

HOME-START NORTH-WEST HAMPSHIRE
DIRECTORS' AND TRUSTEES' REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST MARCH 2017

Company No. 5604443 (Registered in England and Wales)
Charity No. 1112233

HOME-START NORTH-WEST HAMPSHIRE

CONTENTS

	Page
Officers and professional advisers	1
Director's report	2
Statement of director's responsibilities	3
Statement of Financial Activities	4
Balance sheet	5
Notes to the financial statements	6 to 8
Independent Examiner's Report	9
Statement of Financial Activities - detailed	10

HOME-START NORTH-WEST HAMPSHIRE

OFFICERS AND PROFESSIONAL ADVISERS

Directors and trustees	Ruth Tellis (Chair)	resigned Dec 16
	Patricia Fox-Williamson (Treasurer)	
	Janette Hewitt (Vice Chair and Chair from Dec 16)	
	Josephine Attridge	
	Elizabeth Narracott	
	Michael Whitty	resigned Sept 16
	Ian Nicholson	
	Margaret Bates	
	Karin Jardine-Brown	
	Stephen Bushell	
Natalie Fletcher	appointed Nov 16	

Company Secretary	Patricia Fox-Williamson
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Company number	5604443 (Registered in England and Wales)
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Charity number	1112233
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Registered Office	Dame Mary Fagan House Lutyens Close Chineham Basingstoke Hampshire England
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Bankers	Lloyds Bank plc Basingstoke
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Independent Examiner	Caroline Scull B20 Ltd Charwell House Wilsom Road Alton Hampshire GU34 2PP
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HOME-START NORTH-WEST HAMPSHIRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED

31ST MARCH 2017

The trustees, who are also directors of the charity for the purpose of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: 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) (effective 1 January 2015)

Objects of the Charity, Principal Activities and Organisation of our work

The charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association.

The charity's objects are to safeguard, protect and preserve the good health, both mental and physical of children and parents of children, to prevent cruelty to or maltreatment of children, to relieve sickness, poverty and need amongst children and parents of children, and to promote the education of the public in better standards of childcare within the area of North West Hampshire and its environs.

Its principal activity is the recruiting and training of volunteers who then offer confidential, friendly and informal support to families in need.

The board of trustees, who meet at least 6 times a year, are responsible for the administration of the charity. The day to day management is delegated to the Senior Co-ordinator, who is responsible for the line management of the other members of the team.

Trustees are appointed by the existing board members and are drawn from interested members of the public.

The charity places much reliance on the services of unpaid volunteers. This includes the time provided by the trustees.

Future Developments

Home-Start North-West Hampshire is now successfully established in Basingstoke.

There is a plan to maintain family and specialist support groups in the area, as well as continuing the core family support work.

Public Benefit

In setting its plans and priorities for areas of work, the trustees of Home-Start North West Hampshire have had regard to the guidance from the charity commission on public statement of benefit.

Home-Start North West Hampshire's business plan and the analysis of achievements against that plan, demonstrates how Home-Start North West Hampshire has set out to fulfil its principle charitable objective that is: the relief of children or parents in despair or in distress and the prevention of emotional, physical or mental abuse of such children.

Reserves Policy

The trustees have reviewed the charity's needs for reserves, in line with the guidance issued by the Charity Commission, and have set aside or designated £42,000 to safeguard the charity's service commitment in the event of delays in receipt of grants or accrued legacies. This approximates to four months running costs, plus closure costs. The Trustees believes that reserves should be at least at this level to ensure the charity can run efficiently and meet the needs of the beneficiaries.

HOME-START NORTH-WEST HAMPSHIRE

REPORT OF THE TRUSTEES (continued)

FOR THE YEAR ENDED

31ST MARCH 2017

Directors and Trustees

All directors of the company are also trustees of the charity, and there are no other trustees. All of the trustees are named on page 1.

Trustees' Responsibilities in Relation to the Financial Statements

The directors are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The Companies Act 2006 requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of the company and of the profit and loss of the company for that period.

In preparing those financial statements the directors are required to:

- (i) Select suitable accounting policies and then apply them consistently;
- (ii) Make judgements and estimates that are reasonable and prudent;
- (iii) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy any time the financial position of the company.

They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company exemption

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

By order of the Board

Director

Date:

Janette Hewitt

Janette Hewitt

26/7/17.

HOME-START NORTH-WEST HAMPSHIRE

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED

31ST MARCH 2017

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
Notes	2017	2017	2017	2016
Total incoming resources	56,548	59,307	115,855	118,287
Total direct charitable expenditure	53,835	29,807	83,642	76,960
Total support costs	17,676	0	17,676	12,996
Total resources expended	71,511	29,807	101,318	89,957
Net incoming resources for the year	(14,964)	29,500	14,537	28,330
Balance brought forward	79,752	0	79,752	51,422
Balance carried forward	<u>64,789</u>	<u>29,500</u>	<u>94,289</u>	<u>79,752</u>

The notes on pages 6 to 8 form part of these financial statements.

HOME-START NORTH-WEST HAMPSHIRE

BALANCE SHEET

AS AT 31ST MARCH 2017

	Notes	2017 £	2016 £
Current Assets			
Debtors	8	0	0
Cash at bank and in hand		108,059	86,522
		<u>108,059</u>	<u>86,522</u>
Creditors: amounts falling due within one year	9	<u>(13,770)</u>	<u>(6,770)</u>
Net current assets		94,289	79,752
Net assets		<u>94,289</u>	<u>79,752</u>
Capital Funds			
Unrestricted Funds		64,789	79,752
Restricted Funds		29,500	0
Total funds		<u>94,289</u>	<u>79,752</u>

Approval

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility 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.

These financial statements were approved by the directors on 26/7/17 and signed by:

Janette Hewitt
Janette Hewitt

The notes on pages 6 to 8 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST MARCH 2017

1 Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

a Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: 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) (effective 1 January 2015)', and the Companies Act 2006.

b 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.

c Incoming resources

Voluntary income, donations and grants are accounted for on an accruals basis.

d Resources expended

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

Direct charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiner's fee and costs linked to the strategic management of the charity.

2 Grants received - unrestricted funds	2017	2016
	£	£
Basingstoke & Deane Borough Council	13,100	18,000
Garfield Weston	7,500	0
Henry Smith	6,000	7,000
Hampshire and Isle of Wight	3,000	4,000
HCC - Councillor grant	938	0
Parish Councils	0	400
	<u>30,538</u>	<u>29,400</u>

HOME-START NORTH-WEST HAMPSHIRE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED

31ST MARCH 2017

	2017	2016
	£	£
3 Grants received - restricted funds		
Basingstoke & Deane - Troubled Families	30,000	30,000
Greenham Common - for home visiting services	12,173	0
Children in Need - for groups	10,454	9,739
Hampshire County Council - for Young Parents	2,000	2,000
Four Lanes Trust - for School Readiness	2,000	0
Rotary - for prep course	1,380	2,500
Basingstoke & Deane - School Readiness	1,000	0
HCC - For School Readiness	300	3,208
Turbary Allotment - support families in Tadley	0	3,000
Greenham Common - for groups	0	2,000
Basingstoke & Deane - For summer outings	0	1,800
Four Lanes Trust - for new website	0	1,000
Breeze - craft materials for groups	0	800
	<u>59,307</u>	<u>56,047</u>
4 Donations		
Volunteers' and Trustees expenses donated	2,365	3,695
Manydown Charitable Trust	2,000	1,000
Basingstoke Football Club	1,000	0
CAF	940	875
Rotary	520	1,194
Baughurst Church	500	750
Malmesbury	300	300
Waitrose	296	0
Carolyn Anderson	240	100
K A Brown	200	200
Loddon Valley Lions	200	0
E Studd	200	0
Sarah Edwards	105	0
Ladies Tangent	100	150
SECO Engineering	100	0
Judith Boyd	100	0
Basingstoke and Mid Hants Athletic	92	87
Family Group donations	82	339
Helping Hands in Tadley	75	500
Mydonate	58	861
R Tellis	10	224
Councillor - Gardiner	0	2,500
Grocers Trust	0	2,250
Basingstoke Round Table	0	1,536
Coutts	0	1,000
Family Support Donation	0	1,000
Hoare Trustees	0	1,000
De La Rue	0	500
Parish Magazines	0	350
Burghclere	0	237
Greayer	0	100
H Auld	0	50
Oakley WI	0	50
Other donations	984	596
	<u>10,467</u>	<u>21,444</u>
5 Other Income		
Homestart UK Refund	127	0
	<u>127</u>	<u>0</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED

31ST MARCH 2017

	2017	2016
	£	£
6 Fundraising income		
Cheam Ramble	2,815	0
Jazz at Cheam	2,062	0
Fizz & Sparkle	1,020	0
Quiz Nights	822	1,220
Ramble	789	465
Rotary Fun Day	234	0
Easyfundraising	104	245
Wine Tasting	0	2,456
Bridge Day	0	877
Duck Race	0	670
AGM	0	195
Christmas cards	0	126
Car Boot	0	28
Book sale	0	12
	<u>7,846</u>	<u>6,294</u>
Less: Fundraising costs	<u>1,437</u>	<u>1,899</u>
Profit from fundraising	<u>6,409</u>	<u>4,395</u>
7 Investment income		
Bank interest received	<u>26</u>	<u>32</u>
8 Creditors: amounts falling due within one year		
Creditors Control account	1,970	1,970
PAYE	2,500	0
Accruals - rent	9,000	4,500
Accruals - Independent Examination	<u>300</u>	<u>300</u>
	<u>13,770</u>	<u>6,770</u>
9 Surplus for the year		
This is stated after charging:		
Independent Examiner's Fees	<u>300</u>	<u>300</u>
10 Trustees' remuneration		
No remuneration was paid to any Trustees during the year, except to re-imburse them for purchases or out of pocket expenses made on behalf of the charitable company.		
11 Unrestricted funds		
All unrestricted funds held are unrestricted and available to be applied in furtherance of Home-Start North-West Hampshire's charitable objectives at the discretion of the Trustees.		
12 Governance costs	2017	2016
	£	£
Independent Examiners Fee	300	300
AGM	86	96
Information Commissioner	35	35
Annual return companies house	13	13
Trustee expenses	<u>1,160</u>	<u>2,075</u>
	<u>1,594</u>	<u>2,519</u>

Report to the trustees of Home-Start North West Hampshire

I report on the accounts of the charitable company for the year ended 31st March 2017 set out on pages 4 to 10.

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

Having satisfied myself that the charity is not subject to audit under 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)(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 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 394 to 396 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities; statement of Recommended Practice applicable to charities preparing the account in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015) 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.

Mrs Caroline Scull BA FCCA
B20 Limited
Charwell House
Wilsom Road
Alton
GU34 2PP

Date 16/8/2017

Signed... 

HOME-START NORTH-WEST HAMPSHIRE

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED

31ST MARCH 2017

	Notes	Unrestricted Funds 2017	Restricted Funds 2017	Total Funds 2017	Total Funds 2016
Incoming resources					
Grants received	2/3	30,538	59,307	89,845	85,447
Donations	4	10,467	0	10,467	21,444
Fundraising income	6	7,846	0	7,846	6,294
Gift Aid		1,330	0	1,330	3,580
Other income		127	0	127	6
200 Club Lottery		6,215	0	6,215	1,485
Investment income	7	25	0	25	32
Total incoming resources		56,548	59,307	115,855	118,287
Resources expended					
<u>Direct charitable expenditure</u>					
Core Salary costs		36,685	12,058	48,743	46,826
Pension costs		2,720		2,720	2,316
Recruitment		300		300	0
School Readiness Project		0		0	975
Parenting Course		0		0	725
Family Groups - including salaries		0	16,264	16,264	12,065
Family Support		0	1,485	1,485	2,178
Volunteer prep courses and support		0		0	430
Staff travel expenses		5,467		5,467	3,544
Staff training and conferences		916		916	1,521
CRB checks for staff		166		166	58
Fundraising		1,437		1,437	1,971
200 Club Lottery prizes		1,103		1,103	0
Volunteer travel expenses		5,042		5,042	4,352
		53,835	29,807	83,642	76,960
<u>Support costs</u>					
Rent		4,500		4,500	1,500
Telephone		1,125		1,125	1,173
Internet & website		0		0	717
Printing, stationery and postage		1,546		1,546	1,989
Home Start fees		3,875		3,875	1,585
Insurance		814		814	966
Payroll bureau		268		268	279
Bookkeeping		933		933	1,385
Small Office Equipment		0		0	107
IT Software and consumables		1,042		1,042	0
Advertising		1,637		1,637	0
Sundry		294		294	385
Bank charges		49		49	49
Trustee training		0		0	342
Governance costs		1,594		1,594	2,519
		17,676	0	17,676	12,996
Total resources expended		71,511	29,807	101,318	89,957
Net incoming resources for the year		(14,964)	29,500	14,537	28,330
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