

**ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
FOR  
THE YEAR ENDED  
31ST MARCH 2019**

**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**

<b>CHARITY NUMBER</b>	1123768
<b>COMPANY REGISTRATION NUMBER</b>	6552088
<b>START OF FINANCIAL YEAR</b>	1st April 2018
<b>END OF FINANCIAL YEAR</b>	31st March 2019
<b>REGISTERED ADDRESS</b>	Chichester Nursery School St James Road Chichester West Sussex PO19 7AB
<b>DATE OF INCORPORATION</b>	1st April 2008
<b>GOVERNING DOCUMENT</b>	Memorandum and Articles of Association
<b>BANKERS</b>	CAF Bank Plc 25 Kings Hill Avenue West Malling Kent ME19 4JQ
<b>INDEPENDENT EXAMINER</b>	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 2019**

The trustees present their report along with the financial statements of the charity for the year ended 31 March 2019. The financial statements have been prepared in accordance with the accounting policies set out on page 10 to 13 and comply with the charity's trust deed.

**Trustees**

The committee was served throughout the year by the following:

<b>Chair</b>	Valerie Hughes
<b>Vice Chair</b>	Lindsay Haines
<b>Company Secretary</b>	Peter Brackley (appointed 13 June 2018) Jane Meechan (resigned 12 June 2018)
<b>Members</b>	Rebecca Edwards Katharine Ann Hogan Peter Brackley Lois Anne Smith (appointed 20 April 2018) Jane Drummond (resigned 15th May 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 92 families and 206 children of whom 123 were aged under 5 years. 47 of these children were subject to an assessment of need as identified by Children's Services, and 12 were on a Child in Need plan at the end of the year. We received 94 new referrals during the year from a range of agencies including Health Visitors (33), Children's Centres and Education (8), Family Support Services (16), Mental Health services (5), Midwifery Services and other Health practitioners (5), and Social Services (5).

Nearly 80% of our referrals come from statutory agencies. The remaining 20% are families who referred themselves following recommendation from GP's and other community organisations.

42 families were carried forward from the previous year 2017/18, and 45 families were able to leave our service during the year following support lasting on average 9 months from our home visiting volunteers.

**Reasons for support**

Families were referred to us for a range of reasons. They needed help managing their children's behaviour and getting more positively 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, yet were not considered sufficiently vulnerable to require statutory intervention. However 47 of the children referred to us had been identified as 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 parents to manage the challenges they face and building confidence in their parenting skills.

**HOME START CHICHESTER AND DISTRICT  
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**REPORT OF THE DIRECTORS (Continued)  
FOR THE YEAR ENDED 31ST MARCH 2019**

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 encouragement to play and learn together, to enjoy reading, talking and listening, to establish good routines, healthy eating, outdoor play and positive attitudes to living and learning for the whole family.

**Family profile**

Most of our families were on low income and 74% were in social housing or privately rented accommodation. 30% had no car and a further 30% were reliant on public transport to reach shopping centres, GP surgeries, schools or nurseries. 5% of children and 8% of parents were assessed as having physical or learning disability. The majority were located in the City and its surrounding district, including Tangmere (5), Selsey and Sidlesham (7), and Southbourne (6), and a further 26 families were located in the Northern wards of the District including Midhurst (12) and Petworth (5).

More than one third of parents were single mothers, 88% White British, more than half aged between 25 and 44 years and nearly 8% 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 energy, commitment and creative vision of our part time Senior Coordinator and two part time Coordinators (ably assisted by two part time administrative staff), who together had responsibility for planning family support; recruiting and training 10 new volunteers and providing supervision for all the volunteers working in families or in the Family Groups; maintaining records of visits; providing information to the Board and to our donors, and cheerfully representing the charity within the local community, is remarkable. Their dedication has enabled us to meet the continuing level of referrals (on average 6 per month) and to provide positive support for 92 families and more than 200 children through difficult times.

Volunteers give about 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 they attended training events including mandatory safeguarding and child protection, building emotional resilience, and mental health awareness, and their own supervision with the coordinators. Our records show that they met at least 80% of families' expressed needs across the 4 areas that 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**

Careful financial management and a well researched diversified fundraising strategy enabled HomeStart Chichester and District to reach the year end within the budget set for 2018/19, and to maintain and improve its service

We continued to develop our Family Groups in Chichester and Midhurst including opportunities for Baby Massage, planning and cooking meals together, informal contacts with health and other professionals and with West Sussex Coastal Mind. 35% of our families attended Family Group as their main support, some with their home visiting volunteer. All said their confidence was increased by having a personalised group where problems could be shared without judgement.

The Food Bank, CAB and Christians Against Poverty were again an invaluable support

We recruited a further 10 volunteers to refresh the volunteer base, and provided 2 preparation courses and a range of additional training for volunteers. We promoted more networking between volunteers as peer support.

We continued to refine data management and impact measurement as part of our proactive strategy to develop and diversify, building in the stringent data protection requirements of GDPR and the Charity Commission.

Coordinators continued to work alongside West Sussex County Council's Integrated Prevention and Early Help (IPEH) teams, the Children's Centres and Family Support Network, and with Health Visitors (nearly 36% of our referrals during 2018/19), attending meetings and liaising with their staff.

Staff and trustees gratefully acknowledge the advice and support received from 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 2019**

**Financial support**

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

We acknowledge the increasing demands on funders and the pressure on local authorities to prioritise their services to those in need. We accept that financial constraints imposed by government on local health, social care and early years education funding impact on what can reasonably be provided; but we remain steadfast in our commitment to helping families in our local community to give their children the best start in life as long as we have sufficient funds to do so effectively and efficiently.

We 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 carry forward the modernisation of our IT systems, and we are working closely with other HomeStarts and HomeStart UK to develop an improved local and national database. The updated system will enable us to monitor in more detail the impact of our work with children and families, and to benchmark it within a wider context. This will entail allocation of financial resources, and will be part of our budget planning 2019 to 2021.

We want to continue the planned expansion of our Family Groups' capacity to support initiatives regarding food and nutrition, to improve access to the arts, to books and storytelling, and to promote outdoor activities for both parents and children in liaison with Chichester Health and Wellbeing programmes and with the Local Community Networks.

We are aware of an increase in the number of families whose difficulties are linked to poor mental health and wellbeing. We want to strengthen our relationship with mental health practitioners and to offer staff and volunteers appropriate training in order to provide pragmatic support both in our home visiting and in our 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 are reviewed annually.

**HOME START CHICHESTER AND DISTRICT  
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**REPORT OF THE DIRECTORS (Continued)  
FOR THE YEAR ENDED 31ST MARCH 2019**

**Reserves Policy**

A Reserves Policy was adopted In 2012 and forms part of the charity's annually reviewed Financial Management Policy. 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 of 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.

**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 2019, and confirm that I have made available all information necessary for its preparation.

Approved by the Directors on the 19 July 2019

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 2019**

	<b>Notes</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>TOTAL 2018/19 £</b>	<b>TOTAL 2017/18 £</b>
<b>INCOME AND ENDOWMENTS FROM:</b>					
Donations and Legacies	<b>3a</b>	80,792	28,240	109,032	87,906
Other Trading Activities	<b>3b</b>	11,269	-	11,269	12,292
Investment Income	<b>3c</b>	90	-	90	43
Other	<b>3d</b>	-	-	-	-
<b>TOTAL</b>		<b>92,151</b>	<b>28,240</b>	<b>120,391</b>	<b>100,241</b>
<b>EXPENDITURE ON:</b>					
Raising Funds	<b>4a</b>	12,484	3,647	16,131	16,423
Charitable Activities	<b>4b</b>	68,892	23,151	92,043	84,341
<b>TOTAL</b>		<b>81,376</b>	<b>26,798</b>	<b>108,174</b>	<b>100,764</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>10,775</b>	<b>1,442</b>	<b>12,217</b>	<b>(523)</b>
Transfer Between Funds	<b>5</b>	-	-	-	-
<b>Reconciliation of Funds:</b>					
Total Funds Brought Forward		84,364	730	85,094	85,617
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>95,139</b>	<b>2,172</b>	<b>97,311</b>	<b>85,094</b>

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 18 form part of these financial statements.



**HOME START CHICHESTER & DISTRICT**  
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**BALANCE SHEET**  
**AS AT 31ST MARCH 2019**

Company registration number: 06552088

	Note	Unrestricted Funds £	Restricted Funds £	31-Mar-19 Total £	31-Mar-18 Total £
<b>Fixed Assets</b>					
Tangible Assets	2	-	-	-	-
<b>Current Assets</b>					
Debtors & Prepayments	7	378	-	378	375
Cash at Bank and in Hand	6	95,799	2,172	97,971	106,982
<b>Total Current Assets</b>		<b>96,177</b>	<b>2,172</b>	<b>98,349</b>	<b>107,357</b>
<b>Creditors:</b> amounts falling due within one year	8	1,038	-	1,038	22,263
<b>NET CURRENT ASSETS</b>		95,139	2,172	97,311	85,094
<b>TOTAL ASSETS</b> less current liabilities		<b>95,139</b>	<b>2,172</b>	<b>97,311</b>	<b>85,094</b>
<b>NET ASSETS</b>		<b>95,139</b>	<b>2,172</b>	<b>97,311</b>	<b>85,094</b>
<b>Funds of the Charity</b>					
General Funds		95,139	-	95,139	84,364
Restricted Funds	5	-	2,172	2,172	730
<b>Total Funds</b>		<b>95,139</b>	<b>2,172</b>	<b>97,311</b>	<b>85,094</b>

The directors are satisfied that for the year ended on 31st March 2019 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 19.

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 if 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 19 July 2019

Signed on their behalf by Director Valerie Mary Hughes

Print Name: Mrs Valerie Mary Hughes

**HOME START CHICHESTER & DISTRICT  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2019**

**Basis of Preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with: the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, and with the Charities Act 2011.

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.

**Changes to accounting estimates**

No changes to accounting estimates have occurred in the reporting period.

**Material prior period errors**

No material prior year errors have been identified in the reporting period.

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;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with

***Offsetting***

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

***Grants and Donations***

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP).

***Tax Reclaims on Donations and Gifts***

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

***Contractual Income and Performance Related Grants***

This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

***Gifts in Kind***

Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.

***Legacies***

Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

***Government Grants***

The charity has received government grants in the reporting period

**HOME START CHICHESTER & DISTRICT  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2019**

***Donated goods***

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.

Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'.

Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable.

***Donated Services and Facilities***

Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.

Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.

***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 2019**

***Income from interest, royalties and dividends***

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

***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.

***Settlement of Insurance Claims***

Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP) and are included as an item of other income in the SoFA.

***Income from membership subscriptions***

Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

**Expenditure and liabilities**

***Liability Recognition***

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

***Governance and Support Costs***

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

***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***

Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.

***Employee benefits***

Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.

***Redundancy cost***

The charity made no redundancy payments during the reporting period.

***Deferred income***

No material item of deferred income has been included in the accounts.

***Creditors***

The charity has creditors which are measured at settlement amounts less any trade discounts.

***Provisions for liabilities***

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date

***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.

**HOME START CHICHESTER & DISTRICT  
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**NOTES TO THE FINANCIAL STATEMENTS (Continued)  
FOR THE YEAR ENDED 31ST MARCH 2019**

**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.

**Heritage assets**

The charity does not have heritage assets, that is, non-monetary assets with historic, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture.

**Investments**

Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.

**Stocks and work in progress**

Stocks held for sale as part of non-charitable trade are measured at the lower or cost or net realisable value.

**Debtors**

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

**2. TANGIBLE FIXED ASSETS**

		Unrestricted Equipment £	Restricted Equipment £	Total £
Cost	01-Apr-18	2,251	-	2,251
Additions		-	-	-
Cost at	31-Mar-19	<u>2,251</u>	<u>-</u>	<u>2,251</u>
Depreciation	01-Apr-18	2,251	-	2,251
Charge		-	-	-
Depreciation at	31-Mar-19	<u>2,251</u>	<u>-</u>	<u>2,251</u>
Net Book Value	31-Mar-19	<u>-</u>	<u>-</u>	<u>-</u>
Net Book Value	31-Mar-18	-	-	-

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

31st March 2019 : None

31st March 2018 : None

**HOME START CHICHESTER & DISTRICT  
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**NOTES TO THE FINANCIAL STATEMENTS (Continued)  
FOR THE YEAR ENDED 31ST MARCH 2019**

**3. ANALYSIS OF INCOME**

		Unrestricted Funds £	Restricted Funds £	TOTAL 2018/19 £	TOTAL 2017/18 £
<b>a) Donations and Legacies</b>					
Donations: Corporate		250	-	250	6
Trusts and Foundations		73,700	8,240	81,940	58,800
Grants Received: Government	3a)i	6,342	10,000	16,342	19,100
Grants Received: Other		500	10,000	10,500	10,000
		<b>80,792</b>	<b>28,240</b>	<b>109,032</b>	<b>87,906</b>

**b) Other Trading Activities**

Fundraising Income:					
Community		3,278	-	3,278	1,139
Individuals		7,991	-	7,991	11,153
		<b>11,269</b>	<b>-</b>	<b>11,269</b>	<b>12,292</b>

**c) Investment Income**

Bank Interest		90	-	90	43
		<b>90</b>	<b>-</b>	<b>90</b>	<b>43</b>

**3 a)i Analysis of receipt of government grants**

	2018/19 £	2017/18 £
Chichester District Council	10,000	10,000
Chichester City Council	2,980	5,000
Midhurst Town Council	800	500
Northchapel Parish Council	-	1,000
Fishbourne Parish Council	-	500
Fernhurst Parish Council	-	500
Tangmere Parish Council	-	500
Rogate Parish Council	-	800
Bosham Parish Council	250	250
Lavant Parish Council	-	50
Sidlesham Parish Council	100	-
North Mundham Parish Council	552	-
East Wittering & Bracklesham Parish Council	150	-
Easebourne Parish Council	200	-
Lurgashall Parish Council	1,000	-
Fernhurst Parochial Church Council	100	-
West Wittering Parish Council	210	-
	<b>16,342</b>	<b>19,100</b>

**HOME START CHICHESTER & DISTRICT**  
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**NOTES TO THE FINANCIAL STATEMENTS (Continued)**  
**FOR THE YEAR ENDED 31ST MARCH 2019**

**4. EXPENDITURE**

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2018/19 £	TOTAL 2017/18 £
<b>a) Raising Funds</b>					
Advertising & Publicity		-	552	552	25
Fundraising		12,484	3,095	15,579	16,398
		<b>12,484</b>	<b>3,647</b>	<b>16,131</b>	<b>16,423</b>

**b) Charitable Activities**

**Direct charitable expenditure**

Depreciation		-	-	-	36
Family Group		1,700	1,700	3,400	633
Insurance Costs		560	280	840	798
IT Consultancy Fees		417	209	626	593
Printing, Postage & Stationery		839	1,080	1,919	1,367
Rent & Rates		75	3,300	3,375	3,300
Repairs and Maintenance		395	200	595	936
Salaries & Wages	9	57,007	9,773	66,780	60,345
Staff & Volunteers Training and Recruitment Costs		220	1,204	1,424	1,209
Sundry Expenses		258	-	258	237
Telephone Costs		-	1,696	1,696	1,726
Travel & Volunteers Expenses		1,641	821	2,462	3,442
<b>Governance and Support</b>					
Bank Charges		80	40	120	137
Bookkeeping and Accountancy		3,657	1,828	5,485	5,870
Home Start Annual Fee		1,204	600	1,804	1,908
Independent Examiners Fees	8	462	231	693	693
Legal and Professional Fees		377	189	566	1,111
		<b>68,892</b>	<b>23,151</b>	<b>92,043</b>	<b>84,341</b>

**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	83,375	-	1,259	7,409	92,043
	<b>83,375</b>	<b>-</b>	<b>1,259</b>	<b>7,409</b>	<b>92,043</b>

**4.b)ii) Details of certain types of expenditure**

	2018/19 £	2017/18 £
Independent examiner's fees	693	693
Assurance services other than audit or independent examination	-	-
Tax advisory fees	-	-
Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner	-	-
	<b>693</b>	<b>693</b>

**HOME START CHICHESTER & DISTRICT  
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**NOTES TO THE FINANCIAL STATEMENTS (Continued)  
FOR THE YEAR ENDED 31ST MARCH 2019**

**5. RESTRICTED FUNDS - CURRENT YEAR**

	Balance 01-Apr-18 £	Income £	Expenditure £	Transfers	Balance 31-Mar-19 £
Children in Need	-	10,000	9,773	-	227
Sussex Community Foundation	-	8,240	8,060	-	180
Sobell Foundation	730	-	730	-	-
Chichester City Council	-	10,000	8,235	-	1,765
	<b>730</b>	<b>28,240</b>	<b>26,798</b>	<b>-</b>	<b>2,172</b>

**RESTRICTED FUNDS - PRIOR 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	-	-
Sobell Foundation	1,000	-	270	-	730
Chichester City Council	359	-	359	-	-
	<b>1,359</b>	<b>18,000</b>	<b>18,629</b>	<b>-</b>	<b>730</b>

The Children In Need Fund is for Co-ordinator salaries

The Sussex Community Foundation is for Co-ordinator salaries

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 2019**

**6. CASH AT BANK AND IN HAND**

	Unrestricted Fund £	Restricted Fund £	<b>Total 31-Mar-19 £</b>	<b>Total 31-Mar-18 £</b>
Cash at Bank and in Hand	95,799	2,172	97,971	106,982
	<b>95,799</b>	<b>2,172</b>	<b>97,971</b>	<b>106,982</b>

**7. DEBTORS AND PREPAYMENTS**

	Unrestricted Fund £	Restricted Fund £	<b>Total 31-Mar-19 £</b>	<b>Total 31-Mar-18 £</b>
Prepayments	378	-	378	375
	<b>378</b>	<b>-</b>	<b>378</b>	<b>375</b>

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

	Unrestricted Fund £	Restricted Fund £	<b>Total 31-Mar-19 £</b>	<b>Total 31-Mar-18 £</b>
Accruals	345	-	345	994
Creditors	-	-	-	576
Deferred Income	-	-	-	20,000
Independent Examiners Fees	693	-	693	693
	<b>1,038</b>	<b>-</b>	<b>1,038</b>	<b>22,263</b>

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

	<b>2018/19 £</b>	<b>2017/18 £</b>
Gross Wages and Salaries	64,704	58,559
Employer's National Insurance Costs	2,657	2,089
Less HMRC Incentive	(2,657)	(2,089)
Employer Pension Contributions	2,076	1,786
	<b>66,780</b>	<b>60,345</b>

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

	<b>2018/19 TOTAL</b>	<b>2017/18 TOTAL</b>
Activities in furtherance of organisation's objects	5	5

**HOME START CHICHESTER & DISTRICT  
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**NOTES TO THE FINANCIAL STATEMENTS (Continued)  
FOR THE YEAR ENDED 31ST MARCH 2019**

No employees received emoluments in excess of £60,000 (2017/18:None). Staff are paid through the PAYE system.

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. DEFINED CONTRIBUTION PENSION SCHEME**

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 £2,076 (2017/18: £1,786). There were no commitments at the balance sheet date in respect to future transactions.

**11. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-19 £	Total 31-Mar-18 £
Tangible Fixed Assets	-	-	-	-
Net Current Assets	95,139	2,172	97,311	85,094
Long term liabilities	-	-	-	-
<b>TOTAL</b>	<b>95,139</b>	<b>2,172</b>	<b>97,311</b>	<b>85,094</b>

**12. GRANTMAKING**

The charity did not make any grants or donations which in aggregate form a material part of the charitable activities undertaken.

**13. EVENTS AFTER THE END OF THE REPORTING PERIOD**

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

**14. 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.

There were no donations from directors or related parties that require disclosure.

**15. 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

I report to the trustees on my examination of the accounts of the above charity for the year ended 31st March 2019.

As the charity's trustees (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

### Responsibilities and basis of report

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- 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: 

Name: 

Date: 30/7/19

Independent Examiners Ltd  
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