

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 2019**

HOME-START RUNNYMEDE AND WOKING

Contents	Page
Reference and administrative information	1
Report of the trustees	2-4
Statement of financial activities	5
Balance sheet	6
Notes forming part of the financial statements	7-15
Independent examiner's report	16

HOME-START RUNNYMEDE AND WOKING

Reference and administrative information for the year ended 31 March 2019

Company Name Home-Start Runnymede
and Woking

Company Number 5618486

Charity Number 1128932

Registered Office 1st Floor, Foxwell House
Chobham Road
Ottershaw
Chertsey
KT16 0NL

Trustees

Janice Bibby Joint Chair

Michael Griffiths
Elizabeth Perkins Joint Chair

David Pointet
Joanna McKenzie

Trevor Pound

Jayne Skelton

Michael Brown Appointed 30th April 2018

Scheme Manager Carole Whatnall

HOME-START RUNNYMEDE AND WOKING

Report of the trustees for the year ended 31 March 2019

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 2019. 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	Joint Chair
Michael Brown	Appointed 30 April 2018
Michael Griffiths	
Elizabeth Perkins	Joint Chair
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 2019

Objectives of the charity

Home-Start Runnymede and Woking (Home-Start RAW) is a family support charity that provides a free service to families who live in the boroughs of Runnymede and Woking. Families who have at least one child under five, and who are experiencing difficult times in their lives and are seeking support to get through them, are referred to the charity. This can be through Health Visitors, Support Agencies, Statutory Services, Surrey's Early Help Hub or via self-referral. Trained volunteers are carefully matched with the family and offer regular support, practical help, guidance and sign-posting to parents in their own homes and as they go about their activities. The support is tailored to the individual needs of the family in order to support and empower them in moving forwards towards agreed outcomes. Families may be struggling for to a wide variety of reasons and Home-Start Runnymede and Woking aims to help, support and empower parents to tackle these challenges positively. Our aim is to ensure that every child has the best possible start in life that they can have.

The principal sources of funding are described in the Review of Financial Affairs. Expenditure is utilised to support the objectives of the charity.

The trustees have carefully considered the Charity Commission's guidance on reporting public benefit in planning what activities the charity undertakes.

Developments, activities and achievements

The staff team currently comprises a Scheme Manager, who over-see the work of the staff, liaises with other organisations, represents the charity and carries a small family workload within 25 hours per week. There are two Family Support Co-ordinators who share the remaining family case load between them, a Family Support Worker, who can offer immediate and short-term support to families within 16 hours per week, and an administrator who works 25 hours per week.

During the year we have been able to support 138 families. 87 of these have been via a home-visiting volunteer, 13 have been via the new Family Support Worker and the remainder have been via occasional support by a member of the staff team. We have worked with 271 children, 211 under the age of 5 and 60 older children.

We have run 2 volunteer preparation courses during the year, adding 10 new home-visiting volunteers to our team of around 50.

Review of financial affairs

The company opened the year with net assets of £94,522. During the year income of £140,737 was received from grants from a variety of Funding Bodies, donations, fundraising and bank interest. Expenditure for the period was £115,110.

A high percentage of our funding has in the past been from Surrey County Council via the Home-Start Surrey consortium. This will not be the case in the future because the current contract ends in January 2020. Surrey County Council (SCC) has begun a tender process for a new Early Help contract and we are working with local charities to bid for a share of the funding. Whilst funding from Surrey County Council remains an important part of the income

for Home-Start Runnymede and Woking it is by no means the only one. We have received grants from Woking Borough Council, from Funding Bodies including Henry Smith and Surrey Community Foundation and from Children in Need and The National Lottery Fund. We continue to explore other funding streams going forwards.

We have worked closely with Surrey's Children's Centres who until now have provided support for all families regardless of their level of need. The newly established Family Centres will target and focus their provision on families deemed to be at level 3 and above in terms of need. Thus the needs of many families in Woking and Runnymede will no longer be met in this way and we are building on our current expertise and developing a range of new skills and expertise within the scheme to help us to provide more varied provision to better meet these changing family needs. We have also been exploring a variety of partnerships, collaborations and projects involving other organisations which could enable us to expand provision and make best use of staff and volunteer resources in the future.

Reserves Policy and the Trustees' responsibilities

There were eight members comprising the Board of Trustees for the period. The trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise that are subject to regular review. They are also responsible for keeping proper accounting records which outline, with reasonable accuracy at any time, the financial position of the charity. 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.

Home-Start Runnymede and Woking's Reserves Policy 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.

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 the financial statements the trustees have made judgements and estimates that are reasonable and prudent and have prepared them on a going concern basis.

The financial statements presented here are in accordance with the special provisions of the Companies Act 2006 relating to small charitable companies. They comply with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice" applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16th July 2014.

This report was approved by the trustees on 6th September 2019 and signed on their behalf by:

Janice Bibby
Joint Chair

Liz Perkins
Joint Chair

HOME-START RUNNYMEDE AND WOKING

Statement of Financial Activities For the year ended 31 March 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Grants, donations and fund-raising	2	100,760	39,587	140,347	126,214
Investment Income		390	-	390	553
Total Incoming Resources		101,150	39,587	140,737	126,767
RESOURCES EXPENDED					
Costs of generating funds:					
Direct Charitable expenditure		87,826	26,760	114,586	96,080
Governance costs		524	-	524	417
Total Expenditure	3	88,350	26,760	115,110	96,497
Net income (deficit) for the year		12,800	12,827	25,627	30,270
<u>RECONCILIATION OF FUNDS</u>					
Brought forward		73,553	20,999	94,552	64,282
Net income (deficit) for the year		12,800	12,827	25,627	30,270
Total Funds at 31 March 2019	7	86,353	33,826	120,179	94,552

HOME-START RUNNYMEDE AND WOKING

Balance Sheet As at 31 March 2019

	Notes	2019		2018	
Assets		£	£	£	£
Cash at Bank and in Hand					
Current Accounts		13,606		27,488	
Savings Accounts		94,235		70,846	
Cash in hand		<u>248</u>		<u>248</u>	
			108,089		98,582
Prepayments and grants receivable	4		<u>18,777</u>		<u>6,942</u>
			126,866		105,524
Amounts falling due within one year	5				
Accruals-Sundry Creditors		<u>(455)</u>		<u>(1,484)</u>	
			(455)		(1,484)
Provisions	6		(6,232)		(9,488)
Net Current Assets			<u>120,179</u>		<u>94,552</u>
Represented by					
Unrestricted Funds	7		86,353		73,553
Restricted Funds	7		<u>33,826</u>		<u>20,999</u>
			<u>120,179</u>		<u>94,552</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 6th September 2019 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 2019

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 £nil (2018:£3,507) were acquired during the year.

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2019

2. Grants, Donations and fund-raising:

	2019	2018
	£	£
Unrestricted		
Surrey County Council	53,700	58,405
Woking Borough Council	7,500	7,500
Henry Smith Charity	7,000	7,000
Golfbags of Surrey	10,500	-
Hoebriidge	9,939	-
Dutch Women of Surrey	800	-
Soroptomists	1,197	-
Chertsey Combined Charities	700	-
Runnymede Mayor	-	6,743
Various private donations	4,104	6,131
Fund-raising events	5,320	1,123
Co-op	-	1,792
Garfield Weston	-	7,500
Resolution and Four Acres Trust	-	625
NAFAS	-	1,000
Total	100,760	97,819
Restricted		
Community Foundation for Surrey *	5,000	6,606
BBC Children in Need	22,587	21,789
National Lotteries Award	10,000	-
The Leathersellers Company	2,000	-
Total	39,587	28,395
Total	140,347	126,214

* as per note 1, under current accounting practice, fixed assets acquired by grants received are netted against the relevant grant. In 2018 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 2019

3. Analysis of expenditure:

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2019	2019	2019	2018
	£	£	£	£
Charitable activities:				
Direct:				
Salaries, NI & Pensions (note 10)	60,209	23,792	84,001	73,757
Movement on provision for debt on pension debt withdrawal	-	-	-	-
Staff/Volunteer expenses	4,681	-	4,681	6,257
Recruitment expenses	482	-	482	677
Training	957	-	957	469
Remeasure adjustments –	-	(2,241)	(2,241)	-
Pension deficit				
Interest on pension deficit	-	152	152	133
Fund raising costs	4,987	-	4,987	1,272
Change in assumptions – pension deficit	-	57	57	(139)
Trustee expenses	-	-	-	104
Indirect:				
Office Rent	2,729	5,000	7,729	6,600
Telephone, IT, Office costs	7,972	-	7,972	2,986
Fee to Home-Start UK	2,272	-	2,272	1,439
Insurance	890	-	890	812
Stationery & postage	2,136	-	2,136	1,495
Advertising +PR	235	-	235	192
Disposal of computers	-	-	-	-
Other office costs	86	-	86	(34)
Bank charges	60	-	60	60
Payroll/Pension costs	130	-	130	-
Sub-total: charitable activities	87,826	26,760	114,586	96,080
Governance:				
Independent examination	168	-	168	150
Annual report, AGM, etc.	356	-	356	267
Sub-total: governance	524	-	524	417
Total Expenditure	88,350	26,760	115,110	96,497

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2019

4. Prepayments and grants receivable:

	2019	2018
	£	£
Amounts due from Woking Borough Council	1,875	1,875
Amounts due from Surrey County Council	4,475	4,867
Amount due from BBC Children in Need	5,647	-
Amount due from CFS/Comic Relief	5,000	-
Prepayment for insurance	155	200
Rent	1,625	-
Total	18,777	6,942

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

	2019	2018
	£	£
Provision for office costs	-	125
Provision for rent	-	550
Provision for Pension Fund contributions	255	469
Provision for staff expenses	-	20
Provision for independent examination	200	200
Provision for professional fees	-	120
Total	455	1,484

6. Provisions:

	2019	2018
	£	£
Provision for pension deficit (note 8)	6,232	9,488
Total	6,232	9,488

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2019

7. Movement in funds:

	At 1 April 2018	Incoming resources	Outgoing resources	Transfers between reserves	At 31 March 2019
	£	£	£	£	£
Unrestricted					
General fund	73,553	101,150	(88,350)	-	86,353
Restricted –					
Provision for debt on withdrawal of pension fund	-	-	-	-	-
Fixed assets	41	-	-	(41)	-
Other	31,892	39,587	(28,792)	(2,629)	40,058
Provision for pension deficit	(10,934)	-	2,032	2,670	(6,232)
	20,999	39,587	(26,760)	-	33,826
Total	94,552	140,737	(115,110)	-	120,179

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2019

8. Membership of Pension Fund:

(i) Introduction

The charity participates in a scheme, a multi-employer scheme which provides benefits to some 950 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 2017. This valuation showed assets of £794.4m, liabilities of £926.4m and a deficit of £131.5m. 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 2019 to 31 January 2025	£11,243,000 per annum (payable monthly and increasing by 3% each on 1 st April)
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Unless a concession has been agreed with the Trustee the term to 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2014. This valuation showed assets of £793.4m, liabilities of £969.9m and a deficit of £176.5m. 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)

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2019

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.

(ii) **Specific to the charity**

	31 March 2019	31 March 2018
	(£s)	(£s)
(a) Present value of provision	£6,232	£9,488
(b) Reconciliation of the opening and closing provisions		
	31 March 2019	31 March 2018
	(£s)	(£s)
Provision at start of period	9,488	10,681
Unwinding of the discount factor (interest expense)	152	133
Deficit contribution paid	(1,223)	(1,187)
Remeasurements - impact of any change in assumptions	57	(139)
Remeasurements - amendments to the contribution schedule	(2,242)	-
Provision at end of period	6,232	9,488

(c.) Income and expenditure impact

	31 March 2019	31 March 2018
	(£s)	(£s)
Interest expense	152	133
Remeasurements – impact of any change in assumptions	57	(139)
Remeasurements – amendments to the contribution schedule	(2,242)	-

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2019

(d) Assumptions

	31 March 2019	31 March 2018
	% per annum	% per annum
Rate of discount	1.39	1.71

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.

(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 2019	31 March 2018	31 March 2017
	(£s)	(£s)	(£s)
Year 1	1,034	1,223	1,187
Year 2	1,065	1,259	1,223
Year 3	1,097	1,297	1,259
Year 4	1,130	1,336	1,297
Year 5	1,164	1,376	1,336
Year 6	999	1,417	1,376
Year 7	-	1,460	1,417
Year 8	-	752	1,460
Year 9	-	-	752
Year 10	-	-	-

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 £15,004 (2018: £21,583).

HOME-START RUNNYMEDE AND WOKING

Notes to the Financial Statements For the year ended 31 March 2019

9. Trustees remuneration and related parties

None of the trustees received any remuneration during the year

Expenses in the year were £nil (2018: £103.70).

10. Staff costs and emoluments:

	2019	2018
	£	£
Gross salaries	74,922	68,371
Employer's National Insurance	5,102	1,983
Employers' pensions contributions	3,977	3,403
Total	<u>84,001</u>	<u>73,757</u>

11. Employee numbers

At 31 March 2019, there were 5 part time employees (2018:4).

HOME-START RUNNYMEDE AND WOKING

Independent examiner's report to the trustees of Home-Start Runnymede and Woking for the year ended 31 March 2019

I report on the accounts for the year ended 31 March 2019 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.*

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