

Registered number: 5659531

Charity number: 1114860

**HOME-START BANBURY & CHIPPING NORTON**

**(A company limited by guarantee)**

**Report and Financial Statements  
for the year ended 31 March 2018**

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

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

**Legal and Administrative Information**  
**for the year ended 31 March 2018**

**Constitution**

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

**Directors and trustees**

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

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

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

Anne Waters	Chair
Jo Graves	Vice-chair
Douglas Keir	Treasurer and Secretary
Paula Finch	
Cheryl Huntbach	Appointed October 2017
Rebecca Tay	
Pete Welply	
Chloe Woodhead	Appointed October 2017
Naomi Evetts	Resigned May 2017

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

**Accountants:** Faulkner Associates  
10 Beanacre  
Hook Norton  
OX15 5UA

**HOME-START BANBURY & CHIPPING NORTON**  
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**Report of the Trustees**  
**for the year ended 31 March 2018**

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2018.

**Objects of the charity**

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

**Review of financial affairs**

In summary, income increased to £118,048 (2016-17: £93,040) and expenditure increased to £101,935 (2016-17: £96,195), with a resulting surplus of £16,113 (2016-17: deficit £3,155), and year-end reserves of £67,254 (2016-17: £51,141).

That our income was increased was mainly thanks to a full year's grant of £25,000 from our 3-year contract with The Henry Smith Charity (2016-17: £6,250 for three months), as well as generous increased support from a number of other organisations. The 3-year Big Lottery contract was once again our single largest source of income, and we are mindful of its cessation in August 2018. A similarly-sized replacement contract, made in co-operation with the other Oxfordshire Home-Starts to cover the whole county, has been submitted and, at the time of writing, we are waiting to hear whether it was successful. During the 2017-18 year, we also employed a part-time fund-raiser who was extremely successful in raising funds from charitable trusts and other organisations, both local and national.

We have always maintained a cautious watch over expenses, which are carefully controlled to fit our expected income and reserves position. During 2017-18 they increased in line with expectations by £5,740 to £101,935 (2016-17: £96,195). The main reason for the increase was a budgeted one. As mentioned above, we employed of a part-time fund-raiser whose costs are shown separately and were considerably more than covered by the increased income generated. It can also be noted that the increased cost of rent includes a full year for 2017-18, compared with only 8 months in 2016-17.

Our Senior Families Organiser, Jane Skelton, continues to spend about half her time on strategic and other scheme management matters, and this is reflected in the accounts by allocating an appropriate amount of her costs to the management, administration and governance section of our expenses.

The increase in income more than covered the higher expenses and resulted in a surplus for the year of £16,113 (2016-17: deficit of £3,155). Our year-end reserves were therefore increased by a like amount to £67,253 which is equal to about 8 months' expenditure, a very low figure in the current uncertain environment for generating income, although above our objective of maintaining unrestricted reserves of about 50% of a year's expenses.

Finally, like last year, it might be noted that our cash-on-hand (all bank balances) was £111,124 at year-end, considerably above the net assets position (£67,253). Once again, the principal contributory factor was the large amount of deferred income (pre-paid grants), £40,802 this year, compared to £35,221 last year. As we only take into account income earned, as opposed to income received, during the year, a large flow of funds in the last quarter for annual contracts produced this effect.

We continue to be extremely grateful to all who contribute to our funds, which are even more needed than before in the light of increased demand. Our funding committee will continue to face severe challenges in meeting our budgeted expenditure.



**HOME-START BANBURY & CHIPPING NORTON**  
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**Report of the Trustees continued**  
**for the year ended 31 March 2018**

**Trustees' Responsibilities**

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

In preparing those financial statements the trustees have:

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

The Trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities

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

This report was approved by the trustees on 12 July 2018 and signed on its behalf, by:



Douglas Keir  
Treasurer

**Independent examiner's report to the trustees of  
Home-Start Banbury & Chipping Norton  
for the year ended 31 March 2018  
(A company limited by guarantee)**

I report on the accounts of Home Start Banbury and Chipping Norton for the year ended 31 March 2018 set out on pages 4 to 11.

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

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ("the Act") and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- . Examine the accounts under section 145 of the 2011 Act;
- . To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5) of the 2011 Act; and
- . to state whether particular matters have come to my attention.


My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Opinion**

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

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

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

Signed.....  .....

Dated..... 28<sup>th</sup> June 2018 .....

Bibi Sakineh Faulkner BSc ACA  
The Maltings, 10 Beanacre  
Hook Norton  
OX15 5UA

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

	Notes	2018 (Restricted)	2018 (Unrestricted)	Total 2018	Total 2017
<b>Incoming Resources</b>		£	£	£	£
Grants, fundraising & donations	2	86,300	31,631	117,930	92,758
Interest income		-	118	118	282
<b>Total Incoming Resources</b>		<u>86,300</u>	<u>31,749</u>	<u>118,048</u>	<u>93,040</u>
<b>Resources Expended</b>					
Direct charitable expenditure	3	57,205	12,759	69,964	68,991
Fund-raising costs		-	4,495	4,495	376
Management & administration	4	26,581	-85	26,496	25,267
Governance	5	968	13	981	1,561
<b>Total Expenditure</b>		<u>84,754</u>	<u>17,181</u>	<u>101,935</u>	<u>96,195</u>
<b>Operating surplus for the year</b>		<u>1,546</u>	<u>14,567</u>	<u>16,113</u>	<u>-3,155</u>
<b>Net surplus for the year</b>		<u>1,546</u>	<u>14,567</u>	<u>16,113</u>	<u>-3,155</u>
<b>Accumulated Funds</b>					
Brought forward		438	50,703	51,141	54,296
Current year surplus		1,546	14,567	16,113	-3,155
<b>Total funds at 31 March 2017</b>		<u>1,984</u>	<u>65,270</u>	<u>67,254</u>	<u>51,141</u>



**HOME-START BANBURY & CHIPPING NORTON**  
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**Balance Sheet at 31 March 2018**

	Notes	2018 £	2017 £
<b>Cash at Bank and in Hand</b>			
Current Accounts	40253	58841	
Savings Accounts	70750	33632	
Cash in Hand	121	266	
		111,124	92,739
<b>Liabilities: Amounts Falling due in One Year</b>			
Net of current assets	6	-43,871	-41,598
		-43,871	-41,598
<b>Net Current Assets</b>		<u>67,253</u>	<u>51,141</u>
<b>Accumulated Funds</b>			
Restricted	7	1,984	438
Unrestricted	8	65,270	50,703
		<u>67,254</u>	<u>51,141</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. Similarly an audit is not required under section 144(2) of the charities 2011 Act and that an independent examination is needed.

The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with the section 386 of the Companies Act 2006, and for preparing financial statements which give a true and fair view of the state of the company as at 31 March 2018 and which otherwise comply with the requirements of the Act relating to the financial statements so far as applicable to the company.

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 Standards for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of the Trustees on 12 July 2018 and signed on their behalf, by:



Douglas Keir (Treasurer)



# HOME-START BANBURY & CHIPPING NORTON

(A company limited by guarantee)

## Notes to the Financial Statements for the year ended 31 March 2018

### 1 Accounting Policies

**The following accounting policies were used consistently:**

#### Accounting basis:

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

#### Grants:

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

#### Resources expended:

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

#### Depreciation:

Depreciation is calculated to write off the assets on a reducing balance basis. Items under £500 are written off to revenue.

### 2 Grants, fund-raising & donations

(See Note 12)

	Restricted Funds £ 2018	Unrestricted Funds £ 2018	Total Funds £ 2017
<b>Grants</b>			
Big Lottery Fund	39,387	-	38,685
BBC Children in Need	9,528	-	9,623
Henry Smith	25,000	-	6,250
Paradigm Housing		8,333	1,667
Santander	3,712		
Sanctuary Housing Association	1,500	-	1,625
Oxfordshire Community Fund		-	1,000
Oxfordshire Community Foundation	1,800	5,000	875
Banbury Charities		-	500
Chipping Norton TC	1,042		
Elizabeth Jane Foundation	1,167		
Greggs	1,000		
Other	2,164	-	431
Sub-total: contract grants	<b>86,300</b>	<b>13,333</b>	<b>60,656</b>
<b>Fund-raising events:</b>			
Organised by Home-Start	-	3,660	3,256
Organised by others	-	2,273	9,591
Sub-total: Fund-raising events	<b>-</b>	<b>5,933</b>	<b>12,847</b>
<b>Donations:</b>			
Charitable Trusts	-	6,350	12,250
Schools & Churches	-	350	836
Other 'corporate'	-	2,550	1,335
Individuals	-	2,126	3,461
Unclaimed expenses	-	989	1,373
Sub-total: Donations	<b>-</b>	<b>12,364</b>	<b>19,255</b>
<b>Total</b>	<b>86,300</b>	<b>31,630</b>	<b>92,758</b>

**HOME-START BANBURY & CHIPPING NORTON**  
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**Notes to the Financial Statements**  
**for the year ended 31 March 2018**

		<b>Restricted Funds £ 2018</b>	<b>Unrestricted Funds £ 2018</b>	<b>Total Funds £ 2017</b>
<b>3 Direct Charitable Expenditure</b>				
Salaries, NI & Pension	Note 9	50,354	9,486	58,115
Payroll expenses		683	2	586
Staff/Volunteer Expenses		7,053	264	8,112
Training		1,150	46	1,165
Staff / volunteer recruitment		487	2	764
Direct family assistance		435	0	250
<b>Total Direct Expenditure</b>		<b>60,163</b>	<b>9,801</b>	<b>68,992</b>
<b>4 Management &amp; Administration</b>				
Salaries (Management)	Note 9	17,046	0	16,540
Office Costs		1,846	-146	1,940
Stationery		416	16	757
Telephone / internet		961	3	951
Insurance		961	-147	796
Fees		2,555	64	2,334
Rent , utilities		2,796	79	1,951
Publicity		0	46	0
<b>Total Management &amp; Admin</b>		<b>26,581</b>	<b>-85</b>	<b>25,267</b>
<b>5 Governance</b>				
AGM related		736	-645	481
Trustee travel and miscellaneous		232	658	1,080
<b>Total Governance</b>		<b>968</b>	<b>13</b>	<b>1,561</b>
<b>6 Liabilities: Amounts falling due within one year:</b>				
Accruals in respect of HMRC		-	1,097	1,374
Accruals in respect of pension contributions		-	-	461
Accruals: staff & volunteer expenses		159	250	300
Prepaid grants	Note 12	39,802	1,000	35,221
Prepaid accounts		-	-154	-189
Credit card balance		-	-	-19
Other accruals		1,212	56	3,999
Accountants Fees		450	-	450
<b>Total Liabilities falling within one year</b>		<b>41,622</b>	<b>2,248</b>	<b>41,597</b>
<b>7 Restricted funds</b>				
		<b>£</b>		<b>£</b>
Family Holiday Association		181	-	181
Greggs		658	-	-
Paradigm Housing		-	-	158
Henry Smith		-	-	99
Oxfordshire Community Foundation		1,145	-	0
<b>Total restricted funds</b>		<b>1,984</b>	<b>0</b>	<b>438</b>

# HOME-START BANBURY & CHIPPING NORTON

(A company limited by guarantee)

## Notes to the Financial Statements (continued)

for the year ended 31 March 2018

### 8 Reserves Policy

£

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

The minimum amount, at 31.3.18 is

52,016

Family support project grants are occasionally received for only a portion of the expected total costs, the balance being required to be funded, over the project duration, by matched funding or by own resources. Normally, such commitments would be met by future income streams, but the trustees also believe that it is prudent to ensure that such amounts will be available when required and have therefore set up a designated reserve for project matched funding.

The amount of the designated reserve for future funding, at 31.3.18, is.

3,376

Total reserves target

55,392

The total unrestricted funds at 31.3.18 are:

65,270

### 9 Staff costs and emoluments

£  
2018

£  
2017

Gross salaries (including maternity pay)

75,980

70,555

Employer's National Insurance

5,476

5,259

Employer's Pension Contributions

2,155

1,840

Employment Allowance (statutory reduction in employer's NI)

-3,000

-3,000

80,611

74,654

Numbers of full time employees or full time equivalents

2018

2.9

2017

2.9

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

The charity has a defined contribution pension scheme, which complies with the auto-enrolment regulations which became effective for the charity during the past year. The pension contributions shown represent the contributions paid by the charity in the year.

### 10 Trustee remuneration:

None of the trustees received any remuneration for their services.

### 11 Trustee Expenses

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

**HOME-START BANBURY & CHIPPING NORTON**  
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**Notes to the Financial Statements (continued)**  
**for the year ended 31 March 2018**

12 Prepaid grants, gross income and net earned income.

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

	Opening prepaid grants released	Gross income received	Closing prepaid grants	Net income earned
	£	£	£	£
BBC Children in Need	1,632	10,396	2,500	9,528
Big Lottery Fund	6,506	39,487	6,606	39,387
Chipping Norton TC		2,500	1,458	1,042
Elizabeth Jane Foundation		2,000	833	1,167
FHA		181		181
Greggs		1,000		1,000
Henry Smith	18,750	25,000	18,750	25,000
JP Foundation		250		250
Jules Thorn Trust		1,000		1,000
Nelson Pittam Welfare		400		400
Oxf Comm Found		5,000		5,000
Oxfordshire Community Foundation		1,800		1,800
Paradigm Housing	8,333	0		8,333
Parker Trust		100		100
PF CT		5,000		5,000
Pye CT		1,000	1,000	0
Sanctuary Housing Association		6,000	4,500	1,500
Santander		4,950	1,238	3,712
St James' Place		2,500	1,667	833
Tesco		2,000	1,667	333
Woodward CT		1,000	583	417
<b>Total</b>	<b>35,221</b>	<b>111,564</b>	<b>40,802</b>	<b>105,983</b>

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