

Registered Company Number: 05016359
Charity Number: 1102345

HOME-START SOUTH WORCESTERSHIRE

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

HOME-START SOUTH WORCESTERSHIRE
REPORT AND ACCOUNTS - CONTENTS
FOR THE YEAR ENDED 31 MARCH 2021

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Home-Start South Worcestershire
Report and Accounts for the year ended March 2021

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Legal and Administrative Information

Status
The charity is constituted as a company limited by guarantee and is, therefore, governed by a Memorandum and Articles of Association (incorporated 15th January 2004). Charitable status for the new company was granted on 26th February 2004. The organisation became a registered charity (unincorporated) on 1st June 1984 (as "Home-Start Worcester") and that charity (number 515178) transferred its assets and liabilities in to the new incorporated body on 1st April 2004. ("Home-Start Worcester & Wychavon"). The Charity was renamed "Home-Start South Worcestershire" on 29th May 2014. The operation of the Charity is vested in a Management Committee which is set out on page 3.

Directors
The Directors are the Trustees of the charity and its first members. Directors will be appointed at the Annual General Meeting and at their first meeting will appoint a Chairman for a three-year period, a Vice Chairman and Treasurer.

Company number 5016359
Charity number 1102345

Registered office 52, Prospect Close, Malvern, WR14 2FD

Business address 52, Prospect Close, Malvern, WR1402FD

Charity's bankers: Unity Trust Bank plc
Four Brindleyplace,
Birmingham, B1 2JB

Accountant Gordon Whittaker

The individual reports as set out on pages 6 to 8 complete the annual report of the trustees of the charity as required by the Charity Commission.

Management Committee 2020-21

The trustees of the Charity are also Directors of the Board of the Company. The Board has appointed Jess Bird as its Company Secretary. Directors are appointed at the Annual General Meeting and at their first meeting will appoint a Chairman for a three-year period, a Vice Chairman and Treasurer.

Chairman Mr Graham Hughes

Vice Chairman Mrs Pauline Thorpe

Treasurer Mr George Salmon

Trustees/Board Members Mr Graham Hughes Independent Representative
Mr George Salmon Independent Representative
Mrs Pauline Thorpe Independent Representative
Mrs Sally O'Halloran Independent Representative

Advisor Mrs Laura Elliott, Health Visitor, Worcs Community NHS Trust

Staff Ms Jessica Bird Charity Organiser
Miss Carolyn Dixon Office Manager

Structure, Governance and Management

Constitution

Home-Start in South Worcestershire was originally registered as a charity no. 515178 in 1984. In view of the large contractual liabilities of property ownership the trustees decided to register the charity as a limited company and this was done on 01.04.04, company no. 5016359, new charity registration no. 1102345. The Charity was renamed "Home-Start South Worcestershire" in 2014 to reflect the combined service across Worcester City, Wvchavon and Malvern Hills.

Aims and Objectives

Aims

The aims of the charity fully reflect the legal objects and purposes that the charity was set up to further.

Objectives

The objects of the charity are:-

To safeguard, protect and preserve the good health, both mental and physical, of children and parents of children

To prevent cruelty to or maltreatment of children

To relieve sickness, poverty and need amongst children and parents of children

To promote the education of the public in better standards of childcare within the area of South

Ensuring our work delivers our aims

Each year our aims, objectives and activities are reviewed, based on the outcome of our work in the previous 12 months, to ensure they still reflect and further our aims and legal purposes. In our planning, setting objectives and determining our activities the trustees have paid due regard to the 'General Guidance on Public Benefit' published by the Charity Commission. In so doing, the trustees consider the activities planned and how they further the aims and objectives they have set. The success of activities is reviewed each year in the context of benefits they bring to those groups of people we are set up to help.

How our activities deliver public benefit

Our activities described in our objects are undertaken to further our charitable purposes for the public benefit.

Structure and management

The structure and management of the charity is as set out on pages 1 and 2 under “Legal and Administrative Information”. Key members of staff are also shown in that section.

Appointment of trustees

The directors of the charitable company are trustees as defined by the Charities Act.

The Articles of Association define how directors are appointed, either by the members at a general meeting (after requisite notices have been given) or by appointment of the existing directors.

At each Annual General Meeting one third of the directors have to retire and those that retire are eligible for re-election.

Trustees' induction and training

New trustees undergo a process of orientation to ensure that they are aware of their legal obligations and are made aware of the importance and content of the Memorandum and Articles of Association. They are also introduced to their co-trustees as well as the key members of staff.

The Trustees are given, on appointment, access to the Home-Start UK intranet, which includes direction to the Charity Commission's booklet for new trustees, the last year's annual report and accounts and Home-Start's policies and procedures.

What is Home-Start?

Home-Start is a voluntary organisation in which volunteers offer support, friendship and practical help to young families under stress in their own homes helping to prevent family crisis and breakdown, and emphasising the pleasures of family life.

How are referrals Managed?

Management of Referrals is undertaken according to the Policy agreed by the Board of Trustees each year.

Who Are the Volunteers?

Volunteers are people from different age groups and backgrounds who all have parenting experience.

Who Can Be Referred?

Any family living in the area, with at least one child under 5, who may be experiencing stress for a variety of reasons.

What is Home-Start UK?

Home-Start UK oversees the network of local Home-Start schemes, provides policy, training, information, guidance and personal support for existing HOME-START schemes and assists the establishment of new ones.

CHAIRMAN'S REPORT ***(written Dec 2021)***

Someone recently said to me what a waste of a year 2021 had been and 2020 had been no better. We are all starting 2022 in an equally difficult situation although Professor Whitty et al are saying the worst of Covid is nearly over.

Unfortunately, the advice from government to work from home if you can is not good advice for our Home-Start volunteers. Unlike all other agencies we do exactly the opposite as our volunteers do their voluntary work in other people's homes.

We are very fortunate to have Jess our Charity Organiser and Carolyn our Office Manager who both have enthusiastically kept the agency up and running both working from home and in the office when possible. They have volunteers waiting to take part in the introductory programme when we can get back into our normal working pattern and no shortage of referrals. During the furlough period they both continued to accrue annual leave which they can now take in addition to their current annual leave entitlement which will use up some of the inevitable dead time.

Financially we appear to be secure for the foreseeable future following the sale of our office building. The Board have decided to postpone applying to the larger funders such as the Lottery whilst we still have substantial reserves to keep us going.

It is unfortunate that we have been yet unable to come with any sort of an agreement with Citizens Advice regarding their demands for payment for rent and utility use. We have been advised that we have a very strong case which the Chairman of CA refuses to accept and has alleged on several occasions that we are in breach of differing sections of the licence agreement which we have been able to satisfactorily refute.

We advised the Judge that we would be content with a determination based on the paper evidence submitted so far but this needs both parties to agree so as the chairman of CA said to me at our last zoom meeting "see you in court".

I must at this point thank Jess and her personal and professional contacts for their help and advice in preparing our case. The next and hopefully last episode will be a telephone hearing with the judge in February 2022. The Judge has the authority to make a final decision following that hearing without the need for a formal hearing at court if appropriate.

Finally, once again I thank the members of the board and the staff for their unstinting support and the past present and future volunteers who are what Home-Start is all about.

Graham Hughes
Chairman

TREASURER'S REPORT

Financial Report 2020-2021

At the start of the year the charity had liquid assets of £17,409.87.

The significant financial event in this year was the sale of 52 Prospect Close for a capital sum of £255,000. This achieved the strategy adopted by the trustees.

At the close of the year liquid assets had risen to £258,357 the trustees resolving to use this sum to provide a service as long as possible or until another source of funding was identified.

George Salmon
Treasurer

ORGANISER REPORT 20-21

This year has been trying on many fronts, not least because we have been unable to offer the home-visiting service to families since March 2020. Staff have been furloughed initially full time and then returned to work part time when this was allowed. Our volunteers of course have been with their own families and we very much hope they will return when it becomes possible. 50 per cent have to date let us know they will be able to come back. Of the others, increased work and family commitments, health and other reasons meant that some have had to bring their time with us to a close; we are very grateful for all they have done for the families we work with and will be delighted to see them back again in future if they wish. All the very best to every one.

The sale of the building at Prospect Close in Sept 2020 has to some extent secured our funding for the service in the near future, however it is a great shame that our future use of the office space at no 52 is still endangered by the extraordinary legal challenge which has been thrown at Home-Start by the Chair of Citizens Advice South Worcestershire.

I am confident that in time reason will prevail and we will continue to be welcome in our current "home". However, I am personally deeply disappointed that the working partnership between the two charities which we originally envisaged has not materialised, and that the terms of our carefully constructed agreement have been so gravely misunderstood by the Chair and Board of CASW. Unfortunately, time, and other resources have inevitably been diverted to defend our case; happily on our side at least, no actual charity funds have been expended on this as Home-Start South Worcestershire has access to top class legal support on a pro bono basis thanks to the generosity of our Friends, and our Trustees continue as always to give their time freely and generously.

We recognise again the commitment and support of all our volunteers and look forward to more peaceful times in the near future.

Carol C, Elizabeth C, Deborah D, Rachel D, Steve D, Suzanne D, Jacquie G, Petra K, Helen N, Emma P, Delia T, Eileen T, Catherine S, Kate W, David W, Charlotte C, Tricia F, Tracey G, Helen R, Mel W, Tracy J-B, Nicola D, Angela J, Ro F, Zita M, Di C.

We also thank all donors whose kind gifts enable us to keep our service afloat in difficult times:

Lady Morella Wiggin, Charities Trust, Claines United Charities

Lastly I would like to thank Carolyn our Office Manager without whose steady hand and first class admin

Jess Bird

Home-Start South Worcestershire

Reserves Policy

Notes in the Financial Statements set out the policies adopted by the trustees in respect of the various funds.

Risk Management

The trustees have examined the major strategic business and operational risks which the charity faces and have enabled systems to be established which will produce regular reports such that the necessary steps may be taken, in good time, and with appropriate professional advice, to minimise the impact of any of the aforementioned risks.

Statement of Management Committee's Responsibilities

Company and charity law requires the Management Committee 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 those financial statements, the Management Committee is 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 and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
prepare the financial statements on the ongoing concern basis unless it is inappropriate to presume that the charity will continue in business.

The Management Committee has overall responsibility for ensuring that the charity has appropriate systems of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Management Committee on Monday 11 Dec 2021, and signed on its behalf by Graham Hughes, Chairman:

A handwritten signature in black ink, appearing to read 'Graham Hughes', with a long horizontal flourish extending to the right.

Graham Hughes - Chairman

INDEPENDENT EXAMINERS STATEMENT

FOR THE YEAR ENDED 31 MARCH 2021

The charity's trustees are responsible for the preparation of the accounts. The
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.

My examination was carried out in accordance with general Directions given by the

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 S130 of the 2011 Act; and
to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act; 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.



Gordon Whittaker

Date 20 January 2022

HOME-START SOUTH WORCESTERSHIRE**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Unrestricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOMING RESOURCES				
Donations and Legacies	2	1,524	1,524	630
HMRC Job Retention Scheme		18,085	18,085	0
Investment Income	3	8,483	8,483	17,519
TOTAL INCOMING RESOURCES		28,092	28,092	18,149
RESOURCES EXPENDED				
Charitable Activities	4	34,216	34,216	47,350
NET INCOMING/(OUTGOING) RESOURCES	5	-6,124	-6,124	-29,201
LOSS ON SALE OF PROPERTY		-132,454	-132,454	0
TOTAL FUNDS BROUGHT FORWARD		397,935	397,935	427,136
TOTAL FUNDS CARRIED FORWARD		259,357	259,357	397,935

HOME-START SOUTH WORCESTERSHIRE

BALANCE SHEET AS AT 31 MARCH 2021

			2021	2020
	Notes	£	£	£
Fixed Assets				
Tangible Assets	7		709	379,401
Current Assets				
Debtors	8	3,042	5,003	
Cash at Bank and in Hand		259,042	20,807	
		<u>262,084</u>	<u>25,810</u>	
Creditors: Amounts Falling Due Within One year	9	<u>3,436</u>	<u>7,276</u>	
Net Current Assets			258,648	18,534
Net Assets			<u>259,357</u>	<u>397,935</u>
Funds				
Unrestricted Funds	10		259,357	397,935
Total Funds			<u>259,357</u>	<u>397,935</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006.

The members have not required the charitable company to obtain an audit of its financial statements for the year in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- Ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with Financial Reporting Standard for Smaller Entities (effective January 2015).

The Statement of Financial Activities were approved by the Board of Trustees and signed on their behalf by:



Chairman - Graham Hughes

Date 11 December 2021

HOME-START SOUTH WORCESTERSHIRE
NOTES TO THE STATEMENT OF FINACIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

4 Costs of Charitable Activities By Activity Type

	Direct Costs £	Support Costs £	Total Funds 2021 £	Total Funds 2020 £
Staff Costs	28,890		28,890	30,789
Staff Expenses	475		475	1,617
Staff Training	0		0	58
Volunteers Expenses	0		0	542
Volunteer Training	24		24	248
Subscription	294		294	294
Printing Postage and Stationery	0		0	88
Telephone and Internet	1,214		1,214	1,236
Insurance	537		537	1,209
Professional Fees		1,045	1,045	798
Sundry Expenses	73		73	73
Repairs and Maintenance	1,427		1,427	1,505
Depreciation	237		237	8,893
	<u>33,171</u>	<u>1,045</u>	<u>34,216</u>	<u>47,350</u>

5 Net Incoming/(Outgoings) Resources For The Year

	2021 £	2020 £
This is stated after charging:		
Depreciation	237	8,893

6 Staff Costs and Emoluments

No salaries or wages or expenses have been paid to trustees nor for the previous year.

HOME-START SOUTH WORCESTERSHIRE**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES****FOR THE YEAR ENDED 31 MARCH 2021**

7 Tangible Fixed Assets	Freehold Property	Fixtures and Fittings	Totals	
	£	£	£	
Cost				
As at 1 April 2020	428,869	17,464	446,333	
Sales	-428,869		-428,869	
As at 31 March 2021	<u>0</u>	<u>17,464</u>	<u>17,464</u>	
Depreciation				
As at 1 April 2020	50,414	16,518	66,932	
Sales	-50,414		-50,414	
Charge for Year		237	237	
As at 31 March 2021	<u>0</u>	<u>16,755</u>	<u>16,755</u>	
Net Book Value				
As at 31 March 2021	<u>0</u>	<u>709</u>	<u>709</u>	
As at 31 March 2020	<u>378,455</u>	<u>946</u>	<u>379,401</u>	
8 Debtors			2021	2020
			£	£
Trade Debtors			0	4,375
Sundry Debtors			2,853	
Prepayments			189	628
			<u>3,042</u>	<u>5,003</u>
9 Creditors: amounts falling due within one year			2021	2020
			£	£
Trade Creditors			83	260
Social Security Costs and Taxes			2,031	2,025
Income Received in Advance			0	4,104
Accrued Expenses			1,322	887
			<u>3,436</u>	<u>7,276</u>

HOME-START SOUTH WORCESTERSHIRE
NOTES TO THE STATEMENT OF FINACIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

10 Movement in Funds

	Balance 1 April 2020 £	Net Fund Movement £	Fund Transfers £	Balance 31 Mar 2021 £
Unrestricted Funds				
General Funds	2,752	-6,124	219,229	215,857
Property Maintenance and Development Fund	351,683	-132,454	-219,229	0
Operating Fund	43,500			43,500
	<u>397,935</u>	<u>-138,578</u>	<u>0</u>	<u>259,357</u>

Net movement in funds, included in above are as follows:

	Incoming Resources £	Resources Expended £	Movement in Funds £
Unrestricted Funds			
General Funds	28,092	34,216	-6,124
Property Maintenance and Development Fund			0
	<u>28,092</u>	<u>34,216</u>	<u>-6,124</u>

11 Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.