



Support and friendship  
for families

# **Home-Start Herefordshire**

**Accounts: 31st March 2013**

## **Home-Start Herefordshire**

### **Legal and Administrative information**

#### **Trustees**

The Trustees during the year were as follows:

Helen Tank	Chair (to September 2012)
Rob Ellam	Treasurer
Carolyn Lazarus	
Vicki Murray	Chair (from September 2012)
Peter Watts	
Christine Wright	
Julian Mawdesley	
Russell Hamilton	

The Trustees appointed Vicki Murray as Chair in place of Helen Tank at their meeting following the last AGM.

In accordance with the Memorandum and Articles of Association, Rob Ellam, Vicki Murray and Peter Watts will retire at the AGM and, being eligible, offer themselves for re-election.

<b>Scheme Manager</b>	Mandie Preece
<b>Principal address and registered office</b>	Suite 1, Unit 1 Thorn Business Park Rotherwas Hereford HR2 6JS
<b>Charity number</b>	1113432
<b>Company number</b>	5659978
<b>Date of incorporation</b>	21st December 2005
<b>Bankers</b>	Lloyds TSB High Town Hereford  COIF Charity Funds 80 Cheapside London EC2V 6DZ
<b>Independent Examiner</b>	Beth Norris Chartered Certified Accountant & Registered Auditor 9 Church Crescent Pembroke Herefordshire HR6 9HH
<b>Website</b>	<a href="http://www.home-startherefordshire.co.uk">www.home-startherefordshire.co.uk</a>

## **Home-Start Herefordshire**

### **Trustees' report for the year ending 31st March 2013**

The Trustees present their annual report and financial statements for the year ending 31st March 2013. The Trustees have adopted the Charity (Accounts and Reports) 2008 Regulations 'the 2008 Regulations' and the provisions of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in February 2005 'the SORP' in preparing the annual report and financial statements of Home-Start Herefordshire 'the Charity', 'Home-Start'.

#### **Structure, governance and management**

The Charity is constituted as a registered charity and a company limited by guarantee. It is therefore governed by its Memorandum and Articles of Association.

The Charity is governed by a Board of Trustees, with a Management Committee consisting of Trustees and representatives from the statutory agencies and volunteers. The Charity has a small salaried staff led by the Scheme Manager.

Trustees are recruited on the basis of a skills audit. Vacancies are advertised via various media forms including the internet. New Trustees are subject to interview by the Chair of Trustees and the Scheme Manager. A suitable candidate is recommended to the Board of Trustees and, if accepted, is subject to a Disclosure and Barring Service check. New Trustees receive a welcome/induction pack and attend one or more induction sessions with the Chair and Scheme Manager. Specific training related to the Charity is also organised by Home-Start UK at regional and national level.

Home-Start has adopted the policies and practices prepared by Home-Start UK, and operates under their guidance. A national Policy and Practice Guide and Quality Assurance System form the basis for operating and quality control procedures.

The Trustees actively review the major risks which the Charity faces on a regular basis and ensure that sufficient reserves are available to safeguard continuing operations. The Trustees have examined other operational and business risks faced by the Charity and confirm that they have systems in place to mitigate significant risks.

#### **Objectives and activities**

The Charity's objective is to offer informal, friendly and confidential support to parents with young children to enable them to grow in confidence, to strengthen their relationships with their children, and widen their links in the local community.

The Charity's principal activity involves the recruitment of volunteers, who are all parents themselves, to visit families in their own homes. Visits are regular each week, usually for two to three hours. The families choose how this time should be used.

Family groups are also run in Ross and Kington, where families meet weekly for about two hours. Play leaders provide a range of stimulating activities for the children, while the parents can relax and talk and, if needed, receive extra support from the group co-ordinator or attend adult learning sessions.

In accordance with section 17 of the 2011 Charities Act 'Charities Act', charities are required to show they provide a benefit to the public. The Trustees have reviewed the guidance issued by the Charities Commission and believe that the Charity offers considerable benefit to the public through its main activities and that the Charity fully meets the public benefit requirement.

## Achievements and performance

Following the loss of income from Herefordshire Council, the past year was expected to be challenging but we managed to largely replace this loss of income with additional funding from existing and new funders. We were delighted with the support we received from families, volunteers and other members of the public. We have also succeeded in cutting expenditures to the bone without this having a significant adverse impact on the services we deliver.

The main achievements and other significant events during the year were as follows:

- Home-Start has had an extremely exciting and positive year in terms of our service delivery. We have undertaken new ways of working which have included “targeted family/befriending support” and “working with children over the age of 5 years.” We successfully delivered the 1<sup>st</sup> year of a 2 year contract commissioned by Herefordshire Council to provide “targeted volunteer support for vulnerable families with children aged 0 to 19 years”. 52 families were supported and in supporting these families we provided 2,456 hours of support, which was over 100% more than required under the contract. We are delighted to say that this has been a resounding success with all the parents, children and young people who provided feedback on the service reporting 100% satisfaction.
- **Parents’ quotes** *“Our volunteer helped us make those changes needed to improve our lives” “I felt supported, listened to and understood” “The volunteer has helped me set up routines and time for homework.” “My volunteer has helped me realise I am able to cope!”*
- **Referrer’s quote (Health Visitor)** *reported that Home-Start had managed to do what no other agency has been able to do in 5 years - “To successfully engage this family and help mum to put into place strategies for behaviour management.”*
- We secured 3 year funding from BBC Children In Need which enabled us to provide befriending support for children of 5 to 14 years who were struggling with various issues including - those at risk of family breakdown, poor attainment and attendance at school, risky behaviour, social isolation, self-harming, domestic abuse and/or low self-esteem. Again we received extremely positive feedback from the children themselves and from professionals working with these children, who reported improved attainment, attitude & attendance in school since Home-Start’s involvement.
- **Child’s quote** *“My volunteer listened about my problems with school and friends. She helped me with my self confidence and also gave advice about how not to get mixed in with the bad crowd. She helped me enjoy going out again and helped me to be happy again.”*
- In December 2012 we were successful in securing a grant from the Department of Health to help support vulnerable families who were struggling due to the impact of fuel poverty. We worked alongside partner agencies delivering a “get warm stay warm service” for families, which included help with fuel payments, emergency food parcels, cold weather clothing (coats, hats, gloves and scarves), cold weather packs as well as signposting and making referrals for oil filled radiators and cold home checks.
- We have had a busy year in terms of volunteer recruitment and are delighted that more volunteers than ever before have taken advantage of the accredited training programme we have available. As well as the 40 hour preparation training course, volunteers have undertaken depression and maximising income training at an accredited level.

- In addition to our core befriending service, we have continued to run groups in Hereford, Ross and Kington with help from the Four Acre Trust and others. However following a review of our group activities, the Hereford group was closed during the year. This did not have an adverse effect on the families supported as continuing support was provided elsewhere, if necessary. The groups provide children with safe and stimulating play spaces and support their families. Parents were able to improve their numeracy, literacy and other skills through family learning; for example, some parents in Kington have completed first aid training.
- In support of our reaching communities Lottery bid, we have undertaken countywide consultation requesting feedback from members of the community, professionals working in Herefordshire and families using services, to identify gaps in services and vital evidence of the need for Home-Start's traditional volunteer befriending support for families with children 0 to 19 years.
- We have re-launched our family forum group initially meeting with families living in north Herefordshire, which has given us an opportunity to look at current service delivery and future development.
- In readiness for our quality assurance inspection by Home-Start UK in December we have self-assessed all 12 quality assurance standards
- We have offered Home-Start as a training placement for 4 social work students during the year.

### **Plans for the future**

Our major plans for the future are as follows:

- Continue our on-going cycle of quality assurance assessment and prepare for our inspection in December.
- Offer ongoing accredited training and development for our volunteer team, which will include modules on depression, maximising income and managing endings and on-going Trustee training.
- Develop our volunteer preparation training to include units on the teenage brain, changing behaviours and solution focused approach which will support our work with the over 5s.
- Explore funding opportunities to enable us to deliver group work in Hereford supporting families to make "healthy choices" - (possible partnership working opportunity with healthy lifestyle trainers).
- Develop and produce a child friendly toolkit (evaluation & feedback) ensuring that through our service delivery we always remain child focused and take the child's view into account ("through the eyes of a child").
- Develop and deliver our traditional core service to families with children aged between 0 and 18 years old.
- Continue to offer Home-Start as a training placement for social work students
- Explore the possibility of partnership working especially relating to local authority commissioning.
- Continue to develop our family forums and volunteer peer support groups giving an opportunity for consultation, evaluation and further development.
- Safeguarding remains one of our main focuses and we hope to develop and implement policies on bullying and cyber bullying.



## **Financial review**

Certain funds received by the Charity can only be used for specified purposes. The income and expenditure relating thereto is shown in the accounts as restricted. Restricted funds at the end of each year represent amounts received but not yet spent on restricted activities.

Incoming resources decreased by 8% to £151,456 (2012: £163,900). Significant reductions in grants received from Herefordshire Council were only partly offset by increases in voluntary income. Total expenditure also decreased by 8% to £152,105 (2012: £165,127). The fall in income forced the Charity to review all expenditure headings and as a result staff hours have been reduced and scheme expenditure cut drastically. The resultant deficit for the year on core operations of £1,952 (2012: deficit of £3,169) has been offset against reserves from previous years.

The Trustees endeavour to hold sufficient reserves to enable the charity to continue normal operations, without further funding, for a period of 6 months. (The current reserves only provide cover for about 4 months.) This is considered necessary in view of the uncertain funding streams and to allow time to establish alternatives, where necessary. This has not yet been achieved and the Charity will continue to work towards this goal.

Funding this year was received from a wide variety of sources including Eveson Charitable Trust, Herefordshire Council, Four Acre Trust, BBC Children in Need, Lloyds TSB, Comic Relief, Kington United Charities, Cadbury, EF Bulmer Benevolent Fund, The Army Fund, Herefordshire Community Foundation, Southall Trust, New Grove Trust, Pontrilas Development and Allpay Ltd. We are grateful for their support.

In addition money was received in the form of donations from individuals and the proceeds from fund raising events. We are grateful to the donors for their generosity and to all those involved in fund raising events for their hard work and commitment.

The Charity expects the coming year to be difficult financially with the continuing need to replace losses of short-term funding and to meet the sizeable deficit on the Herefordshire Council contract. Progress in raising new funds has been very encouraging so far and an opportunity to raise significant Lottery funding is being pursued. We hope to eventually achieve a broadly balanced position for the coming year in the next few months.

## **Tangible fixed assets for use by the Charity**

Details of movements in fixed assets are set out in note 6 to the accounts. Investments are stated at current market value.

## **Investment policy and returns**

The Charity has the power to make investments which the Trustees see fit. The Trustees have considered the most appropriate policy for investing funds and have found that unit trusts with COIF meet their requirement to generate income and capital growth and be fairly accessible if required.

## **Statement of Trustees' responsibilities**

This statement is provided to distinguish the relative responsibilities of Trustees and Independent Examiners in respect of the financial statements and should be read in conjunction with the Independent Examiner's Report.

The Charities Act 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 for that year. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in business.

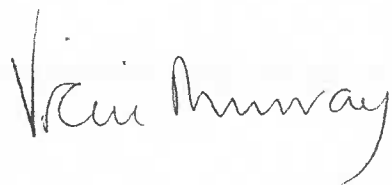
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enable them to ensure that the financial statements comply with the 2008 Regulations. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Charity and to prevent and detect fraud and irregularities.

The Trustees confirm that they have complied with these requirements and, being satisfied that the Charity has adequate resources to continue in operational existence for the foreseeable future, continue to prepare the financial statements on a going concern basis.

## **Independent Examiner**

A resolution proposing the re-appointment of Beth Norris will be put to the AGM.

The accounts have been prepared in accordance with the provisions applicable to the small companies' regime and were approved by the Board and signed on its behalf by:



**Vicki Murray**

Chair

16 August 2013

## **Independent Examiner's Report to the Trustees of Home-Start Herefordshire**

I report on the accounts for the year ending 31st March 2013, which are set out on pages 8 to 12 following this report.

### **Respective responsibilities of trustees and examiner**

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

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

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the Charities 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 396 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.

*Beth Norris*

**BETH NORRIS**

**Chartered Certified Accountant & Registered Auditor**

**9 Church Crescent**

**Pembridge**

**Herefordshire**

**HR6 9HH**

**16 August 2013**



**Home-Start Herefordshire**  
**Statement of Financial Activities for the year ending 31st March 2013**  
**(Incorporating the income and expenditure accounts)**

	2013	2013	2013	2012
	Unrestricted	Restricted	Total	Total
<b>Incoming resources</b>				
From generated funds:				
<i>Voluntary income</i>	57,863	-	57,863	38,510
<i>Fundraising</i>	3,756	-	3,756	4,222
<i>Investment income</i>	649	-	649	466
From charitable activities:				
<i>Grants received</i>	2,000	85,848	87,848	119,450
Other incoming resources	1,340	-	1,340	1,252
<b>Total incoming resources</b>	<b>65,608</b>	<b>85,848</b>	<b>151,456</b>	<b>163,900</b>
<b>Resources expended</b>				
Cost of generating funds:				
<i>Fundraising costs</i>	400	-	400	1,513
Charitable activities:				
<i>Staff and volunteer costs</i>	55,352	74,210	129,562	132,464
<i>Rent and room hire</i>	3,603	1,362	4,965	4,466
<i>Scheme expenses</i>	1,743	6,019	7,762	16,142
<i>Office costs</i>	6,360	2,347	8,707	9,260
Governance costs	709	-	709	1,282
<b>Total resources expended</b>	<b>68,167</b>	<b>83,938</b>	<b>152,105</b>	<b>165,127</b>
<b>Net incoming/(outgoing)</b>	<b>(2,559)</b>	<b>1,910</b>	<b>(649)</b>	<b>(1,227)</b>
<b>Other recognised (losses)/gains</b>	<b>607</b>	<b>-</b>	<b>607</b>	<b>(43)</b>
<b>Net movement in funds</b>	<b>(1,952)</b>	<b>1,910</b>	<b>(42)</b>	<b>(1,270)</b>
<b>Reconciliation of funds</b>				
Opening balance	53,301	3,913	57,214	58,484
<b>Closing balance</b>	<b>51,349</b>	<b>5,823</b>	<b>57,172</b>	<b>57,214</b>

**Home-Start Herefordshire**  
**Balance Sheet as at 31st March 2013**

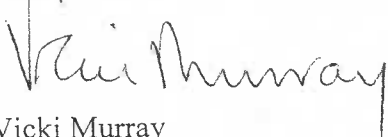
	2013	2013	2012
<b>Fixed assets</b>			
Tangible fixed assets:			
Unrestricted		110	134
Restricted		344	413
		<hr/>	<hr/>
<b>Total fixed assets</b>		454	547
 <b>Current assets</b>			
Debtors and prepayments	6,508		1,008
Cash at bank	50,409		58,791
Investments	5,531		4,924
	<hr/>		<hr/>
	62,448		64,723
<b>Creditors: amounts falling due within one year</b>	5,730		8,056
	<hr/>		
<b>Net current assets</b>		56,718	56,667
		<hr/>	<hr/>
<b>Net assets</b>		57,172	57,214
		<hr/> <hr/>	<hr/> <hr/>
 <b>Funds</b>			
Unrestricted		51,349	53,301
Restricted		5,823	3,913
		<hr/>	<hr/>
<b>Total funds</b>		57,172	57,214
		<hr/> <hr/>	<hr/> <hr/>

The Company is entitled to exemption from audit under section 477 of the Companies Act 2006 and no member of the Company has deposited a notice requiring an audit under section 476.

The Trustees acknowledge their responsibilities for:

- (1) ensuring the Company keeps accounting records which comply with section 130 of the Charities Act and
- (2) preparing accounts as at 31 March 2013 which give a true and fair view of the state of affairs of the Company as at 31 March 2013 and of its surplus/deficit for the financial year under section 132, and which otherwise comply with the requirements of the Charities Act, relating so far as is applicable to the Company

The financial statements were approved by the Board on 16 August 2013 and signed on its behalf by:



Vicki Murray  
Chair

The notes on pages 10 to 12 form part of the financial statements

**Home-Start Herefordshire**  
**Notes to the Financial Statements for the year ending 31st March 2013**

**1. Accounting policies**

*Basis of preparation of accounts*

The financial statements are prepared under the historical cost convention, with the exception of investments which are stated at current market value. The financial statements are also prepared in accordance with the 2008 Regulations, and best practice as laid down in the SORP.

*Tangible fixed assets for use by the Charity and depreciation*

Tangible fixed assets for use by the Charity are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their residual value, over their expected useful lives on the following basis:

Equipment and furniture	15% reducing balance method
Computers	20% reducing balance method

*Incoming resources*

Voluntary income and donations are included in incoming resources when they are receivable, except where the donors specify they must be used in future accounting periods, then the income is deferred.

*Resources expended*

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Expenditure directly attributable to specific activities has been included in these costs categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of these resources.

*Pension costs*

The Charity participates in a defined contribution scheme for one (2012: one) of the employees, through the Pensions Trust. These funds are held separately from the main funds. Payments in the year amounted to £1,247. (2012: £1,148)

If the remaining employee in the Pensions Trust scheme leaves the Company or retires, the Charity would be liable to an estimated additional cost of £10,311 (as at 30 September 2012). The Company will make additional annual payments of £389 with effect from 1 April 2013 in settlement of this shortfall in funding. However, given the uncertainty of the liability, the Trustees have made no provision in the accounts.

*Governance costs*

Governance costs relate to the general running costs of the Charity and include audit and accountancy costs, legal fees, Trustee costs and Annual General Meeting costs.

*Investments*

Investments are stated at current market value.

**2. Resources expended by activity.**

There is only one activity; therefore the analysis on page 8 is sufficient.

**3. Investment income**

This comprises interest and dividend income.

**4. Surplus for the period**

The surplus of income over expenditure is stated after charging:

	2013	2012
Depreciation	93	110

**Home-Start Herefordshire**  
**Notes to the Financial Statements for the year ending 31st March 2013**

**5. Staff costs**

No remuneration was paid to Trustees in the year. The Charity reimburses Trustees' expenses and this amounted to £nil in the year (2012: £Nil).

The staff costs were:

	2013	2012
Wages and salaries	109,042	116,371
Employers NIC	7,934	8,789

The average number of staff employed during the year, full time equivalent, was:

2013	2012
5	5

No employee received remuneration of more than £60,000.

**6. Tangible fixed assets for use by the Charity**

	Equipment & furniture
<i><b>Cost</b></i>	
At 31 March 2012	3,202
Additions	-
Disposals	-
	<hr/>
Cost at 31 March 2013	3,202
<i><b>Depreciation</b></i>	
At 31 March 2012	2,655
Disposals	-
Charge for year	93
	<hr/>
Depreciation at 31 March 2013	2,748
<i><b>Net book value</b></i>	
31 March 2013	454
31 March 2012	547
	<hr/> <hr/>

**Home-Start Herefordshire**  
**Notes to the Financial Statements for the year ending 31st March 2013**

**7. Creditors:** amounts falling due within 1 year

	2013	2012
Trade creditors	4,330	3,156
Accruals	400	600
Deferred income - Concert	-	500
Deferred income – New Grove Trust	1,000	1,800
Deferred income – Southall Trust	-	2,000
	<u>5,730</u>	<u>8,056</u>
	=====	=====

**8. Restricted funds**

	Opening balance	Incoming resources	Resources expended	Closing balance
Herefordshire Council	413	32,083	32,152	344 *
Four Acre Trust	3,500	26,150	24,650	5,000
Lloyds TSB	-	10,000	10,000	-
BBC Children in Need	-	5,265	4,786	479
Kington United Church, Kington Choral Society and Comic Relief	-	4,500	4,500	-
Department of Health	-	6,050	6,050	-
New Grove Trust	-	1,800	1,800	-
	<u>3,913</u>	<u>85,848</u>	<u>83,938</u>	<u>5,823</u>
	=====	=====	=====	=====

\* Net book value of assets included in this figure is £344.

The restricted funds provided during the year were for the following activities:

	<i>Activities</i>
<i>Herefordshire Council</i>	Volunteer and associated expenses, together with a share of office and running costs
<i>Four Acre Trust</i>	Marketing, volunteer recruitment, Hereford family group and Ross toy library
<i>BBC Children in Need</i>	Volunteer befriending support service for children aged 5 to 14 years
<i>Lloyds TSB</i>	Support for families in the most deprived areas
<i>Kington United Church, Kington Choral Society and Comic Relief</i>	Kington family group expenses
<i>Department of Health</i>	Support for families struggling with fuel poverty
<i>New Grove Trust</i>	Training to support families to lead healthier lifestyles