

**Charity registration number 1108057**

**Company registration number 05135567 (England and Wales)**

**HOME-START MEDWAY LIMITED**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# HOME-START MEDWAY LIMITED

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mrs S Bolland, Chair Ms I Jeffrey, Treasurer Mrs D Sargent Miss C M Jamieson Mr J Harman Ms R Wray	(Appointed 16 March 2022)
<b>Charity number</b>	1108057	
<b>Company number</b>	05135567	
<b>Registered office</b>	Star House Star Hill Rochester Kent ME1 1UX	
<b>Independent examiner</b>	Crossley Financial Accounting Star House Star Hill Rochester Kent ME1 1UX	

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# HOME-START MEDWAY LIMITED

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# HOME-START MEDWAY LIMITED

## CHAIRMAN'S STATEMENT

**FOR THE YEAR ENDED 31 MARCH 2022**

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It is with great pleasure I am once again presenting the Chair's report for Home-Start Medway.

As with all voluntary sector organisations in the current climate this year has brought financial challenges but the project and the Trustees have continued to provide an outstanding and valuable service. We are still working with local partners to support work for children affect by Covid. The record of finances is within the Treasurer's report.

This year the financial fitness service has gone from strength to strength and hopefully will continue to do so. This service supports families through financial difficulties and is invaluable to those who have used the service. We still have Pop and Play which we are hoping will expand in the next year in negotiation with other agencies.


We have increased our work with the Army families by piloting the service in Maidstone I'm sure this will be just as successful.

The domestic abuse support services and our work with young parents continues and is well received. As always the core of our work is the contact with families which without our volunteers would not be possible. There are a number of volunteers who have been with us many years. The time all the volunteers spent with families offering support and assistance is always overwhelming, when we see the monthly figures.

During the year our new CEO has established her role and we have recently appointed a Manager. This year has seen a number of staff changes but we are looking forward to developing the service going forward.

We have also had Trustee changes due to retirement and change of roles.

Going forward we hope that the service continues developing and recreating itself around the need of families in Medway.



Mrs S Bolland  
Chairman

Date: 28/11/22

# HOME-START MEDWAY LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2022**

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The trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 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 2019)".

### **STRUCTURE, GOVERNANCE AND MANAGEMENT CONSTITUTION**

The company is a charitable company limited by guarantee and has been in operation for 30 years.

The company is constituted and is a registered charity number 1108057.

The principal objective of the company is to recruit and train volunteers who are usually parents themselves to visit families at home with at least one child under five and offer them informal, friendly and confidential support.

### **METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum and Articles of Association. One third of the board retire by rotation, by reference to those who have been longest in office since their last election, together with any members of the board who have been appointed to fill a casual vacancy since the last annual general meeting.

### **RISK**

### **MANAGEMENT**

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that the policies, systems and procedures are in place to mitigate our exposure to the major risks.

The Board of Trustees will clarify annually the level of known financial liability it carries so that policy and operational actions can be implemented.

### **OBJECTIVES AND ACTIVITIES POLICIES**

### **AND**

### **OBJECTIVES**

Home-Start helps to improve the life chances of children by supporting their parents and carers at difficult times. In particular Home-Start offers emotional and practical support as well as friendship to parents with at least one child under the age of five. The organisation gives families support by assisting them to identify what family and child centred issues are a problem in their lives and how they can get help. This is done at an initial visit, with regular follow ups to review progress and determine to what extent Home-Start is making a difference and how other resources may be accessed to improve the family's circumstances.

# HOME-START MEDWAY LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### ACHIEVEMENTS AND PERFORMANCE

#### Our Vision:

Home -Start Medway has been working with local families for the last 35 years. We are an independent voluntary organisation with a vision that; Every parent has the support they need to give their children the best start in life, as childhood cannot wait.

#### Our Ambition:

- Help parents in Medway grow in confidence
- Help parents strengthen their relationships with their children
- Widen their links within the local community

#### What we want to achieve:

- All children in Medway will have the opportunity to achieve their full potential
- All children in Medway will feel safe in their home environment
- To drive greater awareness of Home-Start and it's services throughout the Medway area
- To offer a greater range and diversity of volunteered services

#### Services we currently offer:

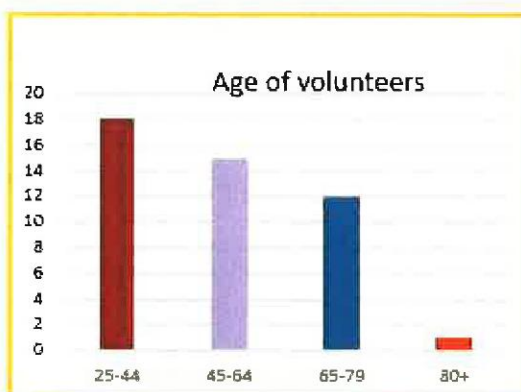
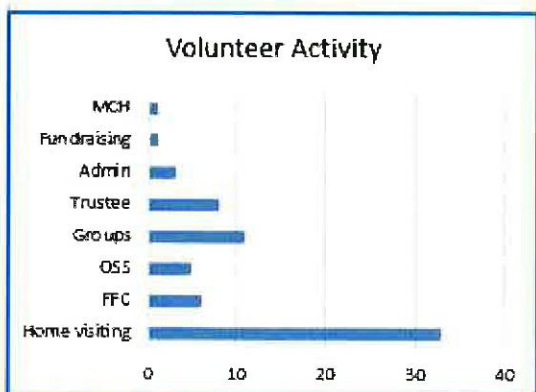
1. Home Visiting through a network of volunteers
2. Financial Fitness Support
3. Group support
4. 1-1 support and groups for our forces families
5. Domestic Abuse Support
6. Crisis support via REAP (Restoration, Empowerment, Action, Purpose)

#### Our team:

Our team currently consists of 9 paid members of staff and 40 volunteers (including 6 Trustees).

#### Volunteers:

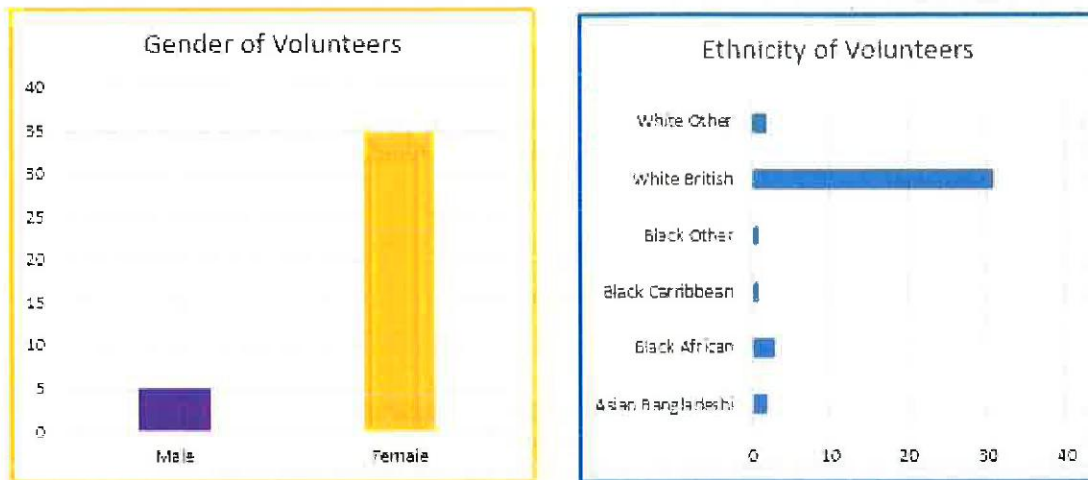
As of 31.03.22, we have **40** Active Volunteers, supporting Home-Start Medway to deliver services across Medway. Roles include Trustees, Home Visiting, Financial Fitness Champions, Admin, Group Support, One Stop Shop meet and greet.



# HOME-START MEDWAY LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022



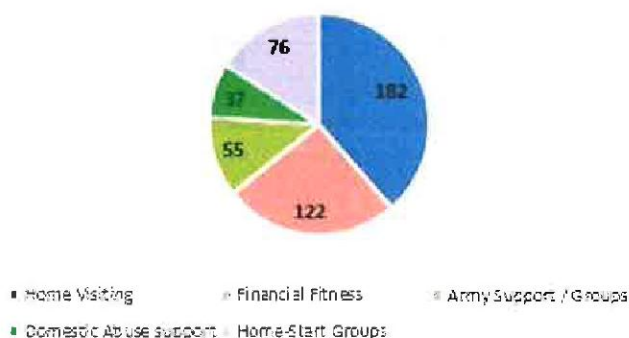
We found that our number of volunteer numbers was impacted negatively due to the pandemic. Many volunteers decided that they were unable to continue volunteering for us due to the nature of the support that they offered (face to face support in the home). Others were unable to continue due to their own health concerns. We are working hard to rebuild volunteer network – we have been actively advertising and promoting the opportunities through Indeed and our social media networks. This has led to 26 enquiries since 01 March, 8 of whom have already attended an information session and are in the process of applying to volunteer with us.

All volunteers are subject to a DBS check and references to ensure that they are suitable for the role. We provide full training which is delivered using a hybrid approach. This consists of 8 hours on-line training and 8 hours face to face training. The content of this training includes; our Home-Start approach, family life, boundaries, commitment, communication and listening, confidentiality, safeguarding, personal safety alongside information about the additional services the volunteers can signpost to within Home-Start. Volunteers are provided with regular supervision with a Volunteer Co-ordinator and we hold regular Volunteer support group meetings throughout the year, during which we offer provide bitesize training and support.

During the height of the pandemic, we continued to support families through our telephone befriending service – families were called once a week by a volunteer to check how they were and identify if there was any urgent support needed. This support proved invaluable to families who were very isolated during this time. It reassured them that despite the pandemic, they were not alone and we were still there to support them.

During the last year (01.04.21 - 31.03.22) we have received 472 referrals to our service. This represents a 69% increase in referrals, compared to 325 received last year. These referrals break down as follows:

Referrals Received 01.04.21 - 31.03.22



# HOME-START MEDWAY LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### Home Visiting (funded by Medway Council)

Home Visiting continues to be at the core of our Services, supporting families in Medway who have at least one child under the age of 5. The support is provided by our fully trained volunteers in the family's own home. Families are offered weekly visits for 2-3 hours, which can if needed be provided for up to 6 months, (sometimes this may be longer if a new life event occurs which impacts the family's wellbeing).

We support families in a non-judgmental way, objectives are set and agreed by the family and a review takes place to see the progress after 3 months and again at the end of the support. Our volunteers provide support to parents in many different situations, such as:

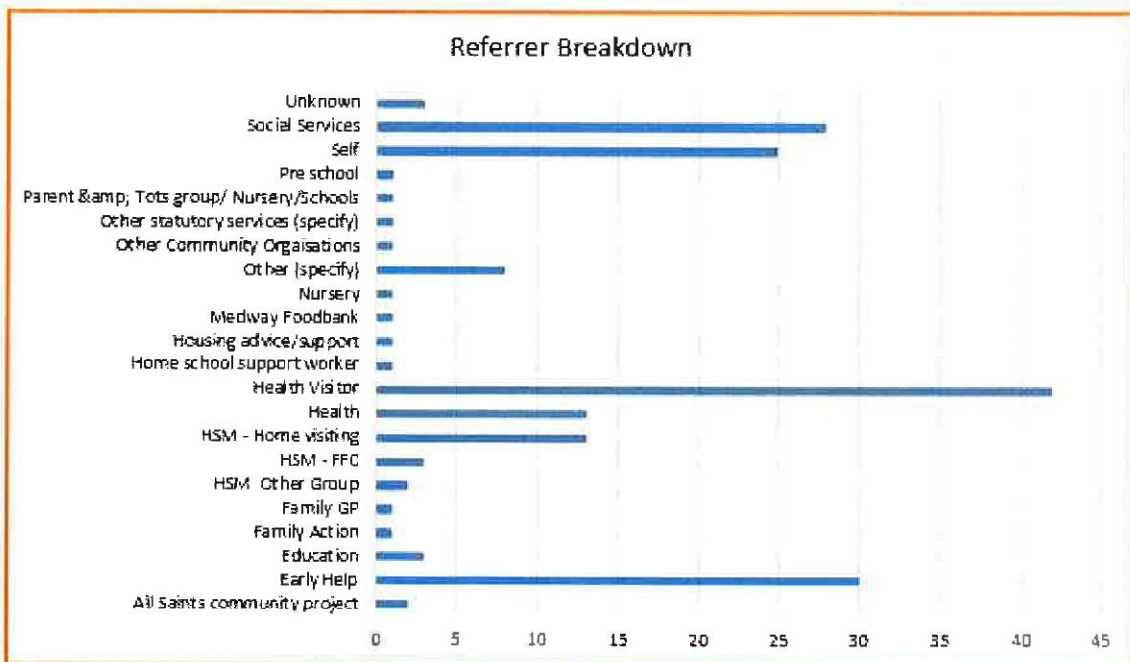
- Mental health problems
- Bereavement
- Coping with twins, triplets or several pre-school children
- Lone parenthood
- Loneliness and isolation
- Illness, and disability or special needs
- Relationship problems and those who have been victims of domestic abuse
- Dealing with a child's/children's behavioural problems
- And for those who are just finding it hard to cope

We encourage healthy eating, social interaction and support to improve parenting skills. Home-Start volunteers are local people, from all walks of life, have parenting experience and offer non-judgmental support, building families' resilience in a practical and emotionally balanced way.

We have a target with Medway Council to provide 100 families with Home Visiting support over the course of the year.

During the last year (01.04.21– 31.03.22), we have received 182 referrals for Home Visiting support. This is an increase of 63%, compared to 116 last year). This represents 624 individuals (377 children and 247 parent/ carers).

Home-start Medway are a well-known, respected and valued service within the community. We have developed effective collaborative partnerships with many stakeholders and partners. As a result, these referrals are from a large number of organisations , as demonstrated in the chart below:

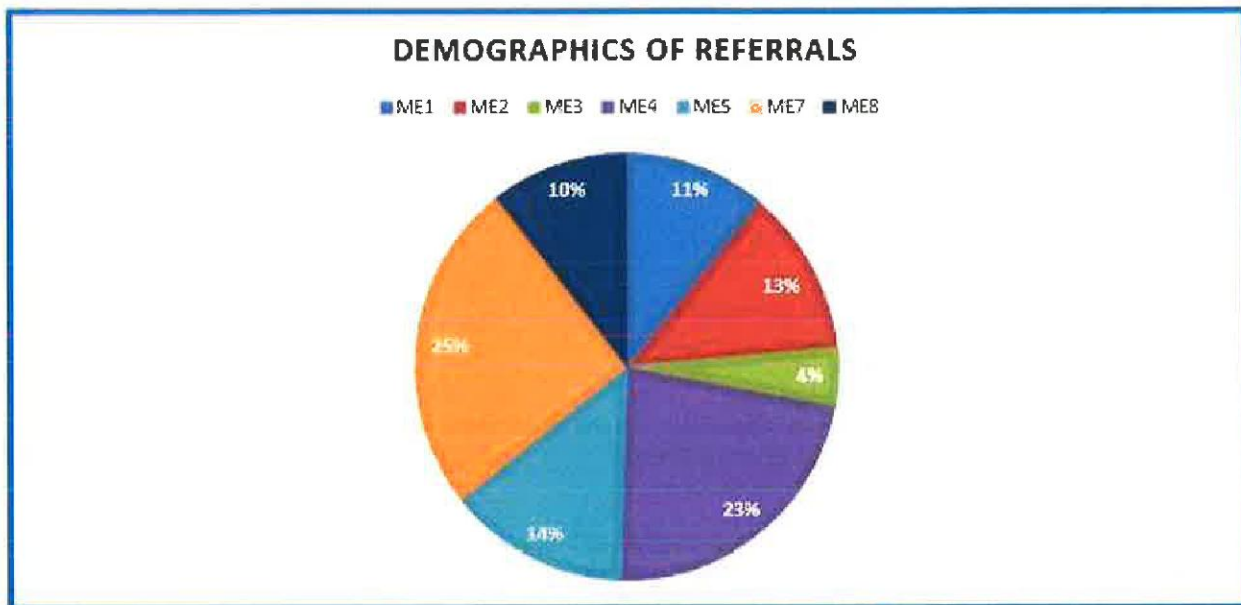


# HOME-START MEDWAY LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

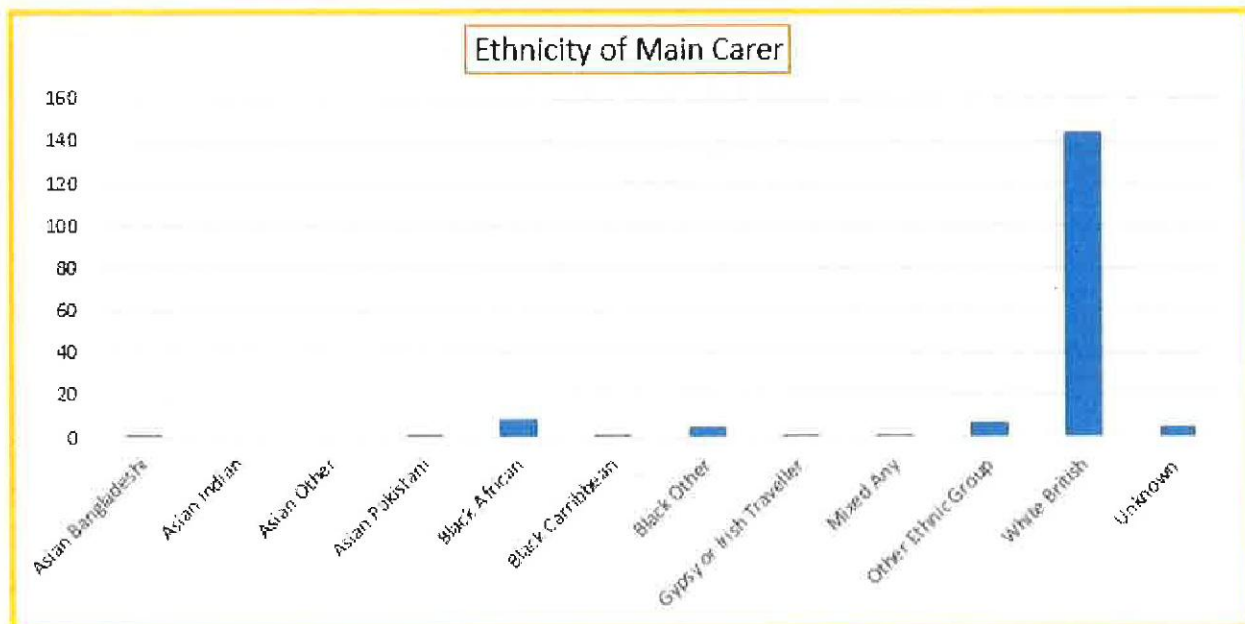
### FOR THE YEAR ENDED 31 MARCH 2022

The referrals received are from all areas of Medway as demonstrated in the chart below, however referrals from ME7 and ME4 account for 48% of all HV referrals.



#### Ethnicity of the main carer accessing services 01.04.21 to 31.03.22

The main carer was White British in 79% of families referred to the service. The remaining 21% were from a variety of diverse cultures as detailed below:



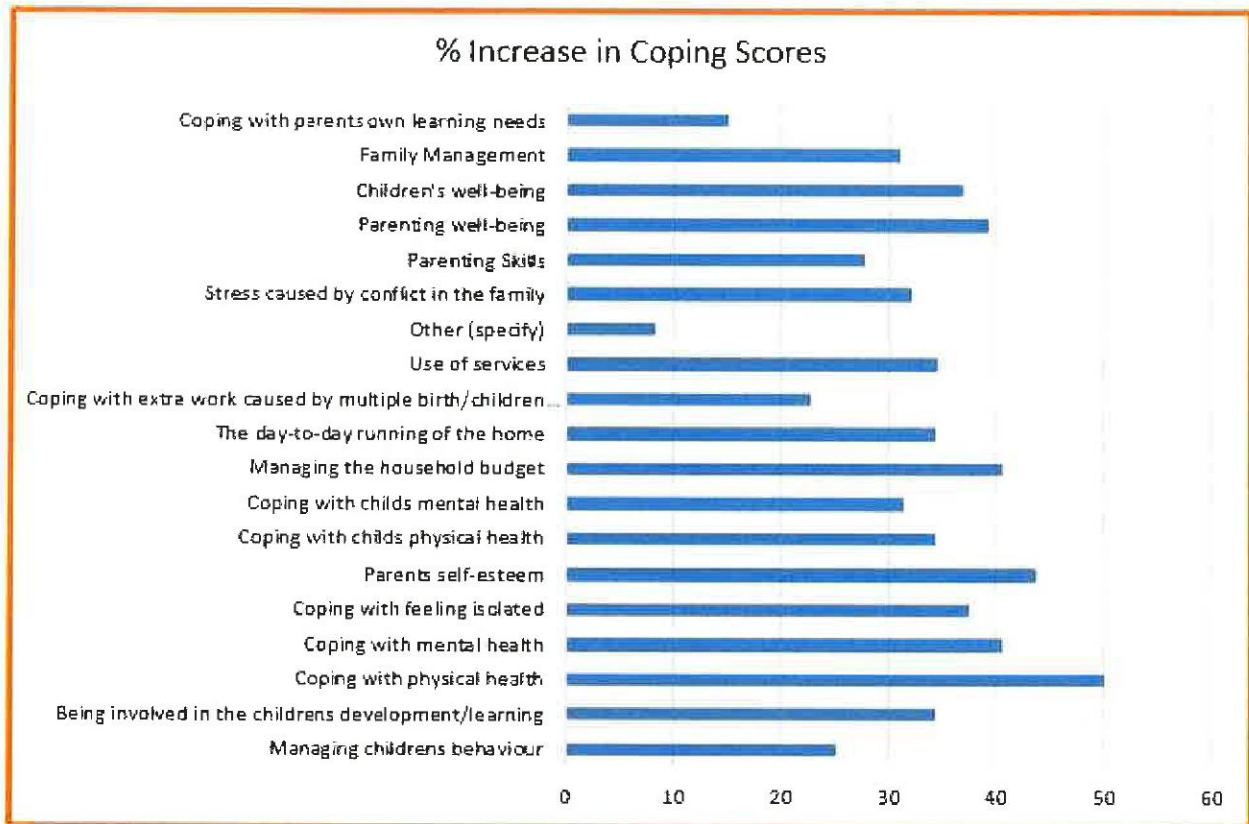
In 21 households out of the 182 families referred for Home Visiting (11%), the main carer had a disability.

# HOME-START MEDWAY LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### Outcomes of Home Visiting support:

We use Home-Start coping scores to track the journey of our families across several areas. 0 is the lowest score showing that the family are not coping in an area and 5 being coping well. We track the changes the family identify they have made during the support with the hope that we see the coping scores increase. Feedback from families that have accessed support demonstrates a % increase across all coping scores as demonstrated in this table below:



We have also received regular verbal feedback from families about the impact of the support, i.e.,

*"I want to say a massive thankyou for all of your help, support and kindness. Never once did you judge me or my situation, right back from the first time I spoke to you...I'm lucky to have had you to support me".*

*"Amazing support. Volunteer was a perfect match for my family. Volunteer communicates really well with me and makes me feel confident. She encourages me to do things, but I never feel pressured".*

As well as the support from our service, we also refer families to other services locally that can further support them with their identified areas of need. 75 referrals have been made in the last year:

Princess Project (13)	Tri tots (1)	Club Ausome (1)
Early Help (3)	Small Steps (2)	Another Home-Start (4)
Financial Fitness (26)	Skinner Street Angels (14)	Kent Fire & Rescue (2)
Foodbank (1)	Wonderfully Made (2)	Megan CIC (3)
Free cakes (2)	Medway Together (1)	

**Financial Fitness (Funded by the National Lottery)**

# HOME-START MEDWAY LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

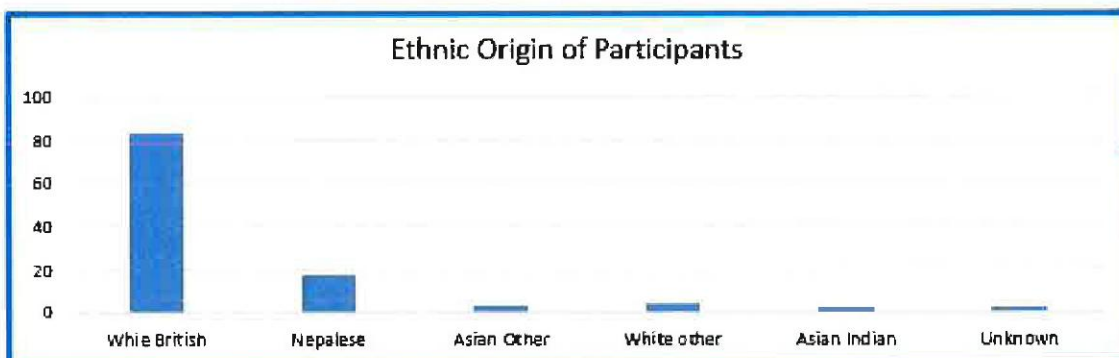
### FOR THE YEAR ENDED 31 MARCH 2022

During the last year, despite the challenges of a global pandemic, we have delivered our planned groups for the spouses and children of serving Army Personnel from 1 RSME Brompton Barracks and 36 Engineer Regiment. The key purpose of this funding was to continue to offer 3 group sessions per week (term time) for families to attend. (We purposely avoid school holidays as families will often travel to visit their extended family members during this time with their spouses). We were in the fortunate position that these groups were already established and as such this funding allowed us to focus on continuing delivery of groups that families reported they enjoyed, enabled them to increase their social networks and peer support and supported their child/ren's development.

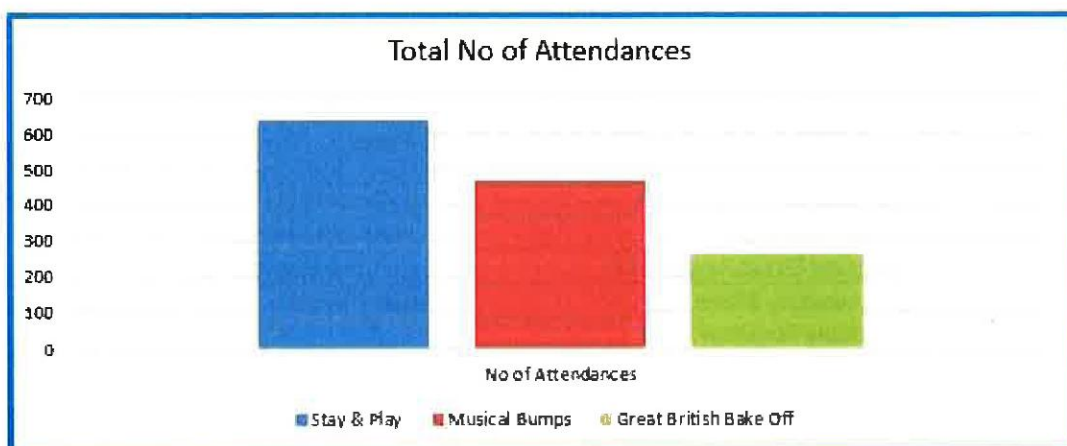
The groups are supported by our Army coordinator and volunteers who offer practical and emotional support alongside signposting to other services. We signpost families either internally through our Home-start branch where families can additionally access support around domestic abuse, financial fitness and home-visiting, or externally to services such as Early Help and Housing. This extended provision supports parents to cope with the impact of family life and it's associated pressures.

All of the services that we have delivered to families over the last year have been from the Community Centre at Brompton Barracks. The Community Centre boasts a large hall, outside play area and a kitchen which enables the delivery of a variety of services for the Army Community that it serves. A Memorandum of Understanding is in place which outlines the support that the Army Welfare Service (AWS) will offer and the expectations of Home-Start whilst using the facilities on site. A member of staff from the AWS supports our Army Co-ordinator to facilitate the groups. The groups are also supported by Home-Start volunteers who help to set up the sessions, support with supervision of the activities, provision of a healthy snack and clearing away at the end.

The Army families based at the Barracks are primarily White British, but there is a small Nepalese Community and a few families of dual heritage. We have managed to engage with a diverse range of adults / children which mirrors the demographic of the Army Community it serves.

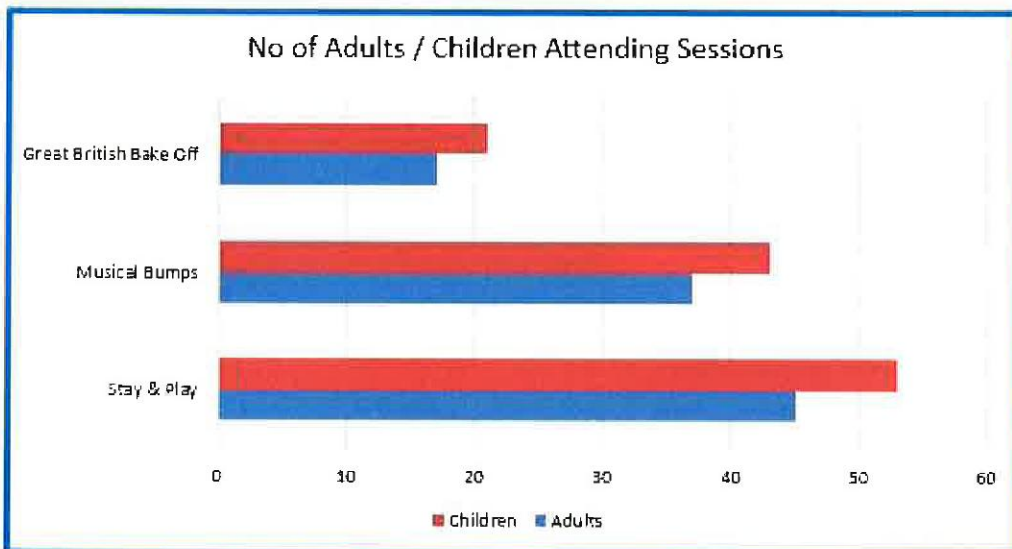


In total, we have provided 85 sessions for our Army Community during the last year, which has accumulated in a total of 1365 attendances, (53 adults with 59 children).



# HOME-START MEDWAY LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022



There are reduced attendances at some of the sessions as Great British Bake Off is limited to a total number of 8 families and Musical Bumps is limited to 10 families. These limitations are to ensure that the participants gain maximum value from the sessions. To ensure that all families have equitable access to these groups, the Army Co-ordinator operates a rotational booking system.

### Stay and Play:

This group aims to provide a variety of activities for the children to explore with their parent. The activities aim to provide children with enriched learning experiences that develop their gross and fine motor skills, support speech and language development and encourage social and emotional development. We ensure that activities are different each week to ensure that the children maintain their interest and further develop their skills. We have introduced a sensory area within this session at the request of attending parents, particularly those with young babies. We have soft play equipment that can be used to further support children's gross motor skills. We also have access to an outside space and encourage the children to access the scooters and bikes provided to explore this area. During every Stay and Play session we encourage all of the children to sit down and enjoy a healthy snack with their parents and peers. This often leads to children trying different foods to those that they would eat at home.

In total we delivered 31 Stay and Play sessions during the last year. These groups were attended by 45 Adults and 53 Children (a total of 635 attendances), demonstrating that these individuals attended the sessions multiple times further reducing their isolation and offering them the opportunity to build meaningful relationships and support networks with their peers.



*'This has helped me to get out of the house and to get to know new people. It has also helped with my little girl's confidence after the lockdown.'*

# HOME-START MEDWAY LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

*'Groups and meetings like this have helped me in ways I never thought possible...it's helped me to keep a routine...it's helped me to focus...to take a breather from every day life and to live.'*



*'Post covid having a place to come together and learn new skills while my child learns to socialise with others and develop her personality'*



#### **'The Great Brompton Bake-Off'**

These cooking sessions allowed families to engage with each other and meet new friends through the fun activity of baking. Delivered in 6 week blocks, each week families were provided with the ingredients and a recipe sheet to follow with their child/ren. The children would be so proud of their creations by the end of the course. All children finished with a gifted personalised t towel to take home with them to remember their achievements. Not only did the children gain a lot from these sessions, but also the parents too, with feedback such as:



*'I suffer with anxiety and PTSD...baking with my children allowed me to gain control. We had fun, laughed and made some great memories.'*

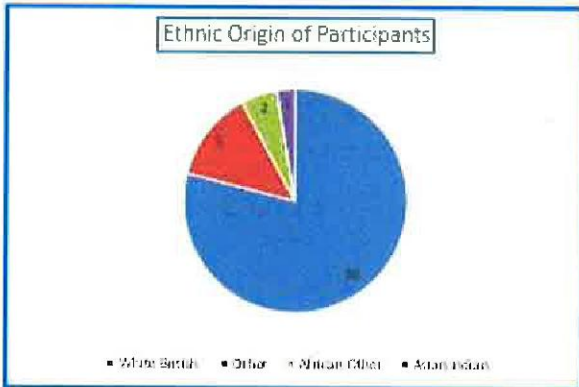
*'Having the support of others during tough times has been really helpful for my mental well-being.'*



# HOME-START MEDWAY LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

During the last year we delivered these sessions 22 times, they were attended by 17 Adults and 21 Children, with a total of 260 attendances.



### Musical Bumps

These weekly music sessions for families sought to encourage children's speech and language acquisition through music and rhyme. The children were provided with a selection of instruments, scarves and music props to encourage their participation and engagement. Parents/Carers were encouraged to sing along with their child/ren using the instruments, providing an opportunity for them to bond with their child and learn new songs to sing together at home.

During the year we have delivered 32 sessions of musical bumps, which have been attended by 37 Adults with 43 Children, accumulating an attendance of 470.

*This group has really helped especially during lockdown, getting us all out of the house, being part of a community and making friends!*

*My child enjoys coming, each week she learns new songs and great for interacting!*



# HOME-START MEDWAY LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### Delivering services during a global pandemic

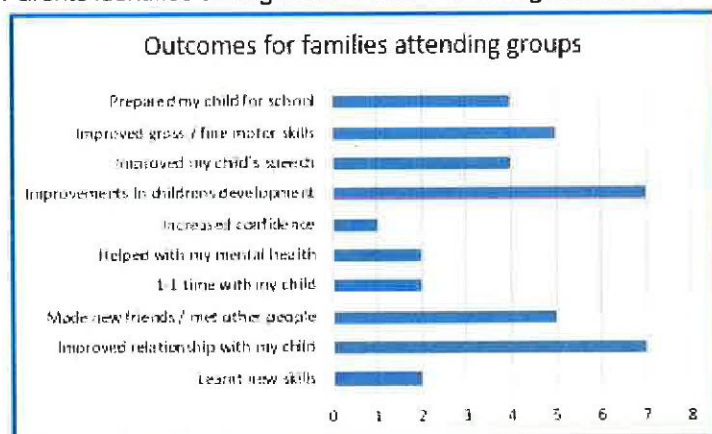
These groups have proved to be particularly impactful for families who have given birth during Covid as they have had limited interaction and assistance from immediate friends and family. Due to the pandemic we had to change our delivery methods to ensure that we were able to continue delivering services to these families in line with Government guidance. We developed a partnership with our local Adult Education provider and Public Health representatives to deliver virtual cooking groups, 'Little Chefs'. These proved very successful and enabled us to meet the Public Health agenda whilst delivering fun and engaging sessions. Families joined the staff on-line to partake in virtual cooking groups using the recipes and ingredients provided.

Despite the challenges of the pandemic, we have learnt that even virtual groups can offer an opportunity for families to still feel connected with others, preventing isolation. This is now another medium through which we can engage with our families.

#### Feedback from families

We have collated feedback forms from parents that have attended our sessions. Parents have made many impactful statements about how these groups have supported their child/ren's development and socialisation, along with the benefits for themselves. Parents reported that participating in the groups has helped them with their own mental health, has improved their relationship with their child/ren and has extended their social networks and peer support. I have included throughout this report some of the Quotes made by parents on their feedback forms.

Parents identified through feedback the following benefits of attending the groups:



As well as the expected outcomes, parents also identified that the groups have significantly supported their child/ren's development. This was particularly the case for the Music sessions, from which parents stated that they had seen improvements in their child's fine and gross motor skills as well as their language acquisition. Attendees also felt that the sessions had supported their child in readiness for School. 7 parents who completed feedback forms stated that the groups had improved their relationship with their child.

#### Home-Start Groups:

Our Area Co-ordinators with the support of volunteers have delivered regular group sessions for Home-Start families. These are delivered during term time with a view to offer families an exit strategy from Home-Visiting support. 76 families were referred for group support during the last year. The groups are now delivered from Medway Council's Children and Family Hubs. This then introduces families to the universal services that are available to support them, ensuring that they are able to sustain the positive changes that they have made.

Pop n Play - 53 parents with 68 children attended these sessions

All Sorts – 14 parents with 20 children

Little Explorers – 19 parents with 26 children attended these sessions.

# HOME-START MEDWAY LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### Domestic Abuse Support (Funded by Children in Need)

We offer specialised support for families with a child under five who are experiencing low/medium Domestic Abuse or who have experienced Domestic Abuse historically, including those who have fled to Medway. We have a dedicated Domestic Abuse Co-Ordinator who supports these families directly. 37 families were supported by this worker during the last year.

Within this support, parents are offered weekly visits for up to 6 months to address areas of identified needs which can include; Home visiting, Financial Fitness, Groups, help to attend the One Stop Shop for specialist advice and safety planning, access to an interpreter, trips and additional help with hardship and crisis through our REAP project. Through our partnership working with REAP and other local charities the DA co-ordinator oversaw delivery and/or signposting for our DA families to hardship support including Fare Share food, hygiene products and made successful bids for small grants for white goods and clothes for children e.g., school uniform and winter coats.

Our DA Co-ordinator will also work closely with other organisations that provide support to DA victims. This ensures that families receive support to court, access to specialist advice and provision of safety equipment as needed such as door bars.

*"Thankyou to you and your team for all the support that you have given me over the last year. I am so grateful for the guidance and help. I still have a long way to go but your support made a big difference".*

*"I want to say a massive thankyou for all your help and support and your kindness. Never once did you judge me or my situation, right back from the first time I spoke to you...I am lucky to have had you support me".*

### Home-Start Medway Profile

We have significantly developed our presence on social media platforms over the last year. We have our own Facebook page (1179 followers), twitter account (499 followers) and Instagram page (460 followers).

We continue to have promotional events throughout the year where we celebrate the work of the Organisation and give thanks to the grant providers including Medway Council, as without this support, we would not be able to complete this vital work in our Community. At Christmas (2021) we were very proud to be presented (finally) with the Queens Award for Volunteering. The award was actually won the year before but we were unable to have the presentation due to the Pandemic. The award was presented by Her Majesty's Lord-Lieutenant of Kent, The Lady Colgrain. This event was attended by many dignitaries including; the local Mayor Jan Aldous, her consort Tony Aldous and the Wing Commander Peter Gilbert, a deputy lieutenant of Kent.



# HOME-START MEDWAY LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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### FUNDRAISING

### ACTIVITIES/INCOME

### GENERATION

Medway Council provided the funding for the 'Core' home visiting support of families. The continuation of this funding is on a three months basis, with three months' notice required.

The Financial Fitness Champions Project is currently in the second year of 3- year funding through The National Lottery Community Fund (Big Lottery).

We have 1 years funding from the Army Covenant Fund to work with Army families.

Specialist Domestic Abuse service for families who have been or are experiencing low/medium Domestic Abuse is in the final year of 3 year funding through BBC Children in Need.

The REAP project is in the final year funded by The Big Lottery Fund tackling Hardship and crisis.

Small covid grants have been received from Kent Community Foundation, The Big lottery Awards for All, Coop Local Community Fund, Fareshare, Home-Start UK, Asda Community Fund and Tesco Community Cooks. These have funded new and additional services and projects during covid.

Fundraising from local businesses and members of the community provides raffle prizes used in events, activities and support for the families.

As a Charity, income generation is always a focus of attention by the Trustees, because of the limited access to alternative sources of funds. The Trustees will continue to explore ways and means of acquiring extra income, for the purpose of meeting the annual service plan in aid of the families and children assisted by Home Start Medway.

### FINANCIAL REVIEW RESERVES POLICY

The Board of Trustees has set a Financial Reserve Policy which states that:

- Reserves are maintained at a level which ensures that Home-Start Medway organisation's core activity could continue during a period of unforeseen difficulty.
- A proportion of reserves be maintained in a ready realisable form.

At the end of the financial year £42,200 was held for ongoing liabilities including state redundancy payments, office equipment on lease, utilities and accountancy fees.

The Board of Trustees, who are members of the community who bring with them their own varied specialist skills, have overall responsibility for ensuring that the company has an appropriate system 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 company and enable them to ensure that the Financial Statements comply with the Companies Act 2006.

# HOME-START MEDWAY LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### PLANS FOR THE FUTURE FUTURE DEVELOPMENTS

It remains that the Trustees have in place on going arrangements for monitoring services via regular reports to the Board. Through discussions with staff and representatives of volunteers, the Board engages in the operational activities of Home Start Medway and reviews the organisation's policies and procedures that are timetabled for scrutiny at frequencies appropriate to the issues under consideration.

Home Start Medway complies with the national quality assurance scheme. The Trustees have devised a fundraising and promotional strategy set out in a new Strategic Plan. Promotional events will inform interested parties of the excellent value for money services delivered by Home Start Medway. Effective communication with stakeholders is essential to maintain the support of partner organisations and the community in which Home Start Medway works. In a multi agency environment it is essential to have trust and a clear understanding of purpose. This openness and accountability is a strategic approach at the centre of the Board's decision making process, considered fundamental to the success of the Charity's work.

### TRUSTEE'S RESPONSIBILITIES STATEMENT

The trustees, who are also the directors of Home-Start Medway Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

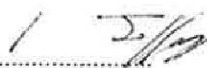
Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate 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 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.

The trustees' report was approved by the Board of Trustees.

  
.....  
**Ms I Jeffrey, Treasurer**  
Trustee  
Dated: 21/12/22.....

# HOME-START MEDWAY LIMITED

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF HOME-START MEDWAY LIMITED

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I report to the trustees on my examination of the financial statements of Home-Start Medway Limited (the charity) for the year ended 31 March 2022.

#### Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Association of Chartered Certified Accountants, which is one of the listed bodies.

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



**Sally Meah BA Hons FCCA**  
**Crossley Financial Accounting**

Star House  
Star Hill  
Rochester  
Kent  
ME1 1UX

Dated: 7 December 2022

# HOME-START MEDWAY LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
<b>Income from:</b>							
Donations and legacies	2	19,566	258,624	278,190	85,686	241,935	327,621
Investments	3	77	-	77	101	-	101
<b>Total income</b>		<b>19,643</b>	<b>258,624</b>	<b>278,267</b>	<b>85,787</b>	<b>241,935</b>	<b>327,722</b>
<b>Expenditure on:</b>							
Resources expended on managing and administering the charity	4	17,534	209,926	227,460	12,759	208,591	221,350
Other	7	-	638	638	-	-	-
<b>Total expenditure</b>		<b>17,534</b>	<b>210,564</b>	<b>228,098</b>	<b>12,759</b>	<b>208,591</b>	<b>221,350</b>
<b>Net income for the year/ Net movement in funds</b>		<b>2,109</b>	<b>48,060</b>	<b>50,169</b>	<b>73,028</b>	<b>33,344</b>	<b>106,372</b>
Fund balances at 1 April 2021		224,425	128,685	353,110	151,397	95,341	246,738
<b>Fund balances at 31 March 2022</b>		<b>226,534</b>	<b>176,745</b>	<b>403,279</b>	<b>224,425</b>	<b>128,685</b>	<b>353,110</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# HOME-START MEDWAY LIMITED

## STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	8		8,574		13,655
<b>Current assets</b>					
Debtors	9	207		44,708	
Cash at bank and in hand		458,342		313,636	
		<u>458,549</u>		<u>358,344</u>	
<b>Creditors: amounts falling due within one year</b>	10	(63,844)		(18,889)	
Net current assets			394,705		339,455
<b>Total assets less current liabilities</b>			<u>403,279</u>		<u>353,110</u>
<b>Income funds</b>					
Restricted funds	12		176,745		128,685
<u>Unrestricted funds - general</u>					
Designated funds	13	42,200		42,200	
General unrestricted funds		<u>184,334</u>		<u>182,225</u>	
			226,534		224,425
			<u>403,279</u>		<u>353,110</u>


The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 2/12/22



Ms I Jeffrey, Treasurer  
Trustee

Company registration number 05135567

# HOME-START MEDWAY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 1 Accounting policies

##### Charity information

Home-Start Medway Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Star House, Star Hill, Rochester, Kent, ME1 1UX. The charity's business office address is Canterbury Street Gillingham Kent ME7 5TP.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

# HOME-START MEDWAY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 1 Accounting policies

(Continued)

##### 1.3 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

There is one exception to the above in relation to grant income. The Charity has departed from the SORP and deferred grant income which does not meet the criteria, it is considered beneficial to match the income with the costs for the readers of our accounts. If the charity was to apply the SORP there would be an additional £38,938 of grant income.

For legacies, entitlement is taken as the earlier of the date on which either: the company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the company, or the company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

##### 1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

# HOME-START MEDWAY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 1 Accounting policies

(Continued)

##### 1.5 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold land and buildings	5 years straight line
Computer equipment	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

##### 1.6 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

# HOME-START MEDWAY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 2 Donations and legacies

	Unrestricted funds general 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds general 2021 £	Restricted funds 2021 £	Total 2021 £
Donations and gifts	19,566	258,624	278,190	85,686	241,935	327,621
<b>Donations and gifts</b>						
Donations	-	-	-	15,572	-	15,572
Medway Council and Medway PCT	-	126,439	126,439	-	97,127	97,127
Financial Fitness Grant	-	76,825	76,825	-	81,550	81,550
REAP	-	4,134	4,134	-	14,058	14,058
Children in Need Grant	-	25,976	25,976	-	23,700	23,700
ABF The Soldier Groups	-	19,000	19,000	-	-	-
MCH	-	6,250	6,250	-	-	-
Other	19,566	-	19,566	70,114	10,000	10,000
	19,566	258,624	278,190	85,686	241,935	327,621

### 3 Investments

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Interest received	77	101

# HOME-START MEDWAY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 4 Resources expended on managing and administering the charity

	2022 £	2021 £
Staff costs	149,867	161,109
Depreciation and impairment	4,443	4,436
Telephone/IT costs	10,383	4,449
Office expenses	41,752	35,846
Staff expenses	505	30
Cleaning	459	483
Insurance	1,217	1,146
Licence fee	5,899	4,820
Volunteers	7,977	4,442
Training	1,495	1,286
Labour costs	-	45
Accountancy and bookkeeping	3,463	3,258
	<u>227,460</u>	<u>221,350</u>
	<u>227,460</u>	<u>221,350</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	17,534	12,759
Restricted funds	209,926	208,591
	<u>227,460</u>	<u>221,350</u>

### 5 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 6 Employees

The average monthly number of employees during the year was:

2022 Number	2021 Number
<u>9</u>	<u>9</u>

# HOME-START MEDWAY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

6 Employees	(Continued)	
Employment costs	2022	2021
	£	£
Wages and salaries	138,040	147,475
Social security costs	8,374	7,687
Other pension costs	3,453	5,947
	<u>149,867</u>	<u>161,109</u>

No employee received remuneration amounting to more than £60,000 in either year.

There were no employees whose annual remuneration was more than £60,000.

7 Other	Restricted funds	Total
	2022	2021
	£	£
Net loss on disposal of tangible fixed assets	638	-
	<u>638</u>	<u>-</u>

8 Tangible fixed assets	Leasehold land and buildings	Computer equipment	Total
	£	£	£
<b>Cost</b>			
At 1 April 2021	16,505	15,517	32,022
Disposals	-	(6,083)	(6,083)
At 31 March 2022	<u>16,505</u>	<u>9,434</u>	<u>25,939</u>
<b>Depreciation and impairment</b>			
At 1 April 2021	7,425	10,943	18,368
Depreciation charged in the year	3,300	1,143	4,443
Eliminated in respect of disposals	-	(5,446)	(5,446)
At 31 March 2022	<u>10,725</u>	<u>6,640</u>	<u>17,365</u>
<b>Carrying amount</b>			
At 31 March 2022	<u>5,780</u>	<u>2,794</u>	<u>8,574</u>
At 31 March 2021	<u>9,080</u>	<u>4,575</u>	<u>13,655</u>

# HOME-START MEDWAY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

<b>9 Debtors</b>		<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>			
Prepayments and accrued income		207	44,708
		<u>          </u>	<u>          </u>
<b>10 Creditors: amounts falling due within one year</b>		<b>2022</b>	<b>2021</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>
Other taxation and social security		2,944	2,763
Government grants	11	52,702	13,750
Other creditors		803	792
Accruals and deferred income		7,395	1,584
		<u>          </u>	<u>          </u>
		63,844	18,889
		<u>          </u>	<u>          </u>
<b>11 Government grants</b>			
Deferred income is included in the financial statements as follows:			
		<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
Deferred income is included within:			
Current liabilities		52,702	13,750
		<u>          </u>	<u>          </u>
Movements in the year:			
Deferred income at 1 April 2021		13,750	38,938
Released from previous periods		(13,750)	(38,938)
Resources deferred in the year		52,702	13,750
		<u>          </u>	<u>          </u>
Deferred income at 31 March 2022		52,702	13,750
		<u>          </u>	<u>          </u>

# HOME-START MEDWAY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 11 Government grants

(Continued)

#### 12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds						
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Medway Council	4,343	97,127	(77,320)	24,150	126,439	(102,943)	47,646
Financial Fitness	41,106	81,550	(80,591)	42,065	76,825	(62,549)	56,341
REAP	12,232	14,058	(11,978)	14,312	4,134	(3,366)	15,080
The Royal British Legion	5,927	-	-	5,927	-	-	5,927
BBC Children in Need Groups	11,219	23,700	(19,330)	15,589	25,976	(21,149)	20,416
	1,744	-	(42)	1,702	6,250	(5,089)	2,863
Medway Community Healthcare	9,114	10,000	(7,732)	11,382	-	-	11,382
Kent Community Foundation	1,708	15,500	(11,598)	5,610	-	-	5,610
Lloyds Bank Foundation	7,948	-	-	7,948	-	-	7,948
Armed Forces Grant	-	-	-	-	19,000	(15,469)	3,531
	<u>95,341</u>	<u>241,935</u>	<u>(208,591)</u>	<u>128,685</u>	<u>258,624</u>	<u>(210,564)</u>	<u>176,745</u>

# HOME-START MEDWAY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 12 Restricted funds

(Continued)

##### Medway Council

The funding from Medway Council is so Home-Start Medway can offer home-visiting support to local families who have children under the age of five. The funding helps to pay staffing costs and the charities general expenses.

##### Financial Fitness

The Financial Fitness funding enables Home-Start Medway to provide a free service that ultimately helps families get themselves onto a level financial playing field. Reducing the stress of debt helps with all the family members' emotional wellbeing.

##### The Royal British Legion

The one year funding from The Royal British Legion is specifically for Home-Start Medway to support the Army families in the Brompton Barracks area and Ex-Army families. The funding pays for an additional member of staff and expenses attributed to this support and for recruiting volunteers from within the Army families.

##### REAP

The REAP funding enables Home-Start Medway to hire a team to support people in hardship or crisis situations.

##### BBC Children In Need

The three year funding from BBC Children In Need is specifically for Home-Start Medway to support families who have or are experiencing low level domestic abuse. Providing a new Domestic Abuse Coordinator to directly support, organise home visiting volunteers, run a peer support group and help with safety planning via the One Stop Shop.

##### Medway Community Healthcare

Supporting families in their own home around potty training, sleep behaviour and introducing solid food.

##### Groups (Kent Community Foundation, The Big Lottery Awards For All, ABF The Soldiers Charity)

Reducing isolation and increasing social interaction, supporting with parenting, improving gross and fine motor skills through messy play, promoting peer to peer and group support. Within Grey n Play our intergenerational group we are promoting strong intergenerational relationships, increasing social interaction, whilst also helping to improve mental health and supporting older people with dementia.

##### Lloyds Bank Foundation

The above restricted fund represents monies given to us by Lloyds for the delivery of groups.

#### 13 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				
	Balance at 1 April 2020	Incoming resources	Balance at 1 April 2021	Incoming resources	Balance at 31 March 2022
	£	£	£	£	£
Redundancy, lease, utility and accountancy costs	42,200	-	42,200	-	42,200
	<u>42,200</u>	<u>-</u>	<u>42,200</u>	<u>-</u>	<u>42,200</u>

At the end of the financial year trustees have agreed to designate £42,200 for ongoing liabilities including state redundancy payments, office equipment on lease, utilities and accountancy fees.

# HOME-START MEDWAY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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### 13 Designated funds

(Continued)

### 14 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	8,000	7,644
Between two and five years	5,699	13,698
	<u>13,699</u>	<u>21,342</u>

### 15 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).