

COMPANY REGISTRATION NUMBER : 10348139

**HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE
UNAUDITED FINANCIAL STATEMENTS
31 MARCH 2019**

Charity Number : 1170940



Edmund Carr LLP
Chartered Accountants
146 New London Road
Chelmsford
Essex
CM2 0AW

HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

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**HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2019

The Trustees who are also Directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the period ended 31 March 2019. The Trustees/Directors have prepared the accounts in accordance with the Charities Act 2011, the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

10348139 (England and Wales)

Registered Charity number

1170940

Registered office

Home-Start Essex
Unit 16D
Reeds Farm Estate
Roxwell Road
Chelmsford
Essex
CM1 3ST

Trustees

Kuldip Byatt
Geoffrey Doel (Chair)
Karl Davies
Rebecca Dixon
David Neale
Lance Spring
Sarah St. Pierre
Anna Tomlins
Prudence Reynolds - resigned 16/11/2018
Linda Newberry - resigned 18/01/2019

Company Secretary

Jeff Banks – resigned 20/04/2018
David Neale - appointed 20/04/2018

Chief Executive Officer

Jeff Banks – resigned 19/04/2018
Nicola O'Brien - appointed 01/10/2018

HOME-START ESSEX LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2019

Members Guarantee

The company is a registered charity and a company limited by guarantee with liability of each of the members being limited to £1.

Independent examiner

Raymond Crace FCA
Edmund Carr LLP
146 New London Road
Chelmsford
Essex
CM2 0AW

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Objects of the Charity are:

- 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;*

Principally but not exclusively within the area of Essex and its environs.

The vision of the charity, as captured in our Strategic Plan is:

“For every child and young person in Essex to grow up in a family that is strong and resilient and able to access the support they need, when and where they need it.”

The charity’s Mission Statement is:

“Home-Start Essex will be the leading family support organisation in Essex and a model of good practice nationally and internationally. It will be a well-resourced, professional organisation, providing high-quality family-led services, individually and in partnership with others.”

The financial year to 31st March 2019 was our second full year of trading. It was a year of further change for the organisation, with the departure of Jeff Banks and appointment of Nicola O’Brien as CEO in October. In the intervening period one of the trustees oversaw the management of the company. Following the appointment of our new CEO we have slimmed the organisational structure to focus on delivery and reduce management costs. A new fundraising team was also put in place to sharpen our efforts in this area.

The key focus of our delivery remains volunteer home-visiting services, and also encompasses the provision of family groups and other special projects, along with a range of information, advice and guidance services.

Home-Start Essex believes that all children need a happy and secure childhood, and that parents play the key role in giving their children a good start in life and helping them to achieve their full potential.

HOME-START ESSEX LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2019

Public benefit

The Trustees confirm that they have reviewed the Charity Commission's guidance on public benefit, including guidance on public benefit and charging, when setting and reviewing the aims and objectives of the charity and making plans for the future.

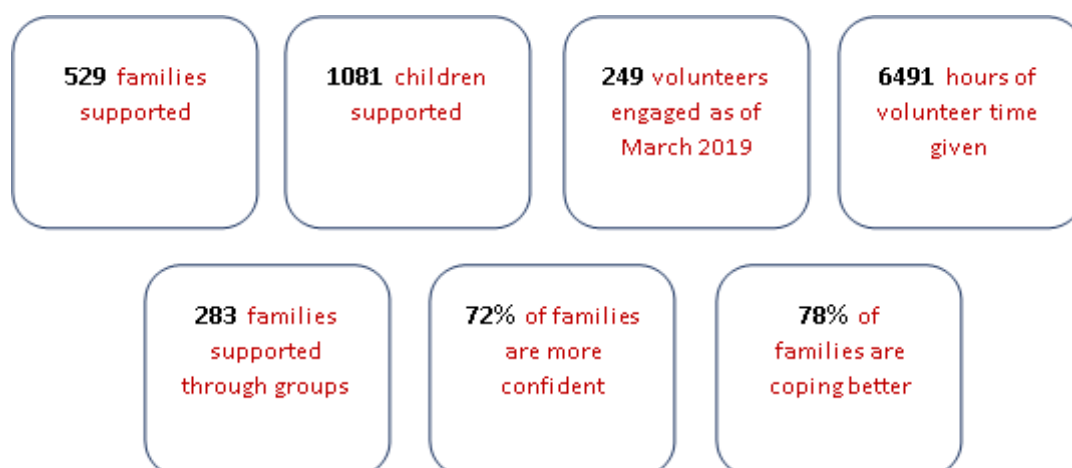
The charity currently provides services at no cost to beneficiaries, funded through applications to the National Lottery, public sector bodies, trusts and charities, and through individual giving and sponsorship. In the future, fees may be charged for some services; however, the Trustees would at all times be mindful of the needs of those living on low incomes and on benefits, when setting fees, charges and concessions.

Home-Start Essex recruits and trains volunteers, who are usually parents themselves, to visit families, usually with at least one child under five, in their home environment. Volunteers also help with the family groups and other special projects. They offer practical help and informal, friendly, confidential support.

Home-Start Essex's support of parents helps them to grow in confidence, strengthen their relationship with their children, widen their links within the local community and so give their children the best possible start in life.

ACHIEVEMENTS AND PERFORMANCE

Through the charity's work, and that of its predecessors, the Trustees/Directors are pleased to report the following Outputs and Outcomes as highlights for the financial year to 31 March 2019:



The number of families supported has increased by 90 and the number of families supported by groups has grown by 138. This is due to more families being supported by Well-Being groups and Fitness & Fun Groups. Volunteer numbers have increased by 23 as we expanded volunteer support into Castle Point, Rochford and Epping Forest. Volunteer time given has increased by 1,372 hours, which is reflective of more volunteers supporting within groups and increased home-visited families. The performance measures considering confidence and coping have been maintained at the levels achieved last year.

HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2019

Fundraising activities

In 2018/19 Home-Start Essex exceeded its income target and strengthened its financial reserves. Whilst in the first 6 months we fell short of the goals set for new income, in the second half we were successful with a number of grant applications.

Although grants will remain a major source of income for HSE in the short term, the Trustees are conscious of the need to diversify Home-Start Essex's revenue sources. Last year, the level of donations received held up well compared to 2017/18 and the same appears to be the case this year. However, we were less successful with our fundraising activities. The new fundraising team will refocus our activities and grow this income source over the next few years. The early indications are that this is starting to produce positive results and we expect the income raised from fundraising for the current year to significantly exceed the 2019 outcome.

We also plan to develop new sources of commission income. This will build upon the successful partnership with Virgin Care Services Limited to deliver services under the Essex County Council 'Pre-birth to 19 Children and Families Health and Wellbeing Service' plan. This contract has been extended for a further 2 years.

Finally, we are also looking at opportunities to develop, implement and grow alternative income streams in order to create a more self-sustainable operating model in the medium term.

PLANS FOR FUTURE PERIODS

We will issue a revised strategic plan in the near future to highlight our strategy for further development of our services.

The Trustees will continue to ensure that the size and structure of the organisation is correct to deliver the service we aim to provide, and is financially sustainable given our fundraising position and plans.

The Trustees approach the challenges ahead with focus and determination. Home-Start Essex will build upon a legacy of more than 30 years of consistent service across Essex, delivering vital services to children and families across the county, and seeking opportunities to expand our services further.

FINANCIAL REVIEW

In the financial year to 31st March 2019, the Statement of Financial Activities shows a net surplus in funds of £66,237 for the year, which means that with the Funds brought forward figure of £169,540, we carry forward into the next financial year, a balance of £235,777.

| | 2019 | 2018 |
|----------------------------|----------------|------------------|
| | £ | £ |
| Total Income | 812,212 | 625,826 |
| Total expenditure | <u>745,975</u> | <u>804,174</u> |
| Net Income / (Expenditure) | <u>66,237</u> | <u>(178,358)</u> |

HOME-START ESSEX LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2019

The income for the year, comprising donations and other income of £39,284 and income from charitable activities of £772,928, was £186,396 higher than the previous year. During the year, we were pleased to receive substantial grant and contract income from several organisations including The Big Lottery Fund - for Mid and South Essex - (£299,328), Virgin Care Services (£175,000), BBC Children in Need – in three areas (£53,306), the Garfield Weston Foundation (£50,000), Gingerbread (£24,841) and The Mulberry Trust (£12,000). In addition, we were grateful for the support of the Essex Community Foundation, through whom we received funds from various organisations including the Thriving Third Sector (£35,000), Healthwatch Essex Fund (£21,000), Greenfields (£19,500), the Chrysalis Fund (£15,367), The Henry Smith Trust (£14,500) and the Tampon Tax Community Fund (£10,000). We thank them, and all our other funders and donors, for their support for our services.

Expenditure for the year at £745,975 was 7.2% lower than last year. The programme to develop the most effective and efficient organisation structure for the new Home-Start Essex continued throughout most of 2018. Staffing costs remained by far the largest element in our expenditure at £594,516 (79.7%), but this compares with £636,079 in the previous year. At the same time, we have increased the number of families supported to 529 (439). We are pleased to report that property costs – including rent – were lower than last year due mainly to the reduction in office space - £66,329 (8.9%) compared with £83,340 (10.4%).

The Trustees are confident that there are sufficient funds, both available and due to be received, to support the services being delivered by Home-Start Essex through to the end of the next financial year that ends on 31st March 2020. We have monitoring procedures in place to identify when grants are due to end, so that we can ensure alternative funding and / or plan our service delivery accordingly. With our biggest grant funding, from the Big Lottery, due to end in Autumn 2020, we are already looking for alternative funding and will be carefully planning our service delivery for 2020/21.

Reserves Policy

The total funds held by the charity at the 31st March 2019, amounted to £235,777 of which £130,482 were restricted funds and, £105,295 were unrestricted. The Home-Start Essex reserves policy is to hold sufficient funds to cover three months' expenditure. As of 31st March 2019, this target was again not met (based on unrestricted funds). However, the Board of Trustees are very aware of this situation and are working to recover this situation within the next two to three financial years.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Home-Start Essex is a registered Charity, number 1170940 (Registered in England and Wales), and a Company Limited by Guarantee, number 10348139, as defined by the Companies Act 2006. Home-Start Essex is controlled by its governing document, a memorandum and articles of association, dated 11/07/2016 and also abides by its Agreement with Home-Start UK.

Governance

The Trustees/Directors are responsible for formulating the strategy and policies for Home-Start Essex and meet regularly and as necessary, in accordance with the procedures stipulated in the Articles of Association.

HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2019

The Trustees ensure that Home-Start Essex complies with all requirements of their agreement with Home-Start UK and the Home-Start Quality assurance system, working to the Home-start UK quality standards and adopting and implementing all mandatory policies provided by Home-Start UK.

Recruitment and appointment of new trustees

The company regularly reviews the skills of Trustees, and any needs that are not being met by the current membership are filled through recruitment of new Trustees. Recruitment is through a combination of:

- Direct approach to suitably qualified individuals known to the existing Trustees;
- Advertising for applicants through the media and other outlets; and
- Using Board 'banks', etc. maintained by support bodies.

The Board of Trustees has established procedures for recruiting and appointing Trustees, including informal visits or discussions, formal application and interview, consideration by the full Board of Trustees, and finally election by a majority of votes.

Induction and training of new Trustees

Home-Start Essex is committed to full induction and ongoing training of Trustees. A comprehensive induction pack and code of conduct is provided to all Trustees. The Chair meets regularly with Trustees and discusses trustee roles in support of the organisation.

Arrangements for setting pay and remuneration of key management

When determining the salaries for key management posts, Trustees collect information about comparable roles in other organisations, preferably within the voluntary sector. This information is used to benchmark the charity's salaries, normally aiming to set them at a level that appears to represent the market average. Advice is also sought from colleagues within other organisations which employ people in similar roles. The pay of the Chief Executive comprises a single fixed salary point - i.e. no banding. The CEO's pay is reviewed annually. Each year, the Trustees will consider whether an independent review of salaries is necessary. In reviewing the charity's remuneration policy, and annual increments, the Trustees will consider available advice and best practice, including, but not limited to the NCVO's guidance on "Setting and Communicating Remuneration Policies".

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees are satisfied that systems and procedures are in place to mitigate exposure to such risks, and benefit from strong support of funders/stakeholders.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the Board of Trustees/Directors on 24 October 2019 and signed on its behalf by:

David Neale
Trustee

**HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2019

I report on the accounts of the company for the period ended 31 March 2019 which are set out on pages 8 to 19.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Raymond Crace FCA
146 New London Road
Chelmsford
CM2 0AW

25 October 2019

**HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND
EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2019

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2019 £ | Total Funds 2018 £ |
|---------------------------------------|------|----------------------------|--------------------------|--------------------------|--------------------------|
| INCOME FROM: | | | | | |
| Donations | 2 | 32,444 | - | 32,444 | 29,040 |
| Charitable activities | 3 | 2,505 | 770,423 | 772,928 | 572,408 |
| Other trading activities: fundraising | | 6,840 | - | 6,840 | 22,230 |
| Investments | 4 | - | - | - | 31 |
| Other: Transfer of assets | 5 | - | - | - | 2,107 |
| TOTAL INCOME | | <u>41,789</u> | <u>770,423</u> | <u>812,212</u> | <u>625,816</u> |
| EXPENDITURE ON: | | | | | |
| Raising funds | | 212 | - | 212 | 1,073 |
| Charitable activities | 6 | 56,282 | 689,481 | 745,763 | 803,101 |
| TOTAL EXPENDITURE | | <u>56,494</u> | <u>689,481</u> | <u>745,975</u> | <u>804,174</u> |
| NET INCOME / (EXPENDITURE) | | (14,705) | 80,942 | 66,237 | (178,358) |
| Transfers between funds | | <u>(14,422)</u> | <u>14,422</u> | <u>-</u> | <u>-</u> |
| NET MOVEMENT IN FUNDS | | (29,127) | 95,364 | 66,237 | (178,358) |
| Reconciliation of funds: | | | | | |
| Total Funds brought forward | | 134,422 | 35,118 | 169,540 | 347,898 |
| Total Funds carried forward | | <u>105,295</u> | <u>130,482</u> | <u>235,777</u> | <u>169,540</u> |

The charity has no recognised gains or losses other than the results for the period as set out above.

The notes on pages 11 to 19 form part of these financial statements.

HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET
AS AT 31 MARCH 2019

| | | 2019 | 2018 |
|---|------|-----------------|-----------------|
| | Note | £ | £ |
| CURRENT ASSETS | | | |
| Debtors | 10 | 42,519 | 111,328 |
| Cash at bank | | 255,262 | 87,083 |
| | | <u>297,781</u> | <u>198,411</u> |
| CREDITORS: Amounts falling due within one year | 11 | <u>(62,004)</u> | <u>(28,871)</u> |
| NET CURRENT ASSETS | | 235,777 | 169,540 |
| NET ASSETS | | <u>235,777</u> | <u>169,540</u> |
| FUNDS OF THE CHARITY | | | |
| Restricted funds | 13 | 130,482 | 35,118 |
| Unrestricted funds | 14 | 105,295 | 134,422 |
| TOTAL CHARITY FUNDS | | <u>235,777</u> | <u>169,540</u> |

For the period ending 31 March 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- i) The members have not required the company to obtain an audit of its accounts for the period in question in accordance with section 476;
- ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the Trustees on 24 October 2019 and are signed on their behalf by:

David Neale

Trustee

Company Registration Number: 10348139

The notes on pages 11 to 19 form part of these financial statements.

HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE
STATEMENT OF CASH FLOWS
YEAR ENDED 31 MARCH 2019

| | Notes | Total 2019 £ | Total 2018 £ |
|---|-----------|--------------------|--------------------|
| Net movement in funds for the reporting period (as per the statement of financial activities) | | 66,237 | (178,358) |
| Adjustments for: | | | |
| Dividends, interest and rent from investments | | - | (31) |
| (Increase) / decrease in debtors | 10 | 68,809 | (109,728) |
| Increase / (decrease) in creditors | 11 | 33,133 | 7,270 |
| Cash flows from operating activities: | | | |
| Net cash provided by / (used in) operating activities | | <u>168,179</u> | <u>(280,847)</u> |
| Cash flows from investing activities: | | | |
| Dividends, interest and rents from investments | | - | 31 |
| Net cash provided by / (used in) investing activities | | <u>-</u> | <u>31</u> |
| Change in cash and cash equivalents in the reporting period | | 168,179 | (280,816) |
| Cash and cash equivalents brought forward | | 87,083 | 367,899 |
| Cash and cash equivalents carried forward | | <u>255,262</u> | <u>87,083</u> |

The notes on pages 11 to 19 form part of these financial statements.

**HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2019

1. ACCOUNTING POLICIES

a) Basis of accounting

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (effective 1 January 2015) (Charities SORP FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

b) Legal Status

The charity is a company limited by guarantee and meets the definition of a public benefit entity under FRS102. It is incorporated in England and Wales and its registered address is Unit 16D Reeds Farm Estate, Roxwell Road, Chelmsford, Essex, CM1 2RH.

c) Income

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

**HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2019

d) Expenditure

All expenditure is accounted for on an accruals basis and includes VAT as the charity is not VAT registered. Governance costs are associated with the governance arrangements of the charity. Support costs are apportioned between the funds based on budgeted expenditure at the start of the year.

e) Fixed Assets

Capital items costing in excess of £1,000 are capitalised. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset by the straight-line method.

There were no capitalised assets at the year-end date.

f) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

g) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

h) Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are unrestricted funds that the Trustees have set aside for specific designated purposes.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2019

2. DONATIONS

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2019 £ | Total Funds 2018 £ |
|-------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| General donations | 32,444 | - | 32,444 | 29,040 |
| | <u>32,444</u> | <u>-</u> | <u>32,444</u> | <u>29,040</u> |
| <i>Total 2018</i> | <i>29,040</i> | <i>-</i> | <i>29,040</i> | |

3. INCOME FROM CHARITABLE ACTIVITIES

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2019 £ | Total Funds 2018 £ |
|--------------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Grants and contracts for activities: | | | | |
| BBC Children in Need | - | 53,306 | 53,306 | 44,795 |
| Braintree Golf Club | - | - | - | 11,050 |
| Chelmsford City Council | - | 4,000 | 4,000 | 6,500 |
| Essex County Council | - | - | - | 9,858 |
| Essex Community Foundation | - | 108,147 | 108,147 | 84,124 |
| Essex Police | - | - | - | 10,000 |
| Mulberry Trust | - | 12,000 | 12,000 | 20,292 |
| NHS / CCG Mid Essex | - | - | - | 40,000 |
| Postcode Community | - | - | - | 18,270 |
| The Big Lottery Fund | - | 299,328 | 299,328 | 199,738 |
| Uttlesford District Council | - | 8,250 | 8,250 | 8,250 |
| Virgin Care Services | - | 175,000 | 175,000 | 102,083 |
| Garfield Weston | - | 50,000 | 50,000 | - |
| Gingerbread | - | 24,841 | 24,841 | - |
| Greenfields | - | 19,500 | 19,500 | - |
| Other Grants | 2,505 | 16,051 | 18,556 | 17,448 |
| | <u>2,505</u> | <u>770,423</u> | <u>772,928</u> | <u>572,408</u> |
| <i>Total 2018</i> | <i>11,899</i> | <i>560,509</i> | <i>572,408</i> | |

4. INVESTMENT INCOME

All of the charity's investment income arises from interest bearing deposit accounts.

HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2019

5. TRANSFER OF ASSETS

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2019 £ | Total Funds 2018 £ |
|------------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Transfer from Home-Start charities | - | - | - | 2,107 |

6. CHARITABLE EXPENDITURE

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2019 £ | Total Funds 2018 £ |
|---------------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Home Visiting | - | 5 | 5 | 1,469 |
| Family Groups | - | 13,497 | 13,497 | 14,435 |
| Events | 3,828 | - | 3,828 | 5,215 |
| Staff costs | 7,562 | 586,954 | 594,516 | 636,079 |
| Home-Start UK Levy | 11,265 | - | 11,265 | 10,634 |
| Support costs: | | | | |
| Rent and rates | 5,170 | 20,679 | 25,849 | 29,663 |
| Office costs | 8,096 | 32,384 | 40,480 | 53,677 |
| Travelling and expenses | - | 12,167 | 12,167 | 14,727 |
| Advertising | 3,521 | - | 3,521 | 1,009 |
| Training | - | 5,166 | 5,166 | 2,829 |
| Bank charges | 77 | - | 77 | 444 |
| Other | 4,657 | 18,629 | 23,286 | 20,509 |
| Governance costs (note 7) | 12,106 | - | 12,106 | 12,411 |
| | <u>56,282</u> | <u>689,481</u> | <u>745,763</u> | <u>803,101</u> |

Total 2018 207,869 595,232 803,101

7. GOVERNANCE COSTS

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2019 £ | Total Funds 2018 £ |
|--------------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Independent examination | 1,500 | - | 1,500 | 1,250 |
| Payroll fees | 5,574 | - | 5,574 | 5,028 |
| Accounts preparation | 3,285 | - | 3,285 | 2,770 |
| Fees payable to Independent Examiner | 10,359 | - | 10,359 | 9,048 |
| Other professional fees | 1,747 | - | 1,747 | 3,363 |
| | <u>12,106</u> | <u>-</u> | <u>12,106</u> | <u>12,411</u> |

HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2019

8. ANALYSIS OF STAFF COSTS

| | 2019 | 2018 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Wages and salaries | 522,672 | 555,660 |
| Social security costs | 32,434 | 34,129 |
| Pension costs | 10,862 | 11,361 |
| Staff expenses | 19,267 | 17,996 |
| Redundancy payments | 9,281 | 16,933 |
| | <u>594,516</u> | <u>636,079</u> |

Staff costs are allocated between funds based upon the time spent by staff members on restricted charitable activities and administration.

None of the employees' emoluments exceeded £60,000.

None of the trustees or persons connected with them received any remuneration for their services. During the year, two trustees were reimbursed for reasonable travel expenses amounting to £342 (2018: £448 to two trustees).

The average number of employees during the year, by head count, was 37 (2018: 43).

The remuneration benefits of key management personnel totalled £37,866 (2018: £56,773)

9. NET INCOME / (EXPENDITURE) FOR THE YEAR

This is stated after charging:

| | 2019 | 2018 |
|-----------------------------|--------------|--------------|
| | £ | £ |
| Independent examination fee | 1,500 | 1,250 |
| Payroll fees | 5,574 | 5,028 |
| Accounts preparation | <u>3,285</u> | <u>2,770</u> |

HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2019

10. DEBTORS

| | 2019 | 2018 |
|----------------|---------------|----------------|
| | £ | £ |
| Trade debtors | 37,488 | 51,986 |
| Prepayments | 5,031 | 1,433 |
| Accrued income | - | 57,909 |
| | <u>42,519</u> | <u>111,328</u> |

11. CREDITORS: Amounts falling due within one year

| | 2019 | 2018 |
|-------------------------|---------------|---------------|
| | £ | £ |
| Trade creditors | 9,505 | 12,106 |
| Other creditors | 1,867 | - |
| Tax and social security | 6,445 | 8,733 |
| Accruals | 7,888 | 4,282 |
| Deferred income | 36,299 | 3,750 |
| | <u>62,004</u> | <u>28,871</u> |

Deferred income relates to grants received in the year towards salaries in 2019/20.

12. COMMITMENTS UNDER OPERATING LEASES

Total future minimum lease payments under non-cancellable operating leases are as follows:

| | 2019 | 2018 |
|-----------------------|---------------|--------------|
| | £ | £ |
| Within one year | 11,075 | 2,985 |
| Between 2 and 5 years | 7,631 | - |
| | <u>18,706</u> | <u>2,985</u> |

HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2019

13. RESTRICTED FUNDS

| | Movement in resources: | | | | |
|---|-------------------------------|----------------|--------------------|------------------|-------------------|
| | Balance at | Income | Expenditure | Transfers | Balance at |
| | 01/04/2018 | | | | 31/03/2019 |
| | £ | £ | £ | £ | £ |
| a) BBC Children in Need | - | 53,306 | (42,772) | 584 | 11,118 |
| b) Chelmsford City Council | - | 4,000 | (4,000) | - | - |
| c) Essex County Council - Elpith Essex Community Foundation: | 1,616 | | (686) | (930) | - |
| d) Healthwatch | - | 21,000 | (16,844) | | 4,156 |
| e) Thriving Third Sector | - | 35,000 | (17,500) | - | 17,500 |
| f) Henry Smith Trust | 7,250 | 14,500 | (21,750) | - | - |
| g) Other | 7,957 | 37,647 | (19,432) | (94) | 26,078 |
| h) Essex Police | 7,500 | - | (7,500) | - | - |
| i) Mulberry Trust | 3,750 | 12,000 | (12,750) | - | 3,000 |
| j) NHS / CCG Mid Essex | - | - | - | - | - |
| k) Postcode Community | 4,568 | - | (6,049) | 1,481 | - |
| l) The Big Lottery Fund | - | 299,328 | (292,741) | 3,014 | 9,601 |
| m) Uttlesford District Council | - | 8,250 | (8,250) | - | - |
| n) Virgin Care Services | - | 175,000 | (175,000) | - | - |
| o) Garfield Weston | - | 50,000 | (12,500) | | 37,500 |
| p) Gingerbread | - | 24,841 | (24,841) | | - |
| q) Greenfields | - | 19,500 | (5,390) | | 14,110 |
| r) Other | 2,477 | 16,051 | (21,476) | 10,367 | 7,419 |
| | <u>35,118</u> | <u>770,423</u> | <u>(689,481)</u> | <u>14,422</u> | <u>130,482</u> |

- a) To fund Family Groups in Chelmsford, Witham, Braintree and Halstead.
- b) Funding to help cover the costs of Family Groups in Chelmsford.
- c) For people to enjoy good health and wellbeing and have healthy lifestyles.
- d) HSE is developing a new model for delivering information, advice and guidance (IAG) for mothers during the antenatal period.
- e) Funding for part funding of the CEO's salary for 2017/18.
- f) For funding the running costs of a volunteer home visiting service for families and young children in Chelmsford.
- g) Includes wellbeing group as well as family holiday grants.
- h) Funding for work focussing on domestic abuse.
- i) Award for the remuneration and costs relating to the post of Financial Administrator.
- j) Funding for a volunteer home visiting service for families and young children in Mid Essex.
- k) A wellbeing programme for vulnerable families in Witham.
- l) The Big Lottery Reaching Communities funding is for the provision of friendship, support, and practical help through a weekly volunteer home visiting and group well-being / mental health counselling services to families in need across Mid and South Essex, usually where at least one child is under the age of five.

HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2019

13. RESTRICTED FUNDS (continued)

- m) Volunteer recruitment and training, and supporting families in Uttlesford.
- n) Funding for family support across Essex.
- o) To cover general overheads in order to continue providing a service to parents with young children.
- p) The Working Forward Project which offers wrap-around support to lone parents, aiming to enhance their skills, to prepare them for and enable them to move into or closer to the local workforce.
- q) To expand delivery of the Well-Being services through the provision of an ongoing well-being group and a quarterly Fitness & Fun workshop delivered in the Braintree District.
- r) Other restricted donations and grants given for a variety of restricted purposes.

Prior year restricted funds movement:

| | Balance at 01/04/2017 £ | Movement in resources: | | | Balance at 31/03/2018 £ |
|----------------------------------|--|-------------------------------|--------------------------|------------------------|--|
| | | Income £ | Expenditure £ | Transfers £ | |
| a) BBC Children in Need | (43) | 44,795 | (44,752) | - | - |
| b) Chelmsford City Council | - | 6,500 | (6,500) | - | - |
| c) Essex County Council - Elpith | - | 9,858 | (8,242) | - | 1,616 |
| Essex Community Foundation | - | | | - | - |
| e) Thriving Third Sector | 16,525 | 17,500 | (34,025) | - | - |
| f) Henry Smith Trust | 1,923 | 28,500 | (23,173) | - | 7,250 |
| g) Other | - | 37,374 | (29,417) | - | 7,957 |
| h) Essex Police | - | 10,000 | (2,500) | - | 7,500 |
| i) Mulberry Trust | - | 20,292 | (16,542) | - | 3,750 |
| j) NHS / CCG Mid Essex | 29,104 | 40,000 | (69,104) | - | - |
| k) Postcode Community | - | 18,270 | (13,702) | - | 4,568 |
| l) The Big Lottery Fund | 10,288 | 199,738 | (210,026) | - | - |
| m) Uttlesford District Council | - | 8,250 | (8,250) | - | - |
| n) Virgin Care Services | - | 102,083 | (102,083) | - | - |
| r) Other | 12,044 | 17,349 | (26,916) | - | 2,477 |
| | <u>69,841</u> | <u>560,509</u> | <u>(595,232)</u> | <u>-</u> | <u>35,118</u> |

HOME-START ESSEX LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2019

14. UNRESTRICTED FUNDS

| | Movement in resources: | | | | |
|----------------------------|----------------------------------|---------------|--------------------|--|----------------------------------|
| | Balance at 01/04/2018 | Income | Expenditure | Gains, losses & transfers | Balance at 31/03/2019 |
| | £ | £ | £ | £ | £ |
| General unrestricted funds | 134,422 | 41,789 | (56,494) | (14,422) | 105,295 |
| | <u>134,422</u> | <u>41,789</u> | <u>(56,494)</u> | <u>(14,422)</u> | <u>105,295</u> |

15. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

| | Tangible fixed assets | Other net assets | Total 2019 | Total 2018 |
|----------------------|----------------------------------|-----------------------------|-----------------------|-----------------------|
| | £ | £ | £ | £ |
| General unrestricted | - | 105,295 | 105,295 | 278,057 |
| Designated | - | - | - | - |
| Total unrestricted | - | 105,295 | 105,295 | 278,057 |
| Restricted | - | 130,482 | 130,482 | 69,841 |
| | <u>-</u> | <u>235,777</u> | <u>235,777</u> | <u>347,898</u> |

16. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year.

18. COMPANY LIMITED BY GUARANTEE

Every member of the company undertakes to contribute to the assets of the Company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of the rights of the contributors among themselves such amount as may be required not exceeding one pound.