are only included in income (with an equivalent amount in expenditure) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer Help

The value of any voluntary help received is not included in the accounts but is described in the Directors' annual report.

HOME START CHICHESTER & DISTRICT
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NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2017

Investment Income

This is included in the accounts when receivable.

Investment Gains and Losses

This included any gain or loss on the sale of Investments and any gain or loss resulting from revaluing Investments to market value at the end of the year.

Expenditure and liabilities

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the Directors' meetings and cost of any legal advice to Directors on governance or constitutional matters.

Grants with Performance Conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

Grants Payable without Performance Conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity.

Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at Directors' best estimate of market value.

Employee benefits

Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.

Legal status of the charity

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

Fixed Assets

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation Expense

Depreciation is calculated at a rate to write off the cost of tangible fixed assets on a straight line over 3 years from the month they are purchased.

2. TANGIBLE FIXED ASSETS

		Unrestricted Equipment £	Restricted Equipment £	Total £
Cost	01-Apr-16	2,251	-	2,251
Additions		-	-	-
Cost at	31-Mar-17	<u>2,251</u>	<u>-</u>	<u>2,251</u>
Depreciation	01-Apr-16	1,927	-	1,927
Charge		288	-	288
Depreciation at	31-Mar-17	<u>2,215</u>	<u>-</u>	<u>2,215</u>
Net Book Value	31-Mar-17	<u>36</u>	<u>-</u>	<u>36</u>
Net Book Value	31-Mar-16	324	-	324

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

31st March 2017 : None

31st March 2016 : None

**HOME START CHICHESTER & DISTRICT
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**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2017**

3. INCOME

	Unrestricted Funds £	Restricted Funds £	TOTAL 2016/17 £	TOTAL 2015/16 £
a) Donations and Legacies				
Donations: Statutory	12,394	3,000	15,394	14,000
Donations: Corporate	655	-	655	-
Trusts and Foundations	64,100	8,000	72,100	21,998
Grants Received		10,000	10,000	11,750
	77,149	21,000	98,149	47,748
b) Other Trading Activities				
Fundraising Income:				
Community	447	-	447	12,853
Individuals	1,771	-	1,771	3,202
	2,218	-	2,218	16,055
c) Investment Income				
Bank Interest	88	-	88	167
	88	-	88	167
d) Other				
Other Earned Income (student placement and community projects)	5,525	-	5,525	4,204
	5,525	-	5,525	4,204

HOME START CHICHESTER & DISTRICT
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NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2017

4. EXPENDITURE

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2016/17 £	TOTAL 2015/16 £
a) Raising Funds					
Advertising & Publicity		98	40	138	302
Fundraising		12,870	797	13,667	10,447
		12,968	837	13,805	10,749
b) Charitable Activities					
Direct charitable expenditure					
Depreciation		269	19	288	288
Equipment Costs		-	-	-	-
Insurance Costs		720	55	775	777
Printing, Postage & Stationery		1,305	140	1,445	1,461
Professional Fees		727	53	780	1,039
Rent & Rates		3,100	311	3,411	3,408
Repairs and Maintenance		430	40	470	-
Salaries & Wages	9	27,617	22,333	49,950	47,604
Staff & Volunteers Training Costs		402	1,440	1,842	2,218
Sundry Expenses		146	41	187	423
Telephone Costs		1,310	80	1,390	1,253
Travel & Volunteers Expenses		3,757	1,564	5,321	7,224
Governance and Support					
Bank Charges		56	-	56	-
Bookkeeping and Accountancy		4,102	298	4,400	4,133
Home Start Annual Fee		1,147	80	1,227	1,505
Independent Examiners Fees	8	646	47	693	693
		45,734	26,501	72,235	72,026

4.b)i) Summary analysis of expenditure on charitable activities

This table shows the cost of the main charitable activities including support costs and grant funding to third parties

Activity or programme	Direct charitable cost £	Charitable gifts £	Governance cost £	Support cost £	TOTAL £
Supporting families	65,859	-	693	5,683	72,235
Grant making activities	-	-	-	-	-
	65,859	-	693	5,683	72,235

HOME START CHICHESTER & DISTRICT
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NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2017

5. RESTRICTED FUNDS

	Balance 01-Apr-16	Income	Expenditure	Transfers	Balance 31-Mar-17
	£	£	£		£
Children in Need	-	10,000	10,000	-	-
Sussex Community Foundation	1,024	-	1,024	-	-
WSCC Wellbeing Fund	373	-	373	-	-
Midhurst Town Council	700	-	700	-	-
Cowdray Birthday House Trust	5,600	-	5,600	-	-
Sobell Foundation	-	8,000	7,000	-	1,000
Chichester City Council	-	3,000	2,641	-	359
	7,697	21,000	27,338	-	1,359

The Children In Need Fund is for Co-ordinator salaries

The Sussex Community Foundation is for Co-ordinator salaries

The WSCC Wellbeing Fund is for Family Groups in West Wittering

The Midhurst Town Council Fund is for volunteer recruitment and training

The Cowdray Birthday House Trust is for supporting families in the Midhurst area

The Sobell Foundation Fund is for Co-ordinator salaries, staff travel and volunteer training

The Chichester City Council Fund is for Co-ordinator salaries and volunteer training

The restricted funds held are represented by the Charity's cash reserves and are to be expended as specified above.

6. CASH AT BANK AND IN HAND

	Unrestricted Fund	Restricted Fund	Total 31-Mar-17	Total 31-Mar-16
	£	£	£	£
Cash at Bank and In Hand	84,939	1,403	86,342	66,621
	84,939	1,403	86,342	66,621

7. DEBTORS AND PREPAYMENTS

	Unrestricted Fund	Restricted Fund	Total 31-Mar-17	Total 31-Mar-16
	£	£	£	£
Prepayments	341	-	341	581
	341	-	341	581

**HOME START CHICHESTER & DISTRICT
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**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2017**

8. CREDITORS AND ACCRUALS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-17 £	Total 31-Mar-16 £
Accruals	365	44	409	1,156
Independent Examiners Fees	693	-	693	693
	1,058	44	1,102	1,849

**9. ANALYSIS OF STAFF COSTS, TRUSTEE REMUNERATION AND EXPENSES AND
THE COST OF KEY MANAGEMENT PERSONNEL**

	2016/17 £	2015/16 £
Gross Wages and Salaries	48,259	47,096
Employer's National Insurance Costs	2,076	2,126
Less HMRC Incentive	(2,076)	(2,000)
Employer Pension Contributions	1,691	382
	49,950	47,604

Number of employees who were engaged in each of the following activities:

	2016/17 TOTAL	2015/16 TOTAL
Activities in furtherance of organisation's objects	4	4

No employees received emoluments in excess of £60,000 (2015/16: None). Staff are paid through the PAYE system.

The charity operates a defined contribution pension scheme. The assets of scheme are held separately from those of the Trust in an independently administered fund. The pension cost in the SOFA represents the contributions payable by the charitable company to the fund and amounted to £1,691 (2016/15: £382). There were no commitments at the balance sheet date in respect to future transactions.

The key management personnel of the charity comprise the Trustees and Senior Management Team. Neither are remunerated. Therefore the total employee benefits (including employer national insurance and employer pension contributions) of the key management personnel of the charity were £0.

10. DIRECTORS AND OTHER RELATED PARTIES

No payments were made to directors or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

11. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/ members of Home-Start Chichester & District on the accounts for the year ended 31st March 2017 set out on pages 8 to 15.

Respective responsibilities of trustees and examiner

The Charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees are satisfied that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to Independent examination.

Having satisfied myself that the charity is not subject to audit, and is eligible for Independent examination, it is my responsibility to:-

- a) examine the accounts under section 145 of the Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act; and;
- c) to state whether particular matters have come to my attention.

Basis of Independent examiner's statement

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an Independent examination, referred to above. An Independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the SORP, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the Independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the trustees requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of recommended Practice: Accounting and Reporting by Charities.

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

J Irvine-Smith MAAT FCIE
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Date: 5 September 2017