

Registered number: 5618486

Charity number: 1128932

HOME-START RUNNYMEDE AND WOKING

(a company limited by guarantee)

**Unaudited Report and Financial Statements
for the year ended 31st March 2017**

HOME-START RUNNYMEDE AND WOKING

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HOME-START RUNNYMEDE AND WOKING

Reference and administrative information for the year ended 31 March 2017

| | | | |
|--------------------------|--|-----------|----------------------|
| Company Name | Home-Start Runnymede and Woking | | |
| Company Number | 5618486 | | |
| Charity Number | 1128932 | | |
| Registered Office | Courtenay Free Church Walton Road Woking Surrey GU21 5EJ | | |
| Trustees | Janice Bibby | Chair | |
| | Ann Davis | | |
| | Michael Griffiths | | |
| | Elizabeth Perkins | | |
| | David Pointet | | |
| | Joanna McKenzie | | |
| | Trevor Pound | Treasurer | |
| | Jayne Skelton | | |
| | Carol Cheesman | | (resigned July 2016) |
| | Sheevawn Hill | | (resigned July 2016) |
| Scheme Manager | Carole Whatnall | | |

HOME-START RUNNYMEDE AND WOKING

Report of the trustees for the year ended 31 March 2017

The trustees, who are also the directors of the charity for the purpose of the Companies Act 2006, are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2017. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities, and Financial Reporting Standard 102

Constitution

Home-Start Runnymede and Woking is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

Directors and Trustees

The directors of the charitable company are its trustees for the purpose 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.

Trustees are recruited from the general public through the auspices of the Local Voluntary Service Bureau, from the bank of home visiting volunteers and from families who have received our service. A prospective trustee will receive an initial introduction to the work of the company, followed by an informal interview with two existing trustees. Following the receipt of two satisfactory references, the prospective trustee is proposed for election at a subsequent meeting of directors.

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

| | |
|-------------------|-----------------------|
| Janice Bibby | Chair |
| Ann Davis | |
| Michael Griffiths | |
| Elizabeth Perkins | |
| David Pointet | |
| Joanna McKenzie | |
| Jayne Skelton | |
| Trevor Pound | Treasurer |
| Carol Cheesman | resigned (12/07/2016) |
| Sheevawn Hill | resigned (11/07/2016) |

The trustees meet monthly, and delegate day to day management of the charity to the employees

HOME-START RUNNYMEDE AND WOKING

Report of the trustees for the year ended 31 March 2017

Objectives of the charity

Home-Start Runnymede and Woking is a family support charity that provides a free service to families who live in the boroughs of Runnymede and Woking and who have at least one child under five. Trained volunteers offer regular support, friendship and practical help to parents in their own homes and tailored to the individual needs of the family. Parents may not be coping due to multiple births, family isolation, illness or disability of a parent or child, family breakdown or any other situation where they feel they need support.

The principal funding sources are described in the Review of Financial Affairs. Expenditure is utilised to support the objectives of the charity.

The trustees have paid due regard to the Charity Commission's guidance on reporting public benefit in planning what activities the charity undertakes.

Developments, activities and achievements

During the year we supported 113 families with a home-visiting volunteer and also gave occasional support to another 30 families.

Three preparation courses for new volunteers were held during the period, training a total of 17 new volunteers.

Review of financial affairs

The company opened the year with net assets of £77,251 (as restated). During the year income of £83,475 was received from grants from statutory bodies, donations, fundraising and bank interest.

Home-Start Runnymede and Woking is one of the eight Home-Start Schemes operating as Home-Start Surrey, a consortium established to manage the contract between the individual Schemes and Surrey County Council Children's Services for the provision of Early Years Support to families with young children. This contract took effect on January 1st 2014 and will run until 31st March 2019. In addition to the funding received from Surrey County Council, Home-Start Runnymede and Woking received grants from Woking Borough Council, from grant funding bodies including Henry Smith and Surrey Community Foundation and companies including Proctor and Gamble.

The trustees continue to face a challenging fund-raising environment and will therefore continue to explore ways of cooperating and collaborating with neighbouring schemes, including making joint bids to funders and sharing training in order to make best use of staff resources.

HOME-START RUNNYMEDE AND WOKING

Report of the trustees for the year ended 31 March 2017

Reserves Policy

Home-Start Runnymede and Woking has a Reserves Policy which states that the scheme should ensure that at all times cash reserves are sufficient for the following purposes:

- To meet all outstanding liabilities at that time, and
- To cover a six month gap in funding, and
- To cover all necessary termination costs in the event of the closure of the scheme, including employment termination costs, lease termination costs etc.

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 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 8th December 2017 and signed on their behalf by:

Janice Bibby
Chair

HOME-START RUNNYMEDE AND WOKING

Statement of Financial Activities For the year ended 31 March 2017

| | Notes | Unrestricted Funds £ | Restricted Funds £ | Total 2017 £ | Total 2016 as restated £ |
|---|-------|----------------------------|--------------------------|-----------------|--------------------------------|
| INCOMING RESOURCES | | | | | |
| Incoming resources from generated funds: | | | | | |
| Grants, donations and fund-raising | 2 | 79,664 | 3,497 | 83,161 | 98,981 |
| Investment Income | | 314 | - | 314 | 510 |
| Total Incoming Resources | | 79,978 | 3,497 | 83,475 | 99,491 |
| RESOURCES EXPENDED | | | | | |
| Costs of generating funds: | | | | | |
| Direct Charitable expenditure | | 95,363 | 552 | 95,915 | 64,460 |
| Governance costs | | 529 | - | 529 | 274 |
| Total Expenditure | 3 | 95,892 | 552 | 96,444 | 64,734 |
| Net income (deficit) for the year | | (15,914) | 2,945 | (12,969) | 34,757 |
| <u>RECONCILIATION OF FUNDS</u> | | | | | |
| Brought forward (as restated) | | 87,598 | (10,347) | 77,251 | 42,494 |
| Net income (deficit) for the year | | (15,914) | 2,945 | (12,969) | 34,757 |
| Total Funds at 31 March 2017 | 7 | 71,684 | (7,402) | 64,282 | 77,251 |

HOME-START RUNNYMEDE AND WOKING

Balance Sheet As at 31 March 2017

| | Notes | 2017 | | 2016 as restated | |
|--|-------|----------------|----------------------|---------------------|----------------------|
| | | £ | £ | £ | £ |
| Assets | | | | | |
| Cash at Bank and in Hand | | | | | |
| Current Accounts | | 9,263 | | 17,185 | |
| Savings Accounts | | 60,293 | | 62,678 | |
| Cash in hand | | <u>33</u> | | <u>56</u> | |
| | | | 69,589 | | 79,919 |
| Prepayments and grants receivable | 4 | | <u>6,884</u> | | <u>10,367</u> |
| | | | 76,473 | | 90,286 |
| Amounts falling due within one year | 5 | | | | |
| Accruals-Sundry Creditors | | <u>(1,510)</u> | | <u>(1,754)</u> | |
| | | | (1,510) | | (1,754) |
| Provisions | 6 | | (10,681) | | (11,281) |
| Net Current Assets | | | <u>64,282</u> | | <u>77,251</u> |
| Represented by | | | | | |
| Unrestricted Funds | 7 | | 71,684 | | 87,598 |
| Restricted Funds | 7 | | <u>(7,402)</u> | | <u>(10,347)</u> |
| | | | <u>64,282</u> | | <u>77,251</u> |

The trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of Section 477 of the Companies Act 2006 and members have not required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Act. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The Financial Statements were approved by the trustees on 8th December 2017 and signed on their behalf, by:

Trevor Pound
Treasurer

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2017

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 January 2015). The statement of Recommended Practice by Charities, issued by The Charity Commissioners has also been followed. In addition FRS 102 has been implemented.

Fund Accounting:

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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 accruals basis, inclusive of VAT and has been classified under headings that aggregate all costs related to that category. The value of volunteers' time has not been reflected in the accounts.

Fixed assets:

Where fixed assets have been acquired by grants received, the cost is netted against the grant. Any surplus grants are treated as restricted funds. Fixed assets totalling £NIL were acquired during the year, for which grants were received.

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2017

2. Grants, Donations and fund-raising:

| | 2017 | 2016 |
|---------------------------------|---------------|---------------|
| | | as restated |
| | £ | £ |
| Unrestricted | | |
| Surrey County Council | 57,700 | 71,012 |
| Woking Borough Council | 7,500 | 7,500 |
| Henry Smith Charity | 6,000 | - |
| Woking Lions | - | 600 |
| Proctor & Gamble | 5,000 | 5,000 |
| Various organisation donations | 2,034 | 945 |
| Various private donations | 816 | 6,435 |
| Fund-raising events | 614 | 5,122 |
| Egham Rotary | - | 250 |
| Woking Amateur Operatic Society | | 357 |
| Total | 79,664 | 97,221 |
| Restricted | | |
| Community Foundation for Surrey | 3,497 | - |
| Other | - | 1,760 |
| Total | 3,497 | 1,760 |
| Total | 83,161 | 98,981 |

HOME-START RUNNYMEDE AND WOKING
Notes to the Financial Statements
For the year ended 31 March 2017

3. Analysis of expenditure:

| | Unrestricted Funds | Restricted Funds | Total Funds | Total Funds as restated |
|---|-----------------------|---------------------|---------------|----------------------------|
| Charitable activities: | 2017 | 2017 | 2017 | 2016 |
| Direct: | £ | £ | £ | £ |
| Salaries, NI & Pensions (note 10) | 73,132 | | 73,132 | 68,723 |
| Movement on provision for debt on pension debt withdrawal | - | - | - | (27,785) |
| Staff/Volunteer expenses | 6,660 | - | 6,660 | 5,314 |
| Recruitment expenses | 163 | - | 163 | 177 |
| Training | 710 | - | 710 | 2,973 |
| Pension deficit Movements | - | - | - | (1,688) |
| Interest on pension deficit | - | 220 | 220 | 238 |
| Fund raising costs | 18 | - | 18 | 120 |
| Change in assumptions – pension deficit | - | 332 | 332 | (176) |
| Trustee expenses | - | - | - | 1,192 |
| Indirect: | | | | |
| Office Rent | 6,575 | - | 6,575 | 5,865 |
| Telephone, IT, Office costs | 2,974 | - | 2,974 | 3,096 |
| Fee to Home-Start UK | 1,404 | - | 1,404 | 2,122 |
| Insurance | 706 | - | 706 | 585 |
| Stationery & postage | 1,709 | - | 1,709 | 1,656 |
| Advertising +PR | 188 | - | 188 | 259 |
| Disposal of computers | - | - | - | (105) |
| Other office costs | 499 | - | 499 | 55 |
| Bank charges | 25 | - | 25 | 0 |
| Fixed assets | - | - | - | 1,719 |
| Payroll/Pension costs | 600 | - | 600 | 120 |
| Sub-total: charitable activities | 95,363 | 552 | 95,915 | 64,460 |
| Governance: | | | | |
| Independent examination | 218 | - | 218 | 174 |
| Annual report, AGM, etc. | 311 | - | 311 | 100 |
| Sub-total: governance | 529 | - | 529 | 274 |
| Total Expenditure | 95,892 | 552 | 96,444 | 64,734 |

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2017

4. Prepayments and grants receivable:

| | 2017 | 2016 as restated |
|---|--------------|---------------------|
| | £ | £ |
| Amounts due from Woking Borough Council | 1,875 | 1,875 |
| Amounts due from Surrey County Council | 4,803 | 5,917 |
| Prepayment for IT costs | - | 61 |
| Prepayment for insurance | 206 | 149 |
| Donations receivable | - | 1,992 |
| Pensions refund | - | 373 |
| Total | 6,884 | 10,367 |

5. Liabilities: amounts falling due within one year:

| | 2017 | 2016 as restated |
|--|--------------|---------------------|
| | £ | £ |
| Provision for office costs | 125 | 355 |
| Provision for rent | 550 | - |
| Provision for Pension Fund contributions | 464 | 743 |
| Provision for training | - | 56 |
| Provision for HMRC payment | - | 330 |
| Provision for staff expenses | 51 | - |
| Provision for independent examination | 200 | 150 |
| Provision for professional fees | 120 | 120 |
| Total | 1,510 | 1,754 |

6. Provisions:

| | 2017 | 2016 as restated |
|--|---------------|---------------------|
| | £ | £ |
| Provision for pension deficit (note 8) | 10,681 | 11,281 |
| Total | 10,681 | 11,281 |

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2017

7. Movement in funds:

| | At 1 April 2016 | Prior year adjustment | Restated at 1 April 2016 | Incoming resources | Outgoing resources | At 31 March 2017 |
|---|-----------------------|--------------------------|-----------------------------------|-----------------------|-----------------------|------------------------|
| | £ | £ | £ | £ | £ | £ |
| Unrestricted | | | | | | |
| General fund | 87,598 | - | 87,598 | 79,978 | (95,892) | 71,684 |
| Restricted – | | | | | | |
| Provision for debt on withdrawal of pension fund | (18,369) | 18,369 | - | - | - | - |
| Fixed assets | 41 | - | 41 | - | - | 41 |
| Other | - | - | - | 3,497 | - | 3,497 |
| Provision for pension deficit | (6,379) | (4,009) | (10,388) | - | (552) | (10,940) |
| | (24,707) | 14,360 | (10,347) | 3,497 | (552) | (7,402) |
| Total | 62,891 | 14,360 | 77,251 | 83,475 | (96,444) | 64,282 |

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2017

8. Membership of Pension Fund:

(i) Introduction

The charity participates in the scheme, a multi-employer scheme which provides benefits to some 1,300 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the charity to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the charity is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2014. This valuation showed assets of £793m, liabilities of £970m and a deficit of £177m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

| | |
|---|---|
| From 1 April 2016 to 30 September 2025: | £12,945,440 per annum (payable monthly and increasing by 3% each on 1st April) |
| From 1 April 2016 to 30 September 2028: | £54,560 per annum (payable monthly and increasing by 3% each on 1st April) |

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the charity has agreed to a deficit funding arrangement the charity recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2017

(ii) Specific to the charity

| | 31 March 2017 (£s) | 31 March 2016 (£s) |
|--|-----------------------|-----------------------|
| (a) Present value of provision | £10,681 | £11,281 |
| (b) Reconciliation of the opening and closing provisions | | |

| | 31 March 2017 (£s) | 31 March 2016 as restated (£s) |
|--|-----------------------|--------------------------------------|
| Provision at start of period | 11,281 | 14,397 |
| Unwinding of the discount factor (interest expense) | 220 | 238 |
| Deficit contribution paid | (1,152) | (1,490) |
| Remeasurements - impact of any change in assumptions | 332 | (176) |
| Remeasurements - amendments to the contribution schedule | - | (1,688) |
| Provision at end of period | 10,681 | 11,281 |

(c.) Income and expenditure impact

| | 31 March 2017 (£s) | 31 March 2016 (£s) |
|--|-----------------------|-----------------------|
| Interest expense | 220 | 238 |
| Remeasurements – impact of any change in assumptions | 332 | (176) |
| Remeasurements – amendments to the contribution schedule | - | (1,688) |

(d) Assumptions

| | 31 March 2017 % per annum | 31 March 2016 % per annum |
|------------------|------------------------------|------------------------------|
| Rate of discount | 1.32 | 2.07 |

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2017

(e) Deficit contribution schedule

The following schedule details the deficit contributions agreed between the charity and the scheme at each year end period:

| Year ending | 31 March 2017 (£s) | 31 March 2016 (£s) | 31 March 2015 (£s) |
|-------------|-----------------------|-----------------------|--------------------------|
| Year 1 | 1,187 | 1,152 | 1,490 |
| Year 2 | 1,223 | 1,187 | 1,824 |
| Year 3 | 1,259 | 1,223 | 1,878 |
| Year 4 | 1,297 | 1,259 | 1,935 |
| Year 5 | 1,336 | 1,297 | 1,993 |
| Year 6 | 1,376 | 1,336 | 2,052 |
| Year 7 | 1,417 | 1,376 | 2,114 |
| Year 8 | 1,460 | 1,417 | 2,177 |
| Year 9 | 752 | 1,460 | - |
| Year 10 | - | 752 | - |

These contributions have been used to derive the charity's balance sheet liability.

(f) Contingent liability

The potential liability of the charity of the pension scheme deficit following withdrawal from the scheme is £23,777 (2016: £20,771).

9. Trustees remuneration and related parties

None of the trustees received any remuneration during the year

Expenses in the year were nil (2016: £1,192).

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2017

10. Staff costs and emoluments:

| | 2017 | 2016 |
|-----------------------------------|---------------|---------------|
| | £ | £ |
| Gross salaries | 68,783 | 64,718 |
| Employer's National Insurance | 2,008 | 2,454 |
| Employers' pensions contributions | 2,341 | 1,551 |
| Total | 73,132 | 68,723 |

11. Employee numbers

At 31 March 2017, there were 4 part time employees (2016:4).

12. Restatement of opening balances

The provision for the pension deficit as at 31 March 2016 included both the present value of the deficit reductions in addition to the provision for the debt on withdrawal of the pension fund. This latter provision is a contingent liability and therefore does not require to be recognised as a liability in the financial statements. The provision for the pension deficit as at 31 March 2016 and accumulated restricted reserves have therefore been restated.

HOME-START RUNNYMEDE AND WOKING

Independent examiner's report to the trustees of Home-Start Runnymede and Woking for the year ended 31 March 2017

I report on the accounts for the year ended 31 March 2017 set out on pages 5 to 15.

Respective responsibilities of trustees as directors and the examiner.

The trustees, who are also directors of the company for the purposes of the Companies Act, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed. 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)(b) of the 2011 Act; and*
- *to state whether particular matters have come to my attention*

Basis of Independent Examiner's Report

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.

Independent Examiner's Statement

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

1. *which gives me reasonable cause to believe that in any material respect the 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 394 and 395 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.*

Savvy Accountancy Solutions
Kenward House
High Street
Hartley Wintney
Hampshire
RG27 8NY
12th December 2017

HOME-START RUNNYMEDE AND WOKING

Balance Sheet As at 31 March 2017

| | Notes | 2017 | | 2016 as restated | |
|--|-------|----------------|----------------------|---------------------|----------------------|
| | | £ | £ | £ | £ |
| Assets | | | | | |
| Cash at Bank and in Hand | | | | | |
| Current Accounts | | 9,263 | | 17,185 | |
| Savings Accounts | | 60,293 | | 62,678 | |
| Cash in hand | | <u>33</u> | | <u>56</u> | |
| | | | 69,589 | | 79,919 |
| Prepayments and grants receivable | 4 | | <u>6,884</u> | | <u>10,367</u> |
| | | | 76,473 | | 90,286 |
| Amounts falling due within one year | 5 | | | | |
| Accruals-Sundry Creditors | | <u>(1,510)</u> | | <u>(1,754)</u> | |
| | | | (1,510) | | (1,754) |
| Provisions | 6 | | (10,681) | | (11,281) |
| Net Current Assets | | | <u>64,282</u> | | <u>77,251</u> |
| Represented by | | | | | |
| Unrestricted Funds | 7 | | 71,684 | | 87,598 |
| Restricted Funds | 7 | | <u>(7,402)</u> | | <u>(10,347)</u> |
| | | | <u>64,282</u> | | <u>77,251</u> |

The trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of Section 477 of the Companies Act 2006 and members have not required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Act. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The Financial Statements were approved by the trustees on 8th December 2017 and signed on their behalf, by:



Trevor Pound
Treasurer

HOME-START RUNNYMEDE AND WOKING

Report of the trustees for the year ended 31 March 2017

Reserves Policy

Home-Start Runnymede and Woking has a Reserves Policy which states that the scheme should ensure that at all times cash reserves are sufficient for the following purposes:

- To meet all outstanding liabilities at that time, and
- To cover a six month gap in funding, and
- To cover all necessary termination costs in the event of the closure of the scheme, including employment termination costs, lease termination costs etc.

Trustees' responsibilities

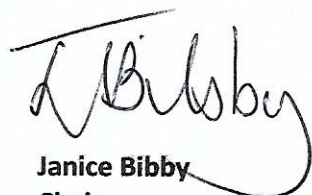
Company and charity law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial 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 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 8th December 2017 and signed on their behalf by:



Janice Bibby
Chair