

**ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR
THE YEAR ENDED
31ST MARCH 2018**

**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 2017
END OF FINANCIAL YEAR	31st March 2018
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 2018**

The trustees present their report along with the financial statements of the charity for the year ended 31 March 2018. 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
Members	Rebecca Edwards
	Jane Drummond
	Katharine Ann Hogan
	Matt Davey (resigned 4 October 2017)
	Peter Brackley (appointed 4 March 2018)

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 97 families and 220 children, of whom 138 were aged under 5 years. 25% of these children were subject to an assessment of need. We received 70 new referrals during the year from a range of agencies including Health Visitors (22), Children's Centres and Education (11), Midwifery Service and other Health practitioners (7), Early Help teams (10) and other community agencies (14) and included 12 families who referred themselves. 53 families were carried forward from the previous year 2016/17, but we have been able to close with confidence 60 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 56 children were subject to assessment of needs. Home-Start's role is to prevent families going into crisis by providing trained volunteers to support them within the home or in one of our Family Groups, helping 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 2018**

Family profile

Most of our families were on low income and nearly 70% were in social housing or privately rented accommodation. 32% had no car and a further 30% were reliant on public transport to reach shopping centres, GP surgeries, schools or nurseries. 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, 90% White British, more than half aged between 25 and 44 years, and 6% aged under 25 years.

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 commitment, vision and generous spirit of our part time Senior Coordinator and two Coordinators, (ably assisted by two part time administrative staff), who together 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 (on average 6 per month).

Volunteers give at least 4 hours per week over an average of 6 to 9 months, sometimes longer if the family needs more time. This year they made more than 500 visits, in addition to their attendance at training events such as safeguarding, building emotional resilience, and mental health awareness, and to their own supervision with the coordinators. Our records show that they met at least 80% of families' needs across the 4 areas we monitor as critical to family health and wellbeing: parental wellbeing, children's wellbeing, parenting skills and family management. The Trustees recognise with gratitude the significant contribution they make to local families.

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 2017/18, and was able to maintain and improve the service by:

- Further developing our relationship as an integrated staff and trustee team
- Meeting Home-Start UK's rigorous Quality Assurance review: we met all KPI's across the 4 Standards and achieved an overall rating of "Good" with commendation for financial management
- Establishing another Family Group in Midhurst to meet the needs of families in the northern part of our district, including opportunities for Baby Massage, informal contact with health and other professionals and with West Sussex Coastal MIND
- Continuing our links with the Food Bank to receive and distribute food to families in need, and with Christians Against Poverty to provide debt counselling
- Recruiting a further 25 volunteers to refresh the volunteer base, and providing 2 preparation courses and a range of additional training for volunteers
- Holding an Art Exhibition in Chichester, primarily to raise funds but also to reinforce our profile in the city as a leading family support charity
- Continuing to refine data management and impact measurement as part of our proactive strategy to maintain, develop and diversify our service

Coordinators continue to work alongside West Sussex County Council's Integrated Prevention and Early Help (IPEH) teams, the Children's Centres and Family Support Network, attending meetings and liaising with their staff. Home-Start Chichester and District does not duplicate services but is aware that a rising number of families are referred to our crisis prevention service by IPEH and the Health Visiting teams

Staff and Trustees will continue to liaise with other West Sussex Home-Start schemes and with Home-Start UK, and gratefully acknowledge the support available to our charity from the team at Voluntary Action Arun and Chichester.

**HOME START CHICHESTER AND DISTRICT
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**REPORT OF THE DIRECTORS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2018**

Financial support

The Trustees are extremely grateful to all our donors including Chichester City Council, Chichester District Council, Sussex Community Foundation, Chichester Welfare Trusts, Albert Hunt Trust, Friarsgate Trust, our local Town and Parish Councils, BBC Children In Need, Gustav Siegle Stiftung, The Sobell Foundation, The Boltini Trust, The Henry Smith Charly and other trusts, foundations and individual donors whose financial support has been crucial to the achievement of our charitable aims.

We are aware of the increasing demands on funders and of the pressure on local authorities to deliver services to those in need. We accept that government health, social care and early years education policies impact on what can reasonably be provided, but we are steadfast in our commitment to helping families in our local community to overcome challenges and difficulties in providing their children with the best start in life.

We will therefore continue to seek funding for our core running costs, and for defined projects relevant to our service.

Plans for the future

The Trustees are confident that we are meeting our charitable aims, although there is always room for improvement. We will continue to manage carefully available resources to provide a responsive service to families, to recruit and train volunteers and to support and develop the staff team.

We want to enhance our capacity to support initiatives regarding food and nutrition, parents' reading with their children, access to the creative arts, better mental health and outdoor activities for both parents and children as part of our home visiting and Family Groups

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
- Data Protection
- 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 9 months at the Balance Sheet date.

**HOME START CHICHESTER AND DISTRICT
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**REPORT OF THE DIRECTORS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2018**

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.

I approve the attached statement of financial activities and balance sheet for the year ended 31st March 2018, and confirm that I have made available all information necessary for its preparation.

Approved by the Directors on the 13 August 2018

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 2018

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2017/18 £	TOTAL 2016/17 £
INCOME AND ENDOWMENTS FROM:					
Donations and Legacies	3a	69,906	18,000	87,906	98,149
Other Trading Activities	3b	12,292	-	12,292	2,218
Investment Income	3c	43	-	43	88
Other	3d	-	-	-	5,525
TOTAL		82,241	18,000	100,241	105,980
EXPENDITURE ON:					
Raising Funds	4a	16,423	-	16,423	13,805
Charitable Activities	4b	65,712	18,629	84,341	72,235
TOTAL		82,135	18,629	100,764	86,040
NET INCOME/(EXPENDITURE)		106	(629)	(523)	19,940
Transfer Between Funds	5	-	-	-	-
Reconciliation of Funds:					
Total Funds Brought Forward		84,258	1,359	85,617	65,677
TOTAL FUNDS CARRIED FORWARD		84,364	730	85,094	85,617

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 16 form part of these financial statements.

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

BALANCE SHEET
AS AT 31ST MARCH 2018

Company registration number: 06552068

	Notes	Unrestricted Funds £	Restricted Funds £	31-Mar-18 Total £	31-Mar-17 Total £
Fixed Assets					
Tangible Assets	2	-	-	-	36
Current Assets					
Debtors & Prepayments	7	163	212	375	341
Cash at Bank and In Hand	6	106,195	787	106,982	86,342
Total Current Assets		106,358	999	107,357	86,683
Creditors: amounts falling due within one year	8	21,994	269	22,263	1,102
NET CURRENT ASSETS		84,364	730	85,094	85,581
TOTAL ASSETS less current liabilities		84,364	730	85,094	85,617
NET ASSETS		84,364	730	85,094	85,617
Funds of the Charity					
General Funds		84,364	-	84,364	84,258
Restricted Funds	5	-	730	730	1,359
Total Funds		84,364	730	85,094	85,617

The directors are satisfied that for the year ended on 31st March 2018 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 17.

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 of 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 13 August 2018
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 2018**

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.

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 2018**

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-17	2,251	-	2,251
Additions		-	-	-
Cost at	31-Mar-18	2,251	-	2,251
Depreciation	01-Apr-17	2,215	-	2,215
Charge		36	-	36
Depreciation at	31-Mar-18	2,251	-	2,251
Net Book Value	31-Mar-18	-	-	-
Net Book Value	31-Mar-17	36	-	36

The annual commitments under non-cancelling operating leases and capital commitments are as follows:
31st March 2018 : None
31st March 2017 : None

**HOME START CHICHESTER & DISTRICT
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**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2018**

3. INCOME

	Unrestricted Funds £	Restricted Funds £	TOTAL 2017/18 £	TOTAL 2016/17 £
a) Donations and Legacies				
Donations: Statutory	19,100	-	19,100	15,394
Donations: Corporate	6	-	6	655
Trusts and Foundations	50,800	8,000	58,800	72,100
Grants Received	-	10,000	10,000	10,000
	69,906	18,000	87,906	98,149
b) Other Trading Activities				
Fundraising Income:				
Community	1,139	-	1,139	447
Individuals	11,153	-	11,153	1,771
	12,292	-	12,292	2,218
c) Investment Income				
Bank Interest	43	-	43	88
	43	-	43	88
d) Other				
Other Earned Income (student placement and community projects)	-	-	-	5,525
	-	-	-	5,525

HOME START CHICHESTER & DISTRICT
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NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2018

4. EXPENDITURE

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2017/18 £	TOTAL 2016/17 £
a) Raising Funds					
Advertising & Publicity		25	-	25	138
Fundraising		16,398	-	16,398	13,667
		16,423	-	16,423	13,805

b) Charitable Activities

Direct charitable expenditure

Depreciation		36	-	36	288
Family Group		633	-	633	-
Insurance Costs		-	798	798	775
IT Consultancy Fees		593	-	593	-
Printing, Postage & Stationery		877	490	1,367	1,445
Rent & Rates		222	3,078	3,300	3,411
Repairs and Maintenance		936	-	936	470
Salaries & Wages	9	50,345	10,000	60,345	49,950
Staff & Volunteers Training Costs		580	629	1,209	1,842
Sundry Expenses		237	-	237	187
Telephone Costs		-	1,726	1,726	1,390
Travel & Volunteers Expenses		3,442	-	3,442	5,321

Governance and Support

Bank Charges		137	-	137	56
Bookkeeping and Accountancy		5,870	-	5,870	4,400
Home Start Annual Fee		-	1,908	1,908	1,227
Independent Examiners Fees	8	693	-	693	693
Legal and Professional Fees		1,111	-	1,111	780

65,712	18,629	84,341	72,235
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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	74,622	-	1,804	7,915	84,341
Grant making activities	-	-	-	-	-
	74,622	-	1,804	7,915	84,341

**HOME START CHICHESTER & DISTRICT
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**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2018**

5. RESTRICTED FUNDS - CURRENT YEAR

	Balance 01-Apr-17 £	Income £	Expenditure £	Transfers	Balance 31-Mar-18 £
Children in Need	-	10,000	10,000	-	-
Sussex Community Foundation	-	8,000	8,000	-	-
WSCC Wellbeing Fund	-	-	-	-	-
Midhurst Town Council	-	-	-	-	-
Cowdray Birthday House Trust	-	-	-	-	-
Sobell Foundation	1,000	-	270	-	730
Chichester City Council	359	-	359	-	-
	1,359	18,000	18,629	-	730

RESTRICTED FUNDS - PRIOR YEAR

	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 Witterling

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.

**HOME START CHICHESTER & DISTRICT
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**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2018**

6. CASH AT BANK AND IN HAND

	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-18 £	Total 31-Mar-17 £
Cash at Bank and in Hand	106,195	787	106,982	86,342
	106,195	787	106,982	86,342

7. DEBTORS AND PREPAYMENTS

	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-18 £	Total 31-Mar-17 £
Prepayments	163	212	375	341
	163	212	375	341

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

	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-18 £	Total 31-Mar-17 £
Accruals	892	102	994	409
Creditors	409	167	576	-
Deferred Income	20,000	-	20,000	-
Independent Examiners Fees	693	-	693	693
	21,994	269	22,263	1,102

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

	2017/18 £	2016/17 £
Gross Wages and Salaries	58,559	48,259
Employer's National Insurance Costs	2,089	2,076
Less HMRC Incentive	(2,089)	(2,076)
Employer Pension Contributions	1,786	1,691
	60,345	49,950

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

	2017/18 TOTAL	2016/17 TOTAL
Activities in furtherance of organisation's objects	5	4

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NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2018

No employees received emoluments in excess of £60,000 (2016/17: 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 £1,786 (2016/17: £1,691). 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. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-18 £	Total 31-Mar-17 £
Tangible Fixed Assets	-	-	-	36
Net Current Assets	84,364	730	85,094	85,581
Long term liabilities	-	-	-	-
TOTAL	84,364	730	85,094	85,617

11. 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.

12. 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 2018 set out on pages 8 to 16.

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 Irvin Smith FCIE
Independent Examiners Ltd
Sovereign Centre
Yapton Lane
Walberton
West Sussex
BN18 0AS



Date: 21/8/18