

Home-Start Bristol
(a company limited by guarantee)

**Report and Financial Statements
For the year
1 April 2011 to 31 March 2012**

Charity Number 1116207
Company Number 5745817

Home-Start Bristol

Reference and Administrative Information

Charity Name	Home-Start Bristol
Charity Registration No	1116207
Company Registration No	5745817
Registered Office (and operational address)	Unit 11 Greenway Centre Doncaster Road Southmead Bristol BS10 5PY
Trustees (at 31/03/2012)	Ken Booth (Chair) Jenny Harris (Vice Chair) Jim Harris (Treasurer) Helen Wilde Janet Gough Beth Campbell Amy Parker
External Advisors	Julie Phillips
Company Secretary	Ken Booth 56 Kewstoke Road Bristol BS9 1HF
Reporting Accountant	Bristol Community Accountancy Project The Park, Daventry Rd, Knowle, Bristol BS4 1DQ
Bankers	HSBC (6 Old Church Rd, Clevedon, BS21 6NA) CAFBank (25 Kings Hill Av, Kings Hill, West Malling, Kent ME19 4JQ) Scottish Widows Bank, plc (67 Morrison St, Edinburgh EH3 8YJ)

HOME-START BRISTOL

TRUSTEES ANNUAL REPORT

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31st March 2012.

Reference and administrative information set out on the previous page forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Structure Governance and Management

The organisation is a charitable company limited by guarantee, incorporated on 16 March 2006. The company was established under a Memorandum of Association which established its objects and powers, and it is governed under its Articles of Association.

The directors of the company are also charity trustees for the purposes of charity law. The Trustee Board meets every two months, and the Management Board (comprising the Trustees together with their advisers) meets in the alternate months.

Trustees are formally appointed by the Annual General Meeting, though they may be co-opted at any time by the Management Board. New Trustees undergo a formal Induction process which includes an Induction Day of training provided by Home-Start UK.

Main Objectives

Home-Start Bristol is an independent, voluntary organisation providing a volunteer-led home visiting service to families with a child under the age of five years old. Volunteers visit families in their own homes every week and provide support in situations as diverse as isolation, depression, multiple births, financial or emotional difficulties or where parents are simply finding life a struggle. Home-Start trains the volunteers, who are parents themselves, to provide non judgemental, practical and emotional support and to build confidence and skills to enable the family to cope better. The volunteers are supported throughout by skilled coordinators who match families with the most appropriate volunteer, monitor progress and provide ongoing training and support. The coordinators also liaise with other agencies for the benefit of the families.

Public Benefit

The Trustees have complied with their duty under Section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Summary of achievements – report from the Chair of Trustees

This year was a particularly busy one for us. We successfully concluded our South Bristol Project which focussed on some of the most deprived areas of the city – Hartcliffe, Withywood and Knowle West amongst them. This project supported 30 families and the experienced gained will be useful when we commence our work in more of the deprived areas of Bristol during the next 12 months.

We were also active in other areas of Bristol, providing family outreach for the Clifton/Cotham, Stoke Bishop and Henleaze Children's Centres and supporting 25 families.

In South Gloucestershire we worked on two projects. On the main one we over-achieved our target of 10 families by more than 100%. The other one 'Playing with Purpose' was also successful with 12 families supported.

Not all our funds are restricted to project-specific support. Overall, during the year, we supported 133 families which is a record for us. Thanks must go to our staff who put in a superlative effort to help us achieve this.

With regard to fund-raising, a lot of hard work was involved in putting together a Big Lottery bid designed to enable us to build on this year's work in the deprived areas of Bristol, including emphasis on the black and minority ethnic communities (BMEs). The main new focus will be in East and Central Bristol but work will also continue in areas of deprivation in South Bristol. I am pleased to report that our bid was successful and we that we secured funding of £175,000 spread over 5 years – half the project cost. Our challenge is to secure £35,000 of match-funding each year and we are already confident of achieving this for the first year.

The demand for our services continues to increase and it is a sad fact of life that we have to turn many families away due to lack of funds.

So, in conclusion, this has been another highly successful year and a wonderful example of teamwork by the trustees, staff, and our marvellous volunteers.

Financial Review

The summarised financial numbers for this year are:-

- Income of just over £114,000 – almost the same as last year.
- Expenditure just under £112,000, slightly higher than last year.
- A net surplus of £2,426 compared with last year's £6,571.

35 grants or awards were secured to support this year's operations and projects - a tribute to considerable effort expended on fund-raising. Significant additional income was also secured for the 2012/13 year, leading to £27,500 of deferred income. Cash flow has been healthy during the year, allowing us to achieve better interest rates by using longer-term deposits.

The increase in expenditure is all from payroll costs; the extra coordinator hours thus funded allowed us to increase the number of families we supported from 118 to 133. Reserves are slightly increased, representing just over 4 months of expenditure; this is in line with our reserves policy.

The Trustees and Staff carried out a full Risk Management exercise during the year, covering both financial and operational risks

Trustee's responsibilities in relation to the financial statements

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The trustees are required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity for that period. In preparing these financial statements the trustees should follow best practice and:-

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to that the charity will continue in business

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with applicable law, regulations and the trust deed. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:


.....

Chair of Trustees

Date 25/6/12

Registered office:

Unit 11, Greenway Centre
Doncaster Road
Southmead
Bristol BS10 5PY

Independent Examiners Report

I report on the accounts of the company for the year ended 31st March 2012 which are set out on pages 7 to 11.

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 charity's trustees consider that an audit is not required for this year 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 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.

Joanne Trowbridge MAAT

.....*Joanne Trowbridge*..... 22/6/12
Bristol Community Accountancy Project, The Park, Daventry Road, Bristol, BS4 1DQ

STATEMENT OF FINANCIAL ACTIVITIES: 1ST APRIL 2011 to 31st MARCH 2012

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2012	Total Funds 2011
Incoming Resources					
From generated funds					
- voluntary income - donations	2	5,811	-	5,811	4,461
- activities for generating funds	3	1,378	-	1,378	966
- investment income	4	1,290	-	1,290	70
From charitable activities	1	21,935	83,930	105,865	108,486
Total incoming Resources		<u>30,414</u>	<u>83,930</u>	<u>114,344</u>	<u>113,983</u>
Resources Expended					
Cost of generating funds		7,722	-	7,722	8,087
Charitable Activities		19,492	83,930	103,422	98,966
Governance Costs		774	-	774	359
Total Resources Expended	5	<u>27,988</u>	<u>83,930</u>	<u>111,918</u>	<u>107,412</u>
Net Income for the Period		2,426	-	2,426	6,571
Total funds brought forward		38,040	-	38,040	31,803
Prior year corrections	6	-121	-	-121	-334
Balance carried forward		<u>40,345</u>	<u>-</u>	<u>40,345</u>	<u>38,040</u>

Home-Start Bristol (a company limited by guarantee)

Company 5745817

Charity 1116207

BALANCE SHEET AT 31ST MARCH 2012

		31/03/2012	31/03/2011
	Note	£	£
FIXED ASSETS	7	1,196	814
Current Assets			
Debtors and prepayments	8	555	476
Cash at bank and in hand	9	66,833	67,124
		<u>67,388</u>	<u>67,600</u>
Liabilities			
creditors and accruals	10	739	324
deferred income	11	27,500	30,050
		<u>28,239</u>	<u>30,374</u>
Net Current Assets		39,149	37,226
Net assets		40,345	38,040
Funds	12		
Restricted		-	-
Unrestricted		40,345	38,040
		<u>40,345</u>	<u>38,040</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

signed by JD Harris, Director and Treasurer



Home-Start Bristol (a company limited by guarantee)
Notes to Financial Statements for year ended 31st March 2012

Accounting policies

a) These financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006, applicable accounting standards and the Statement of Recommended Practice, Accounting and Reporting by Charities issued in March 2005.

b) The accruals basis of accounting is used for income and expenditure.

c) Substantial grants are apportioned between years in accordance with expected spend. Such deferred income is recognised as a liability in the accounts.

1 Grants for charitable activities

Restricted	£
Bristol City Council 'N3' contract	30,000
Bristol City Council Filton Avenue	3,000 (and £7,000 deferred to FY12/13)
Lloyds/TSB Foundation - South Bristol project	8,300 (deferred from FY10/11)
Newby Trust - South Bristol project	7,500 (deferred from FY10/11)
The Triangle Trust - families in poverty S Bristol	3,750 (deferred from FY10/11)
S Glos Council (support of 10 families)	12,960
S Glos Council revenue grant (Playing with purpose)	3,000
Children-in-Need (Playing with Purpose S Glos)	6,320
Denman Charitable Trust	2,300
The Sobell Foundation ('Playing with Purpose')	5,000 (deferred from FY10/11)
Army Central Fund	500 (deferred from FY10/11)
Bristol University Rag Fund (books)	800
Williams Southern for Sainsburys (towards a PC)	500
Garfield Weston Foundation	- (£3,000 deferred to FY12/13)
Matt Harris	- (£12,500 deferred to FY12/13 for Big lottery project)
	<u>83,930</u>

Unrestricted	£
Wates Foundation	10,000
Portishead Nautical Trust	1,500
The Albert Hunt Trust	1,000
The Wakeham Trust	350
Business Women West fund	360
Horfield Methodist Church	53
Cowslip Green Grassroots fund	250
Bristol Brunel Lions Club	100
Bristol Aerospace Welfare Association	500
Yorkshire and Clydesdale Foundation	400
Coutts Charitable Trust	500
UBS Wealth Management-Magdalen Hospital Trust	500
Alchemy Foundation	250
Lloyd Robinson family fund (Quartet)	300
Burges Salmon	150
Dodington Parish Council	100
Quartet	72
The Basil Brown Charitable trust	250
Rolls Royce plc	200
Robert McAlpine Foundation	- (£5000 deferred to FY12/13)
Van Neste Foundation	5,000 (deferred from FY10/11)
Verdon-Smith Family Trust	100
	<u>21,935</u>

2 Voluntary Income

	£
Individual donations	4,540 (£12,500 deferred to FY12/13)
Gift Aid tax reclaim (11/12)	291
University of West of England	980
	<u>5,811</u>

3 Activities for generating funds

	£
easyfundraising.com	69
giveacar	108
localgiving	598
Waitrose	603
	<u>1,378</u>

Home-Start Bristol (a company limited by guarantee)
Notes to Financial Statements for year ended 31st March 2012 (contd)

4 Investment income

CAF Gold Acct	1,281
Scottish Widows 90-day acct	<u>9</u>
	<u>1,290</u>

5 Resources Expended

	Unrestricted	Restricted	Total
Salary and Pension Costs	12,971	58,305	71,276
Staff/volunteer expenses	860	4,022	4,882
Training costs	700	3,040	3,740
Publicity/recruitment	297	699	996
Rent/heat/power	1,347	6,350	7,697
Administration	1,295	5,681	6,976
Office expenses	1,179	5,021	6,200
Fund raising (non salary)	7,722	-	7,722
Toy kits/books	-	812	812
Governance	774	-	774
Depreciation	843	-	843
TOTAL	<u>27,988</u>	<u>83,930</u>	<u>111,918</u>

6 Prior year correction

Gift Aid tax rebate received was greater than predicted (transitional relief)	26
5 payments (4 cheques, 1 DDR) were unrepresented and subsequently voided	247
Unplanned VAT on BCAP fee	-64
Annual review copying	-330
Total PY correction	<u>-121</u>

7 Fixed Assets

Office equipment having a purchase price of £99 or more are treated as fixed assets.
Straight line depreciation over 4 years, starting with year of purchase.
Fixed Assets costing £1,224.60 were bought; depreciation was £843.24.

8 Debtors and prepayments

	£
Willis insurance	144
The Pensions Trust annual fee	120
Gift Aid reclaim due	<u>291</u>
	<u>555</u>

9 Cash at Bank and in hand

CAF Gold account	1,291
HSBC account	19,111 (€22,539.39 less £3,428.73 unrepresented)
Scottish Widows 90 day acct	46,281
Petty cash	<u>150</u>
	<u>66,833</u>

10 Creditors and accruals

Fee for Independent Examination	389
AGM costs	<u>350</u>
	<u>739</u>

11 Deferred Income

Donation Matt Harris	12,500 (incl received Gift Aid)
Filton Avenue support work continued	7,000
Garfield Weston (Playing with Purpose)	3,000
McAlpine	5,000
	<u>27,500</u>

Home-Start Bristol (a company limited by guarantee)
Notes to Financial Statements for year ended 31st March 2012 (contd)

12 Employees remuneration

One staff member left and two joined bringing year-end total to 6.

	£
Total gross salaries	63,851
Employer NI contribution	3,840
Employer Pension contribution	3,345
Pension fund operating fee	240 (inc £120 prepayt 10/11, £120 prepayt 12/13)
	<u>71,276</u>

13 Officers remuneration and expenses

No remuneration was paid to any Trustee.

Trustee Expenses were reimbursed as follows:-

Ken Booth £74 (£14 Companies House fee, £60 food for 2 events)

Amy Parker (£27 Christmas lunch costs)

14 Movement in Funds

	At 1st April 2011	Incoming Resources	Outgoing Resources	At 31 March 2012
Restricted Funds				
Bristol City Council 'N3' contract	-	30,000	30,000	-
Bristol City Council Filton Avenue	-	3,000	3,000	-
Lloyds/TSB Foundation - South Bristol project	-	8,300	8,300	-
Newby Trust - South Bristol project	-	7,500	7,500	-
Triangle Trust - families in poverty S Bristol	-	3,750	3,750	-
S Glos Council (support of 10 families)	-	12,960	12,960	-
S Glos Council revenue grant	-	3,000	3,000	-
Children-in-Need 'Playing with Purpose' S Glos	-	6,320	6,320	-
Denman Charitable Trust	-	2,300	2,300	-
Sobell Foundation	-	5,000	5,000	-
Bristol University Rag Fund	-	800	800	-
Army Central Fund	-	500	500	-
Williams Southern (for J Sainsbury)	-	500	500	-
	-	<u>83,930</u>	<u>83,930</u>	-
Unrestricted funds				
General funds	38,040	30,414	27,988	96,442
previous year adjustments	-121	-	-	-121
	<u>37,919</u>	<u>30,414</u>	<u>27,988</u>	<u>40,345</u>
Total funds	<u>37,919</u>	<u>114,344</u>	<u>111,918</u>	<u>40,345</u>