

Home-Start Bristol
(a company limited by guarantee)

Report and Financial Statements
For the year
1 April 2018 to 31 March 2019

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 Unit 11
(and operational address) Greenway Centre
Doncaster Road
Southmead
Bristol BS10 5PY

Trustees Katherine Martin (Chair)
Trevor Leonard (Treasurer)
Sarah Birch (first appointed June 2018)
Rita Deegan
Jenny Harris
Jim Harris
Linda Hunter
Sue Otty
Christel Schneider (first appointed June 2018)
(resigned May 2019)
Chris Williamson (first appointed August 2018)

Advisers Jules Appleby
Beth Campbell
Celia Ellis
Kate Innes
Janet Leonard
Angela Loveridge
Maroussia Rochigneux
Helen Wilde

Scheme Manager Beverley Symonds (Until May 2019)
Andrea Priest (From June 2019)

Independent Examiner Bristol Community Accountants CIC
The Park, Daventry Rd, Knowle, Bristol BS4 1DQ

Bankers HSBC (6 Old Church Rd, Clevedon, BS21 6NA)
CAF Bank (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 2019.

Reference and administrative information set out on page 2 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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).

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. Trustees meet once a month with their advisers and the Scheme Manager.

Trustees must stand down after 3 years but can be re-elected by members at the Annual General Meeting. New Trustees are similarly elected at the AGM, although they can be co-opted at any time. They undergo a formal induction programme.

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. The volunteers, who are parents themselves, are trained to provide non-judgemental, practical and emotional support and to build confidence and skills to enable the family to cope better. They are supported throughout by the staff of 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

In shaping the objectives for the year and planning activities, the Trustees have considered the Charity commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

Report from the Chair of Trustees

This year we have been continuing to concentrate on our Combined Bristol Project and our work in South Gloucestershire. The former is funded through our Community Fund (the new name for the Big Lottery) project "Confronting Disadvantage in Bristol", our Bristol City Council Impact Grant and our Children in Need project. Our South Gloucestershire work is funded through our Community Fund project "Families on the Edge" and a smaller direct grant from the Council. We are grateful to these our main funders for enabling us to carry out our work – and also for an NHS grant for work on perinatal mental health and for funds from the Ryklow Trust.

We were able to support a total of 154 families this year. This was a reduction of 22 on the previous year and 6 fewer than our target. This can be attributed to staff sickness; in a small organisation like ours the absence of one member of staff has significant consequences and we are pleased to report that we are now back to full strength. We are grateful to all our staff for their total commitment to the families we serve.

We receive referrals from a variety of sources, of which health visitors and children's centres account for the most. A health visitor comments, "... the regular contact (of a HSB volunteer with a family in need) was crucial, other services are so stretched and we are unable to visit as much as we would like to."

We continued building capability by working through the findings of our 2017 organisational strengths review, part of our Confronting Disadvantage in Bristol project. This year we concentrated on income generation and volunteer recruitment. Our consultant advised us on our approaches to potential funders, and we made some changes as a result. We have set a target to increase diversity among volunteers and are currently approaching BAME community groups to see how we can work with them to attract volunteers from their communities.

Our year always involves some enjoyable events which combine business with pleasure: the annual Cluster Day with other Home-Starts in the region, the annual Refresher Day for Volunteers (this year at We The Curious, combining interesting speakers and a very supportive venue), the annual Christmas lunch for volunteers. Volunteers are busy people, and we provide a number of opportunities for them to build on their skills while also meeting up with the friends they made when on their initial preparation course.

In January we were very sorry, though not totally surprised, to learn that Beverley Symonds, our Manager for the past nine years, had decided to retire to spend more time with her grandson and on her work as a funeral celebrant. Bev is the glue that holds us all together – staff, trustees and volunteers. She works in a manner – fast and focussed – that raises the bar for all of us, and we will miss her enormously. Her commitment to HSB and the families we support is evidenced in her willingness to stay in post until her successor has found her feet. We are pleased to put on record our debt to Bev for all she has done for HSB: we would not have achieved the success we enjoy today without her.

Sue Otty retired as Chair in October 2018 after five years at the helm. Her unstinting hard work, carried out with a lawyer's attention to detail and a touch of whimsy, guided HSB through a period of expansion to the point where we face the future in good shape, though we are always aware of the uncertain and short-term nature of national funding for charities.

Financial Review

The summarised financial results for the year are:

- Income of £202,090 (2017/18 £190,063).
- Expenditure of £188,262 (2017/18 £175,038).
- A net surplus of £13,828 (2017/18 £15,025).

Our reserves now stand at £103,501 (2017/18 £89,673) which represents six months of expected expenditure (2017/18 six months).

The Trustees regularly review both financial and operational risks.

Trustees' Responsibilities in Relation to the Financial Statements

The charity's Trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006 and the Charities Act 2011.

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 assume 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.

The Trustees have taken advantage of the small companies' exemption in preparing the accounts.

Approved by the Trustees and signed on their behalf by:

Chair of Trustees.....

Date 12 June 2019

Registered office:

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

INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the Company for the year ended 31st March 2019 which are set out on pages 7 to 12.

Respective Responsibilities of Trustees and Examiner

As the charity's 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 charity'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.

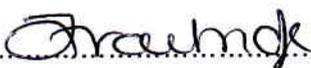
Independent Examiner's Statement

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

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.

Joanne Trowbridge MAAT
Bristol Community Accountants CIC, The Park, Daventry Road
Knowle, Bristol, BS4 1DQ

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Date 7 June 2019

Home-Start Bristol (a company limited by guarantee)

Charity Number 1116207

Company Number 5745817

STATEMENT OF FINANCIAL ACTIVITIES: 1st APRIL 2018 to 31st MARCH 2019

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Income and endowments from:					
Donations and legacies	2	7,271	-	7,271	10,694
Charitable activities	3	4,200	179,578	183,778	176,596
Other trading activities	4	11,010	-	11,010	2,716
Investments	5	31	-	31	57
Total	14	22,512	179,578	202,090	190,063
Expenditure on:					
Raising funds		-	-	-	950
Charitable activities	6	8,548	176,752	185,300	169,182
Other	7	136	2,826	2,962	4,906
Total		8,684	179,578	188,262	175,038
Net income		13,828	-	13,828	15,025
Other recognised gains		-	-	-	-
Net movement in funds		13,828	-	13,828	15,025
Reconciliation of funds:					
Total funds brought forward		89,673	-	89,673	74,648
Total funds carried forward		<u>103,501</u>	<u>-</u>	<u>103,501</u>	<u>89,673</u>

Home-Start Bristol (a company limited by guarantee)

Charity Number 1116207

Company Number 5745817

BALANCE SHEET AT 31st MARCH 2019

	Note	31st March 2019 £	31st March 2018 £
Fixed assets	10	200	300
Current assets			
Debtors	11	99	-
Cash at bank and in hand	12	121,459	131,287
Total current assets		121,558	131,287
Liabilities			
Creditors: Amounts falling due within one year	13	18,257	41,914
Net current assets		103,301	89,373
Total net assets		103,501	89,673
The funds of the charity:			
Restricted funds		-	-
Unrestricted funds		103,501	89,673
		103,501	89,673

The directors are satisfied that the company is entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

Approved by the Trustees on 12th June 2019 and signed on their behalf by:

Trevor Leonard, Director and Treasurer

Home-Start Bristol (a company limited by guarantee)
Notes to Financial Statements for year ended 31st March 2019

1 Accounting policies

- a) The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.
- b) Grants and other income received in the year in respect of future periods are deferred until those periods. Such deferred income is recognised as a liability in the accounts.
- c) Expenditure is recognised in the period to which it relates. Expenditure includes attributable VAT which is irrecoverable.
- d) Office equipment is depreciated when the purchase price exceeds £1,000. Depreciation is provided at 25% on a straight line basis calculated to write down the cost of each asset over its expected useful life.
- e) Restricted funds are those to be used for a specific purpose as laid down by the donor. Expenditure which meets the relevant criteria together with a fair allocation of management and support costs is charged to these funds.

	Year ended 31st March 2019 £	Year ended 31st March 2018 £
2 Income and endowments from donations and legacies		
Regular donations	6,305	6,548
Other donations	966	4,146
	<hr/> 7,271	<hr/> 10,694
3 Income and endowments from charitable activities		
Restricted funds		
Big Lottery	107,941	112,585
Bristol City Council	26,355	19,766
Children-in-Need	15,919	15,531
South Gloucestershire Council	13,386	13,136
Henry Smith Charitable Trust	-	4,800
NHS	6,977	4,651
Ryklow Trust	6,000	-
Other Grants (under £5,000)	3,000	3,000
	<hr/> 179,578	<hr/> 173,469
Unrestricted funds		
Other Grants (under £5,000)	4,200	3,127
	<hr/> 4,200	<hr/> 3,127

Home-Start Bristol (a company limited by guarantee)
Notes to Financial Statements for year ended 31st March 2019 (contd)

	Year ended 31st March 2019 £	Year ended 31st March 2018 £
4 Income and endowments from other trading activities		
easyfundraising.com	254	365
Beetle Drive/Quiz Night	-	459
Sainsbury's	4,594	-
Glastonbury Festival	1,500	-
Work placement	1,400	-
Other income	3,262	1,892
	<hr/>	<hr/>
	11,010	2,716
	<hr/>	<hr/>
5 Investment income		
Scottish Widows 90-day account	31	57
	<hr/>	<hr/>
	31	57
	<hr/>	<hr/>

	Year ended 31st March 2019			Year ended 31st March 2018
	Unrestricted £	Restricted £	Total £	Total £
6 Expenditure on charitable activities				
Salary and pension costs	5,934	122,702	128,636	117,973
Staff/volunteer expenses	232	4,789	5,021	7,097
Training costs	430	8,899	9,329	10,016
Publicity/recruitment	155	3,208	3,363	1,873
Rent/heat/power	659	13,636	14,295	8,387
Administration	801	16,557	17,358	11,212
Office expenses	311	6,423	6,734	12,185
Toy kits/books	21	443	464	121
Depreciation	5	95	100	338
	<hr/>	<hr/>	<hr/>	<hr/>
	8,548	176,752	185,300	169,182
	<hr/>	<hr/>	<hr/>	<hr/>
7 Expenditure on other				
Insurances	40	813	853	813
Governance	77	1,606	1,683	3,667
Independent Examiner fee	19	407	426	426
	<hr/>	<hr/>	<hr/>	<hr/>
	136	2,826	2,962	4,906
	<hr/>	<hr/>	<hr/>	<hr/>

Home-Start Bristol (a company limited by guarantee)
Notes to Financial Statements for year ended 31st March 2019 (contd)

	Year ended 31st March 2019 £	Year ended 31st March 2018 £
8 Staff costs and numbers		
Salaries	116,535	106,614
Social Security costs	4,030	3,609
Pension contributions	8,071	7,750
	<u>128,636</u>	<u>117,973</u>

The average monthly number of part-time staff employed throughout the year was eight (2018 seven).

9 Trustee remuneration and expenses

No remuneration was paid to any Trustee during the year (2018 Nil). No expenses were paid to any Trustee during the year (2018 Nil).

	Year ended 31st March 2019 £	Year ended 31st March 2018 £
10 Fixed assets		
Office Equipment		
Cost at 1 April	6,559	6,159
Additions	-	400
Disposals	-	-
Cost at 31 March	<u>6,559</u>	<u>6,559</u>
Depreciation bt/fwd	6,259	5,921
Charge for year	100	338
Depreciation cd/fwd	<u>6,359</u>	<u>6,259</u>
Net book value	<u>200</u>	<u>300</u>

11 Debtors

Other debtors	99	-
	<u>99</u>	<u>-</u>

12 Cash at bank and in hand

CAF Gold account	-	1,300
HSBC account	78,024	86,584
Scottish Widows 90 day account	43,185	43,153
Petty cash	250	250
	<u>121,459</u>	<u>131,287</u>

13 Creditors: amounts falling due within one year

Deferred income	17,720	38,733
Other creditors	537	3,181
	<u>18,257</u>	<u>41,914</u>

Home-Start Bristol (a company limited by guarantee)
 Notes to Financial Statements for year ended 31st March 2019 (contd)

Year ended 31st March 2018

14 Analysis of prior year statement of financial activities	Unrestricted Funds £	Restricted Funds £	Total Funds £
Income and endowments			
Donations and legacies	10,694	-	10,694
Charitable activities	3,127	173,469	176,596
Other trading activities	2,716	-	2,716
Investments	57	-	57
	16,594	173,469	190,063
Expenditure			
Raising funds	950	-	950
Charitable activities	602	168,580	169,182
Other	17	4,889	4,906
	1,569	173,469	175,038