

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 2018**

HOME-START RUNNYMEDE AND WOKING

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HOME-START RUNNYMEDE AND WOKING

Reference and administrative information for the year ended 31 March 2018

Company Name	Home-Start Runnymede and Woking		
Company Number	5618486		
Charity Number	1128932		
Registered Office	1 st Floor, Foxwell House Chobham Road Ottershaw Chertsey KT16 ONL		
Trustees	<ul style="list-style-type: none">• Janice Bibby• Ann Davis –• Michael Griffiths• Elizabeth Perkins• David Pointet• Joanna McKenzie• Trevor Pound• Jayne Skelton• Michael Brown	Chair Treasurer	Resigned 25 th August 2017 Appointed 30 th April 2018

Scheme Manager Carole Whatnall

HOME-START RUNNYMEDE AND WOKING

Report of the trustees for the year ended 31 March 2018

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 2018. 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	Resigned 25 August 2017
Michael Brown	Appointed 30 April 2018
Michael Griffiths	
Elizabeth Perkins	
David Pointet	
Joanna McKenzie	
Jayne Skelton	
Trevor Pound	Treasurer

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 2018

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 97 families with a home-visiting volunteer and gave occasional support to another 45 families. We received 131 referrals including from health visitors, children's centres and self-referrals demonstrating the demand for our service and the high regard in which it is held. Two preparation courses for new volunteers were held during the period, training a total of 7 new volunteers. We are working hard to recruit more volunteers to train so that we can increase the number of families we can support during the next year. Our volunteers are at the heart of what we do and it is essential for our service that we continue to attract, train and support these wonderful people who give their time so willingly. Looking to the future, we are planning to recruit a part-time Family Support Co-ordinator who will provide immediate, short-term practical help to vulnerable families and complement the work done by the volunteers.

A search for new premises, which has been going on since the merger of Runnymede and Woking in January 2015, finally paid off when we found Foxwell House in Ottershaw at a rent we could afford. Ottershaw is a more central location and convenient for both the boroughs we serve. Foxwell House addressed some of the issues we had about the offices in Courtenay Free Church, mainly around health and safety and lone working. All necessary preparations were made during the year in question and the move took place in April 2018.

In short, another very successful year for Home-Start Runnymede and Woking and our very grateful thanks to all who have made that possible – the volunteers, staff, trustees, donors and supporters.

Review of financial affairs

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 runs 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, Surrey Community Foundation and Garfield Weston as well as a range of other charitable donors including Children in Need and the Runnymede Mayor's fund.

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Report of the trustees for the year ended 31 March 2018

The company opened the year with net assets of £64,282. During the year income of £126,767 was received from grants from statutory bodies, donations, fundraising and bank interest. Expenditure in the year totalled £96,497.

Whilst the year saw a positive inflow of funds, the trustees appreciate the irregular nature of such income and the requirement to keep a close control on expenditure in a difficult fund-raising environment, particularly with the funding arrangements from Surrey County Council, our largest funder, yet to be finalised for 2019.

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

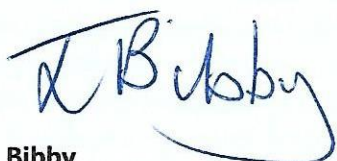
Company and charity law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial 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 29th August 2018 and signed on their behalf by:



Janice Bibby
Chair

HOME-START RUNNYMEDE AND WOKING

Statement of Financial Activities For the year ended 31 March 2018

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Grants, donations and fund-raising	2	97,819	28,395	126,214	83,161
Investment Income		553	-	553	314
Total Incoming Resources		98,372	28,395	126,767	83,475
RESOURCES EXPENDED					
Costs of generating funds:					
Direct Charitable expenditure		96,086	(6)	96,080	95,915
Governance costs		417	-	417	529
Total Expenditure	3	96,503	(6)	96,497	96,444
Net income (deficit) for the year		1,869	28,401	30,270	(12,969)
RECONCILIATION OF FUNDS					
Brought forward		71,684	(7,402)	64,282	77,251
Net income (deficit) for the year		1,869	28,401	30,270	(12,969)
Total Funds at 31 March 2018	7	73,553	20,999	94,552	64,282

HOME-START RUNNYMEDE AND WOKING

Balance Sheet As at 31 March 2018

	Notes	2018		2017	
Assets		£	£	£	£
Cash at Bank and in Hand					
Current Accounts		27,488		9,263	
Savings Accounts		70,846		60,293	
Cash in hand		<u>248</u>		<u>33</u>	
			98,582		69,589
Prepayments and grants receivable	4		<u>6,942</u>		<u>6,884</u>
			105,524		76,473
Amounts falling due within one year	5				
Accruals-Sundry Creditors		<u>(1,484)</u>		<u>(1,510)</u>	
			(1,484)		(1,510)
Provisions	6		(9,488)		(10,681)
Net Current Assets			<u>94,552</u>		<u>64,282</u>
Represented by					
Unrestricted Funds	7		73,553		71,684
Restricted Funds	7		<u>20,999</u>		<u>(7,402)</u>
			<u>94,552</u>		<u>64,282</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 29th August 2018 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 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 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 £3,507 were acquired during the year, for which grants were received.

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Notes to the Financial Statements For the year ended 31 March 2018

2. Grants, Donations and fund-raising:

	2018	2017
	£	£
Unrestricted		
Surrey County Council	58,405	57,700
Woking Borough Council	7,500	7,500
Henry Smith Charity	7,000	6,000
Proctor & Gamble	-	5,000
Runnymede Mayor	6,743	-
Various private donations	6,131	2,850
Fund-raising events	1,123	614
Co-op	1,792	-
Garfield Weston	7,500	-
Resolution and Four Acres Trust	625	-
NAFAS	1,000	-
Total	97,819	79,664
Restricted		
Community Foundation for Surrey *	6,606	3,497
BBC Children in Need	21,789	-
Total	28,395	3,497
Total	126,214	83,161

* as per note 1, under current accounting practice, fixed assets acquired by grants received are netted against the relevant grant. Gross donations received from Community Foundation for Surrey in the year totalled £10,113.

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements

For the year ended 31 March 2018

3. Analysis of expenditure:

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2018	2018	2018	2017
Charitable activities:	£	£	£	£
Direct:				
Salaries, NI & Pensions (note 10)	73,757	-	73,757	73,132
Movement on provision for debt on pension debt withdrawal	-	-	-	-
Staff/Volunteer expenses	6,257	-	6,257	6,660
Recruitment expenses	677	-	677	163
Training	469	-	469	710
Pension deficit Movements	-	-	-	-
Interest on pension deficit	-	133	133	220
Fund raising costs	1,272	-	1,272	18
Change in assumptions – pension deficit	-	(139)	(139)	332
Trustee expenses	104	-	104	-
Indirect:				
Office Rent	6,600	-	6,600	6,575
Telephone, IT, Office costs	2,986	-	2,986	2,974
Fee to Home-Start UK	1,439	-	1,439	1,404
Insurance	812	-	812	706
Stationery & postage	1,495	-	1,495	1,709
Advertising +PR	192	-	192	188
Disposal of computers	-	-	-	-
Other office costs	(34)	-	(34)	499
Bank charges	60	-	60	25
Payroll/Pension costs	-	-	-	600
Sub-total: charitable activities	96,086	(6)	96,080	95,915
Governance:				
Independent examination	150	-	150	218
Annual report, AGM, etc.	267	-	267	311
Sub-total: governance	417	-	417	529
Total Expenditure	96,503	(6)	96,497	96,444

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2018

4. Prepayments and grants receivable:

	2018	2017
	£	£
Amounts due from Woking Borough Council	1,875	1,875
Amounts due from Surrey County Council	4,867	4,803
Prepayment for IT costs	-	-
Prepayment for insurance	200	206
Donations receivable	-	-
Pensions refund	-	-
Total	6,942	6,884

5. Liabilities-- amounts failing due within one year:

	2018	2017
	£	£
Provision for office costs	125	125
Provision for rent	550	550
Provision for Pension Fund contributions	469	464
Provision for training	-	-
Provision for HMRC payment	-	-
Provision for staff expenses	20	51
Provision for independent examination	200	200
Provision for professional fees	120	120
Total	1,484	1,510

6. Provisions:

	2018	2017
	£	£
Provision for pension deficit (note 8)	9,488	10,681
Total	9,488	10,681

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2018

7. Movement in funds:

	At 1 April 2017 £	Incoming resources £	Outgoing resources £	At 31 March 2018 £
Unrestricted				
General fund	71,684	91,372	(96,503)	66,553
Restricted –				
Provision for debt on withdrawal of pension fund	-	-	-	-
Fixed assets	41	-	-	41
Other	3,497	35,395	-	38,892
Provision for pension deficit	(10,940)	-	6	(10,934)
	(7,402)	35,395	6	27,999
Total	64,282	126,767	(96,497)	94,552

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2018

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)

Unless a concession has been agreed with the Trustee the term to 2025 applies.

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 2018

(ii) **Specific to the charity**

	31 March 2018 (£s)	31 March 2017 (£s)
(a) Present value of provision	£9,488	£10,681
(b) Reconciliation of the opening and closing provisions		

	31 March 2018 (£s)	31 March 2017 (£s)
Provision at start of period	10,681	11,281
Unwinding of the discount factor (interest expense)	133	220
Deficit contribution paid	(1,187)	(1,152)
Remeasurements - impact of any change in assumptions	(139)	332
Remeasurements - amendments to the contribution schedule	-	-
Provision at end of period	9,488	10,681

(c.) **Income and expenditure impact**

	31 March 2018 (£s)	31 March 2017 (£s)
Interest expense	133	220
Remeasurements – impact of any change in assumptions	(139)	332
Remeasurements – amendments to the contribution schedule	-	-

(d) **Assumptions**

	31 March 2018 % per annum	31 March 2017 % per annum
Rate of discount	1.71	1.32

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 2018

(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 2018 (£s)	31 March 2017 (£s)	31 March 2016 (£s)
Year 1	1,223	1,187	1,152
Year 2	1,259	1,223	1,187
Year 3	1,297	1,259	1,223
Year 4	1,336	1,297	1,259
Year 5	1,376	1,336	1,297
Year 6	1,417	1,376	1,336
Year 7	1,460	1,417	1,376
Year 8	752	1,460	1,417
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 £21,583 (2017: £23,777).

9. Trustees remuneration and related parties

None of the trustees received any remuneration during the year

Expenses in the year were £103.70 (2017: £nil).

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2018

10. Staff costs and emoluments:

	2018	2017
	£	£
Gross salaries	68,371	68,783
Employer's National Insurance	1,983	2,008
Employers' pensions contributions	3,403	2,341
Total	<u>73,757</u>	<u>73,132</u>

11. Employee numbers

At 31 March 2018, there were 4 part time employees (2017:4).

HOME-START RUNNYMEDE AND WOKING

Independent examiner's report to the trustees of Home-Start Runnymede and Woking for the year ended 31 March 2018

I report on the accounts for the year ended 31 March 2018 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
.....26th NOVEMBER.....2018

