

Howgill Family Centre
(A company limited by guarantee)

Trustees' report and financial statements

for the year ended 31st March 2023

Charity number: 519278

Company number: 02045632

robinson + co

Chartered Accountants

Howgill Family Centre
(A company limited by guarantee)

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HOWGILL FAMILY CENTRE
COMPANY LIMITED BY GUARANTEE

MEMBERS OF THE BOARD AND MANAGEMENT AND PROFESSIONAL ADVISERS

Registered charity name	Howgill Family Centre	
Charity number	519278	
Company registration number	02045632	
Registered office	Birks Road Cleator Moor Cumbria CA25 5HR	
Trustees	Brenda Holden	Chair
	Ian Harvie	Treasurer
	Willie Slavin	
	Geoff Toogood	
	Gwynneth Everett	
Professional Adviser	Mary Lowrey & Rick Wylie	
Howgill Interim CEO	Sarah-Jane Silvester – stepped down 26/07/23	
Howgill CEO	Faye Eldon – appointed 14/07/23	
Accountants	Robinson + co., Chartered Accountants Oxford Chambers, New Oxford Street, Workington, Cumbria	
Auditors	Saint & Co, Chartered Accountants & Statutory Auditor 12/13 Church Street, Whitehaven, Cumbria, CA28 7AY	
Bankers	National Westminster Bank plc 71 Lowther Street, Whitehaven, Cumbria, CA28 7AG	
Solicitors	Burnetts Solicitors 6 Victoria Place, Carlisle, Cumbria, CA1 1ES HFT Gough & Co 38/42 Lowther Street, Whitehaven, Cumbria, CA28 7NR	

HOWGILL FAMILY CENTRE
COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTORS' REPORT)

YEAR ENDED 31 MARCH 2023

The Trustees, who are also directors for the purposes of company law, present their report and the financial statements of the company for the year ended 31 March 2023.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

DIRECTORS/TRUSTEES

The directors of the charitable company (the charity) are its Trustees for the purpose of the charity law and throughout this report are collectively referred to as Trustees.

The Trustees serving during the year were as follows, and contribute their experience from:

Brenda Holden	Education	Appointed 12/11/2009
Ian Harvie	Private industry	Resigned 02/06/2023
Willie Slavin	Education	Appointed 30/11/2000
Geoff Toogood	Education	Resigned 14/11/2022
Gwynneth Everett	Local government	Resigned 24/07/2023
Julie Barnes	Local business	Resigned 27/06/2022

The following changes to the Board are as follows:

Ian Harvie		Resigned 02/06/2023
Amanda Watters	IT Business Manager	Appointed 24/04/2023
Gemma Leadbetter	Accountant	Appointed 08/08/2023
Emma McCarthy	Social Value Manager	Appointed 28/07/2023
Lesley Sewell	Strategic Account Director	Appointed 15/07/2023

PROFESSIONAL ADVISERS

Mary Lowrey	Appointed 11/08/2021
Rick Wylie	Appointed 28/03/2023

CHAIR'S REPORT

The past year has continued to throw up challenges for Howgill. With continued determination and resilience from the Board of Trustees and staff, we are in a more secure position to continue to support children and families in our communities. As Chair, I am deeply indebted to my colleagues across the whole organisation for their continued commitment, hard work and diligence which has been key to the success of major developments and change that have been necessary to drive Howgill forward.

Howgill Family Centre
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Trustees' Annual Report (continued)
for the year ended 31st March 2023

CHAIR'S REPORT (continued)

The past year has seen us securing our finances and continuing to deliver our full range of services. The Board of Trustees and the Management Team continue to look for all opportunities to secure further funding to enable the organisation to flourish and expand. The members of the Board have taken a number of strategic decisions to position Howgill to bid for any tenders that fit with our objectives that may arise. Local Government Reform (LGR) sees a new Cumberland Council formed and operational from 1st April 2023. We continue to be observant and involved to place ourselves in a strong position to take advantage of future developments.

A thorough and rigorous review, restructure and reorganisation of all our services, particularly in Early Years provision, has led to improved outcomes for children and families. The Early Years Learning Improvement Service have been a key partner in helping drive up standards by supporting our managers and staff and we continue to foster this important relationship.

We continue to provide services including emotional wellbeing in primary schools, family finance, speech, language and communication in Early Years and working with parents through the Transforming West Cumbria Family Wellbeing programme, Good Enough Start in Millom and Baby Basics from our base at Cleator Moor. This funding ensures that we can continue to provide these much needed services.

All the staff are dedicated to making a difference to the lives of the children and families and I would like to take this opportunity to thank them for their professionalism and commitment to ensure the children and families get the best possible experience whilst in our care.

Partnerships with a range of organisations have continued to grow and flourish. The Award of a second Bedrock Award funded through Sellafield Ltd and supported by Cumbria Community Fund means that we can continue to drive our ambitious plans forward and shape the future direction of Howgill.

During the last 12 months we have invested some of our reserves to provide additional support and training for all staff and provide quality resources for our services. We have also financially supported our Early Years services by absorbing the steep rise in the cost of maintaining and running our premises. Supporting parents who use our settings has been a priority and we have kept fees as low as possible as they cope with the rising cost of living. It is imperative that we seek new funding streams to put the organisation on a more secure footing to move our ambitious plans forward.

Several successful funding bids ensure we continue to deliver and expand our services in Copeland and support as many children and families as possible for at least the next three years. The funding has enabled us to continue with previous partnerships as well as developing new ones. Opening new horizons is an exciting prospect and we relish the opportunity to work alongside committed professionals who have shown faith in Howgill.

We rely heavily on the help from funders, who continue to support our work, especially Sellafield Ltd, Cumbria Community Foundation, Francis C Scott Charitable Trust, Copeland Community Fund, Phyllis Harney and the National Lottery. We are extremely grateful for their financial and practical support.

Howgill's services include supporting families facing financial hardship and improving the education and wellbeing of their children, both in the earliest years and within their school environments.

Howgill Family Centre (A company limited by guarantee)

**Trustees' Annual Report (continued)
for the year ended 31st March 2023**

CHAIR'S REPORT (continued)

Howgill's future success will depend on staff being extremely conscientious, committed and hard-working and we thank them for the loyalty they show and their determination to make Howgill the successful organisation it is and can be in the future. I am optimistic that their continued support as we rebuild and plan to grow Howgill again will stand us in good stead. The road ahead remains arduous but exhilarating.

As the Board of Trustees is reduced in number, we are actively seeking new Trustees to join and refresh the Board and bring a wider range of skills and expertise. This will be essential as we are at a pivotal stage of development.

One long serving Trustee Geoff Toogood resigned in November after 13 years and I would like to thank him for his invaluable contribution to the Board. Ishbel Cooke, the Howgill Manager, left to take up a post working with the homeless and we are grateful for her support during the last 2 years.

On a personal level I would like to thank my fellow Trustees for their help and support during the last year. I must express my heartfelt thanks to all the staff who have carried on working and coping so well with the challenges they face. Their commitment to Howgill has been outstanding.

Howgill Family Centre has always been an organisation that adapts to change, and we now look forward to working on new projects as they develop. We will take full advantage of any new opportunities as they occur.

The excellent links we have built up with partner organisations continues to stand us in good stead as we develop a new Howgill Family Centre and continue to support the community in whatever way we can. The future is bright.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Howgill Family Centre is a company limited by guarantee and the roles and responsibilities are laid down in the Memorandum and Articles of Association dated 12th June 1986 and amended on 9th December 2004.

Appointment of Trustees

The Board of Trustees is responsible for the organisation in all respects and are elected by all Members at the Annual General Meeting. Under the Articles of Association there is no maximum number of Trustees and the minimum number is three.

Howgill recruits Trustees as volunteers for their skills in safeguarding, education, business, legal, financial, marketing and communications, public health or social care. Trustees are sought in a variety of ways involving exploration of the field of potential candidates, including through advertising and by recommendation from service users, members and existing Trustees.

Howgill Family Centre
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Trustees' Annual Report (continued)
for the year ended 31st March 2023

FINANCIAL REVIEW AND RESERVES (continued)

The reserves policy has been established to mitigate the main financial risks facing the charity. The Trustees aim to maintain those unrestricted funds that are not committed or invested in tangible fixed assets at a level to provide working capital covering 3 to 6 months of expenditure relating to normal activities and anticipated service delivery. It is expected that, for the next few years, the level of these reserves will need to be maintained at no less than £200,000.

The Trustees consider that the charity is adequately funded to meet its current obligations.

Nursery Provision has been supported by Cumbria County Council Early Years entitlement grants, Early Years support grants, fee income and nursery grant funding.

We confirm the charity has satisfactory title to all assets and there are no liens or encumbrances on the assets, except for those disclosed in the financial statements.

The Trustees have given consideration to the major risks to which the organisation is exposed and satisfied themselves that systems or procedures are established to manage these risks.

PLANS FOR FUTURE PERIODS

Over the next 12 months Howgill's plans can be summarised as follows:

- Recruit and induct Trustees and Professional Advisers with relevant experience and expertise to strengthen the Board.
- Recruit to the pivotal role of Chief Executive Officer who will work in close collaboration with the Board of Trustees to lead our thriving and growing organisation. This position has since been filled since the year end.
- Provide managers and staff with the necessary resources and training to maximise the potential of the organisation's offer within the community by delivery of new projects supported by funding from diverse organisations.
- Manage the budget efficiently, by holding regular budget meetings and monitoring income and expenditure.
- Ensure there is a suitably qualified, well-trained workforce to deliver our plans by providing opportunities for staff to attend regular training.
- Work closely with a wide range of organisations and partners to ensure Howgill is at the heart of strategic decision making.
- Continue to look for opportunities to extend the range and scope of our services in line with current thinking and service user need and demand.
- Focus on and develop speech, language and communication in the Early Years and working with parents/carers.
- Extend emotional wellbeing services to a wider range of primary schools.
- Extend Early Years provision in Whitehaven, Mirehouse, Cleator Moor and Kells.
- Seek out opportunities to acquire new premises and provide services to more communities.
- Develop new community facilities and services in the Kells area of Whitehaven.
- Make further improvements to indoor and outdoor areas at all our premises, where funding permits.

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Trustees' Annual Report (continued)
for the year ended 31st March 2023

ACHIEVEMENTS (continued)

Howgill's deep roots in local communities provide distinctive strengths in drawing in some of the most disadvantaged families. This is reflected in the strong partnerships and relationships that have been established at all our settings and centres and which continue as we develop our new focus and direction in 2023.

Trustees view the provision of Early Years Learning for 0-4 year olds as an integral part of Howgill's offer, enabling the organisation to reinforce the support it provides that ensures children are receiving the best start, especially as they prepare to enter formal nursery education. There is great continuity in Howgill's relationship with families, which may have started at the prenatal stage and can continue as the children move towards adolescence and even into adulthood.

Specific achievements during the year to 31st March 2023 include:

- Successful applications to a number of funding bodies that provide essential business and planning support and a range of services for children and families.
- A thorough and rigorous review, restructure and reorganisation of our organisation.
- Bedrock funding and consultancy that is enabling us to restructure the organisation and begin to grow to meet the demands of community needs.
- Early Years provision which has led to enhanced status for managers and deputies in all four settings and further training opportunities for all staff.
- Strengthened our relationship with CCC Learning Improvement Service for Early Years who support our managers, deputies and practitioners.
- Continued to invest in developing our future Early Years workforce. Our settings continue to be popular and we are seeing the growing popularity of all our settings.
- Managed and delivered successful projects supported by grants and personnel from health and other funding bodies.
- Developed and secured funding to assist with our future plans to continue our key projects in support of our redesigned strategy. In common with all other charities we can only deliver services if we have the funding. This is always an ongoing priority.
- Continued the joint venture in collaboration with Riverside Housing to continue to support young people aged 16-24 and rent out the office space at the Whitehaven Foyer.
- Continued to provide a widening range of training opportunities for our staff across all teams.

FINANCIAL REVIEW AND RESERVES

As at 31 March 2023, the charity held total reserves of £516,193. The charity's current level of unrestricted free reserves (total funds less the amount held in fixed assets and restricted funds) is £230,667 which enable the organisation to continue its operational activities in the event of any further reduction or cessation of funding. This is above the targeted level of reserves.

Included in these reserves there are designated funds of £43,905 relating to Bedrock funding, leaving £186,762 of freely available general unrestricted reserves. This is expected to be spent in the next financial year. Restricted funds at the year-end totalled £225,042. Tangible fixed assets of £164,567 are held for use by the charity (unrestricted fund £60,484, restricted fund £104,083) and can only be realised by the disposal of these assets.

Howgill Family Centre
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Trustees' Annual Report (continued)
for the year ended 31st March 2023

Appointment of Trustees (continued)

We aim to assess the implications of the Charity Governance Code 2020 for our charity, and to take steps to ensure that we adopt those aspects of the Code that are relevant to us. We are aware that a number of our Trustees have been in office for an extended time, but face challenges in recruiting and retaining committed individuals to our Board in the location where we operate.

Trustee induction and training

We ensure that all new Trustees understand their responsibilities to the charity and carry out their duties based upon the principals of "Good Governance", A Code for the Voluntary and Community Sector, December 2020 and the guidance issued by the Charity Commission for England and Wales. All new Trustees undertake appropriate training.

Organisational structure

Trustees meet as a full Board at least 6 times during the year but more often should the need arise. Sub-committees and task groups of Trustees, co-opted members and management staff may be convened when appropriate and report to the Board.

Howgill's Trustees have clearly defined roles and responsibilities and there are job descriptions for all Trustees, Chair and Treasurer. However, all Trustees are encouraged to become as involved as they possibly can in the life and work of the organisation. It is so important that the Board understands fully what is involved so that they can make important strategic decisions and carry out their function efficiently.

Trustees have full responsibility for the governance and finances of the organisation. The Chair continues the overseeing of the management and operations of the organisation. The Howgill Manager, Ishbel Cooke had delegated responsibility to manage the day-to-day operations of the charity on behalf of the Trustees, to allow effective management over service delivery, finance and employment. An interim CEO, Sarah-Jane Sylvester, has been appointed and she will assist the Board in filling the permanent post. Alongside the senior managers, she provides appropriate supervision for the current key operational areas of our activities - business, Early Years provision, community financial support, and children's therapy and other support services.

At 31 March 2023, we had 39 employees, including full time, part time and bank staff.

Key management and personnel remuneration

The Trustees consider the Board of Trustees and the CEO, aided by the Management Team, as comprising the key management personnel of the charity, in charge of directing and controlling the charity and running the operation of the charity on a day-to-day basis.

All Trustees give of their time freely and no remuneration was paid in the year. Details of Trustee expenses and related party transactions are disclosed in notes 13 and 24 to the accounts.

Howgill Family Centre (A company limited by guarantee)

**Trustees' Annual Report (continued)
for the year ended 31st March 2023**

Key management and personnel remuneration (continued)

The pay of the charity's senior Management and staff is reviewed annually and assessed in accordance with average earnings. All staff are paid at least the Living Wage as set by the Government. The remuneration is also benchmarked with charities of a similar size and activity to ensure that the remuneration set is fair and not out of line with that generally paid for similar roles.

Partnership

In line with Howgill's objectives, many of the initiatives that are developed and delivered gain from the involvement and support of other charitable, voluntary, and public sector bodies, including schools, colleges and universities, as well as commercial businesses. This can be in the form of co-working, mutual support and direct funding.

Charities and organisations who have worked in partnership with Howgill during the last year include: Sellafield Ltd, Jim Bowers Foundation, Copeland Borough Council, Cumbria County Council, Copeland Community Fund, Cumbria Community Foundation, Francis C Scott Charitable Trust, National Lottery, Love Barrow Families, Together We Can CIC, Phyllis Harney Trust, Elected mayor of Copeland Mike Starkie, North Lakes Foodbank, Tesco, Buttie Trust, Cumbria CVS, Citizens Advice Bureau, Nuclear Decommissioning Agency (NDA), University of Central Lancashire (UCLan), Social Enterprise Acumen, Whitehaven, Egremont & District Credit Union, Police and Crime Commissioner, CADAS, Phunky Foods, Cumbria Youth Alliance, Inspira, Dioceses of Carlisle and Lancaster, Lakes College West Cumbria, Young Cumbria, Riverside Housing Association, The Whitehaven Foyer, South Whitehaven Youth Partnership, Baby Basics, Phoenix Youth Centre, University of Cumbria, Whitehaven Harbour Youth Project, Cumbria Partnership NHS Foundation Trust, West Cumbria Child Poverty Forum, Barnardo's, North Cumbria Integrated Care NHS Foundation Trust, West Cumberland Hospital, the Hadfield Trust and many local schools, too numerous to mention individually.

Risk Assessment

A lack of critical leadership and its effect throughout the whole organisation, as well as maintaining the funding necessary for Howgill to meet its objectives, are the main risks to the charity. Long term funding and maintaining appropriate staffing levels in a climate of local and national recruitment and retention difficulties is challenging but we have retained and recruited to maintain full staffing levels across the organisation.

Ongoing recruitment to the Board of members with specific skills, experience and expertise and seeking corporate input are critical to continue to strengthen the governance of the organisation. We are actively working with partners to address this critical area which is one we share with many other organisations.

During the last financial year, we have kept under constant review the services presently provided and those that are essential for the future direction of the organisation. New services are now being delivered and we identify and review on a regular basis those services that are most needed and where we are in a strong position to make a significant contribution to the wellbeing of our local families.

Howgill Family Centre
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Trustees' Annual Report (continued)
for the year ended 31st March 2023

OBJECTIVES AND ACTIVITIES (continued)

We are dedicated to providing high quality services open to external inspection, evaluation and assessment. Premises and activities are registered with Ofsted where appropriate. Distinctive services provided by Howgill to children and families are based on trusting relationships.

Our Early Years provision has continued at our settings at Catherine Street, Birks Road, Valley and Kells. Over 100 children each day continue to benefit from this high quality service. Significant funding has been secured to redesign and refurbish our Kells centre to become a replacement for the portacabin. It will enable us to operate this Early Years setting all year round with extended opening hours, as well as being able to provide 40 places for 2-year-olds each day.

We are committed to people's growth and development. By increasing aspirations and expectations, service users, parents, carers, children, volunteers and employees, are encouraged to learn and progress towards fulfilling their potential. We aim to build the capacity and resilience of local communities.

Our approach is collaborative. Families have always been at the centre of what we do and we have high expectations of the adults in the relationship. There is a recognition that people we work with have responsibilities too – to act safely and responsibly. Our aim is to foster greater independence and resilience. We believe that people can address the issues they face – recognising that they may need support in the forms of information, skills and confidence to enable them to do so. We will enable people, when they are ready, to move beyond the point where Howgill's support is required. Former service users are encouraged to become volunteers, sponsors, trustees and patrons.

The safeguarding of all children is a priority concern and all staff and volunteers, including Trustees, are regularly trained in safeguarding. Staff and volunteers have a clear pathway for reporting concerns as soon as they arise. Safer Recruitment practices are rigorously deployed, including obtaining enhanced Disclosure and Barring Service (DBS) checks (renewed every three years) on Trustees, employees and volunteers. Training is recorded and monitored to ensure that employees' qualifications, especially in safeguarding and first aid, are kept up-to-date. There are Designated Safeguarding Leads and Deputy Designated Safeguarding Leads to drive continuous improvement.

Trustees have regard to the Charity Commission's guidance on public benefit when reviewing Howgill's aims and objectives and in planning future activities. Howgill fulfils its public benefit objectives through its support to children and families with particular emphasis on the vulnerable and disadvantaged.

ACHIEVEMENTS

Howgill continues to develop services through grants and fees. Referrals were received from a wide range of agencies, the majority from midwives, health visitors and primary schools. The level of self-referrals and positive feedback from parents and carers shows confidence that we are providing services that the community needs.

Howgill Family Centre
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Trustees' Annual Report (continued)
for the year ended 31st March 2023

Risk Assessment (continued)

The success of future plans depends on securing the level of funding that will be required for services and planned projects, in a challenging cost of living crisis. We remain alert to opportunities to increase the sources of our funding and range of services.

To meet the needs of maintaining a high level of service provision, we continue to provide training opportunities for employees and volunteers to maximise the skills base and offer career progression opportunities when these become available.

OBJECTIVES AND ACTIVITIES

The Charity is established to promote any charitable purpose for the benefit of the inhabitants of Copeland in West Cumbria, including the advancement of education and the provision of facilities for recreation and leisure time occupation, in the interests of social welfare and with the objective of improving the condition of life of those inhabitants.

Howgill aims to provide support to children and families with particular emphasis on the disadvantaged.

Over the last year it has done this by:

- Working with families and delivering Early Years Childcare & Education providing 60 places in total for 2–4-years at Mirehouse, Kells and Whitehaven and ensuring a smooth transition to schools.
- Working with families and delivering Early Years Childcare & Education providing 50 places for 0-5 years in Cleator Moor and ensuring a smooth transition to schools.
- Three Ofsted inspections during the last 6 months at Cleator Moor, Valley and Kells validated our quality provision and were all rated as GOOD.
- Working in partnership with the Cumbria Communication Project team to support the development of speech, language and communication in the Early Years.
- Working in partnership with Transforming West Cumbria: Family Wellbeing to promote and provide services to parents/carers of young children from 0-4 years in a number of our centres.
- Providing additional support to eight local primary schools to improve the emotional wellbeing of children who have experienced one off trauma, separation or loss issues and anxiety, based around play therapies with a strong emphasis on the voice of the child.
- Supporting families with financial support that includes helping parents with budgeting and monitoring, claiming benefits and grants.
- Working in partnership with Good Enough Start in Millom to provide local community perinatal and infant attachment care by delivering a pioneering preventative service to transform the life chances for future newborn babies.
- Providing accountability for Baby Basics West Cumbria to provide a baby bank to deliver essential, additional services for low-income communities alongside midwives and health visitors.

Howgill Family Centre
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Trustees' Annual Report (continued)
for the year ended 31st March 2023

Trustees' responsibilities in relation to the financial statements

The Trustees, who are also directors for the purposes of company law, are responsible for preparing the Trustees' Annual 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 charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

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 applicable Charities SORP
- make judgements and estimates that are reasonable and prudent
- 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 are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with Companies Act 2006. The Trustees 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.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

This report has been prepared having taken advantage of the small companies' exemption in the Companies Act 2006.

AUDITORS

Saint & Co., Statutory Auditor, are deemed to be re-appointed as auditors to the charity under section 487(2) of the Companies Act 2006.

The annual report was approved by Trustees of Howgill Family Centre on 30 January 2024 and signed on its behalf by:



Mrs Brenda Holden

Chair

Howgill Family Centre

Company Limited by Guarantee

Independent Auditor's Report to the Members of Howgill Family Centre

Year ended 31 March 2023

OPINION

We have audited the financial statements of Howgill Family Centre (the 'charity') for the year ended 31 March 2023 which comprise the statement of financial activities (including income and expenditure account), the statement of financial position, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Howgill Family Centre

Company Limited by Guarantee

Independent Auditor's Report to the Members of Howgill Family Centre *(continued)*

Year ended 31 March 2023

OTHER INFORMATION

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

OPINIONS ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
 - the financial statements are not in agreement with the accounting records and returns; or
 - certain disclosures of trustees' remuneration specified by law are not made; or
 - we have not received all the information and explanations we require for our audit; or
 - the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.
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Howgill Family Centre
Company Limited by Guarantee

Independent Auditor's Report to the Members of Howgill Family Centre (continued)

Year ended 31 March 2023

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charity through discussions with trustees and other management;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charity;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
 - To address the risk of fraud through management bias and override of controls, we:
 - performed analytical procedures to identify any unusual or unexpected relationships;
 - tested journal entries to identify unusual transactions;
 - assessed whether judgements and assumptions made in determining the accounting estimates set out
-

Howgill Family Centre

Company Limited by Guarantee

Independent Auditor's Report to the Members of Howgill Family Centre *(continued)*

Year ended 31 March 2023

- in the accounting policies were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators, and the company's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

USE OF OUR REPORT

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Stuart Farrer (Senior Statutory Auditor)

For and on behalf of
Saint & Co
Chartered Accountants & Statutory Auditor
Sterling House
Wavell Drive, Rosehill
Carlisle, Cumbria
CA1 2SA

30 January 2024

Howgill Family Centre
(A company limited by guarantee)

Statement of financial activities (incorporating the income and expenditure account)

For the year ended 31st March 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Income					
Donations and legacies	5	5,566	28,723	34,289	16,638
Income from charitable activities	6	82,238	615,226	697,464	564,356
Income from other trading activities:					
Activities for generating funds	7	156,265	1,512	157,777	110,839
Investment income	8	1,648	-	1,648	49
Total income		<u>245,717</u>	<u>645,461</u>	<u>891,178</u>	<u>691,882</u>
Expenditure					
Charitable activities	9, 10	<u>237,976</u>	<u>654,982</u>	<u>892,958</u>	<u>771,442</u>
Total expenditure		<u>237,976</u>	<u>654,982</u>	<u>892,958</u>	<u>771,442</u>
Net income/(expenditure) for the year		7,741	(9,521)	(1,780)	(79,560)
Total funds brought forward		<u>283,410</u>	<u>234,563</u>	<u>517,973</u>	<u>597,533</u>
Total funds carried forward		<u>291,151</u>	<u>225,042</u>	<u>516,193</u>	<u>517,973</u>

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

All income and expenditure derive from continuing activities.

The notes on pages 19 to 33 form an integral part of these financial statements.

Howgill Family Centre
(A company limited by guarantee)

Balance sheet
as at 31st March 2023

	Notes	£	2023	£	£	2022	£
Fixed assets							
Tangible assets	16		164,567			140,747	
Current assets							
Debtors	17	77,117			94,366		
Cash at bank and in hand		337,951			498,259		
		415,068			592,625		
Creditors: amounts falling due within one year	18	(63,442)			(215,399)		
Net current assets			351,626			377,226	
Net assets			516,193			517,973	
Funds	20						
Restricted income funds			225,042			234,563	
Unrestricted income funds			291,151			283,410	
Total funds			516,193			517,973	

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies .

The financial statements were approved by the board on 30th January 2024 and signed on its behalf by

Brenda Holden
Trustee

Registration number 02045632

The notes on pages 19 to 33 form an integral part of these financial statements.

Howgill Family Centre
(A company limited by guarantee)

Cash flow statement
for the year ended 31st March 2023

	2023 £	2022 £
Cash flows from operating activities		
Net income/(expenditure)	(1,780)	(79,560)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	12,047	14,645
Government grant income	-	(6,929)
Other interest received and similar income	(1,648)	(49)
Donations in kind	(27,637)	-
<i>Changes in:</i>		
Trade and other debtors	17,249	(6,285)
Trade and other creditors	(151,957)	(36,686)
Cash generated from operations	<u>(153,726)</u>	<u>(114,864)</u>
Interest received	1,648	49
Net cash (used)/provided by operating activities	<u>(152,078)</u>	<u>(114,815)</u>
 Cash flows from investing activities		
Purchase of tangible fixed assets	(8,230)	(3,840)
Net cash used in investing activities	<u>(8,230)</u>	<u>(3,840)</u>
 Cash flows from financing activities		
Government grant income	-	6,929
Net cash provided by financing activities	<u>-</u>	<u>6,929</u>
 Change in cash and cash equivalents in the year	<u>(160,308)</u>	<u>(111,726)</u>
 Cash and cash equivalents brought forward	<u>498,259</u>	<u>609,985</u>
Cash and cash equivalents carried forward	<u><u>337,951</u></u>	<u><u>498,259</u></u>

The notes on pages 19 to 33 form an integral part of these financial statements.

Howgill Family Centre
(A company limited by guarantee)

Notes to financial statements
for the year ended 31st March 2023

1 General information

Howgill Family Centre is a private company, limited by guarantee, domiciled in England and Wales, registration number 02045632. The registered office is Birks Road, Cleator Moor, Cumbria, CA25 5HR. The company is a registered charity, number 519278.

2 Statement of compliance

These financial statements have been prepared in compliance with FRS102, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are summarised below.

3.1. Basis of accounting

The financial statements are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The company constitutes a public benefit entity as defined by FRS 102.

The financial statements are prepared in UK sterling, which is the functional currency of the entity.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Significant judgements

The trustees consider there to be no significant judgements made in the process of applying the entity's accounting policies.

Key sources of estimation uncertainty

Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. The trustees consider there to be no key sources of estimation uncertainty.

Howgill Family Centre
(A company limited by guarantee)

Notes to financial statements
for the year ended 31st March 2023

3.2. Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future projects or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

3.3. Income

All income is included in the statement of financial activities once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. The following specific policies are applied to particular categories of income:

(a) Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

(b) Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

(c) Gifts donated for resale are included as income within activities for generating funds when they are sold.

(e) Income from investments is included in the year in which it is receivable.

(f) Income from grants, where related to specific performance conditions, are accounted for as earned (as the related goods or services are provided). Grant income included in this category provides funding to support performance activities and is recognised where there is entitlement, receipt of the income is probable and the amount can be measured with sufficient reliability.

(g) Income or grants received in advance are held in deferred income. Any grants restricted to future accounting periods are deferred and recognised in those accounting periods.

3.4. Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of raising funds comprise the costs associated with attracting voluntary income and those incurred in activities that raise funds.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for Early Years and Other Activities. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Charitable expenditure in connection with the Sure Start programme is comprised entirely of depreciation on fixed assets purchased via this programme.

Support costs are allocated between Early Years and Other Activities based on total direct project expenditure.

Howgill Family Centre
(A company limited by guarantee)

Notes to financial statements
for the year ended 31st March 2023

3.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Freehold land and buildings	-	Straight line over fifty years
Leasehold land and buildings	-	Straight line over the life of the lease
Fixtures and fittings	-	10% straight line
Motor vehicles	-	10-20% straight line
IT equipment	-	25% straight line
Outdoor play equipment	-	50% straight line
Other equipment	-	4-20% straight line
Assets under construction	-	

Fixed assets costing less than £500 are not capitalised.

The trustees have used judgement to estimate the expected useful life for each of the categories of tangible fixed assets.

3.6. Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

3.7. Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

3.8. Defined contribution pension schemes

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

Howgill Family Centre
(A company limited by guarantee)

Notes to financial statements
for the year ended 31st March 2023

3.9. Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the company will comply with the conditions attaching to them and the grants will be received.

Government grants are recognised using the performance model.

Under the performance model, where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

4. Company limited by guarantee

Howgill Family Centre is a company limited by guarantee and accordingly does not have a share capital.

The guarantors are the members and the liability in respect of the guarantee as set out in the memorandum is limited to £1 per member.

5. Donations and legacies

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Donations	566	1,086	1,652	5,709
Donations in kind	-	27,637	27,637	-
Employment Allowance	5,000	-	5,000	4,000
Government grants recognised directly in income	-	-	-	6,929
	<u>5,566</u>	<u>28,723</u>	<u>34,289</u>	<u>16,638</u>

In 2022 of the income from donations and legacies £8,202 was attributable to restricted income funds, with the balance of £8,436 being unrestricted income.

All of the government grant income above for 2022 relates to amounts received via the HMRC Job Retention Scheme.

Howgill Family Centre
(A company limited by guarantee)

Notes to financial statements
for the year ended 31st March 2023

6. Income from charitable activities

	Unrestricted funds	Restricted funds	2023 Total	2022 Total
	£	£	£	£
Cumbria CC - Two Year Old Funding Entitlement	-	124,403	124,403	100,089
Cumbria CC - Education Health & Care Plan grant	-	14,309	14,309	9,385
Cumbria CC - Nursery Grant	-	65,162	65,162	59,556
F Scott Trust - Time to be me	-	9,800	9,800	10,800
F Scott Trust - EYS Speech & Language	-	-	-	1,250
F Scott Trust - Kells Library Project	-	10,000	10,000	-
Cumbria Community Foundation - Family Finance	-	14,114	14,114	-
Cumbria Community Foundation - Baby Basics	-	8,460	8,460	-
Cumbria Community Found. - EYS Speech & Language	-	19,248	19,248	19,248
Cumbria Community Found. - EYS Parental Engagement	-	41,325	41,325	41,375
Cumbria Community Foundation - Bedrock	75,500	-	75,500	24,525
The Phyliss Harney Trust	-	22,000	22,000	22,000
Cumbria CC - Kells Library Development	-	17,000	17,000	-
Cumbria CC - Family Finance	-	15,250	15,250	-
The Hadfield Trust - Play Equipment	-	7,000	7,000	-
Well Whitehaven - Play Equipment	-	866	866	-
LLWR - Play Area	-	6,500	6,500	-
HCS - Play Area	-	5,000	5,000	-
Sellafield Ltd - Play Area	-	4,900	4,900	-
Sellafield Limited	-	136,000	136,000	136,000
Well Whitehaven - Time to be me	-	10,291	10,291	5,410
Good Enough Start - Cumbria Community Foundation	-	1,575	1,575	37,700
Good Enough Start - Francis Scott Trust	-	3,213	3,213	1,250
Phunky Foods	-	75,310	75,310	91,267
Other income from charitable activities	6,738	3,500	10,238	4,501
	<u>82,238</u>	<u>615,226</u>	<u>697,464</u>	<u>564,356</u>

In 2022 of the income from charitable activities £539,801 was attributable to restricted income funds, with the balance of £24,555 being unrestricted income.

Howgill Family Centre
(A company limited by guarantee)

Notes to financial statements
for the year ended 31st March 2023

7. Income from other trading activities

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Fundraising events	-	1,512	1,512	611
Use of facilities	5,488	-	5,488	6,577
Fee income	150,777	-	150,777	102,091
Training income	-	-	-	1,560
	<u>156,265</u>	<u>1,512</u>	<u>157,777</u>	<u>110,839</u>

In 2022 of the income from other trading activities £611 was attributable to restricted income funds, with the balance of £110,228 being unrestricted income.

8. Investment income

	Unrestricted funds £	2023 Total £	2022 Total £
Bank interest receivable	1,648	1,648	49
	<u>1,648</u>	<u>1,648</u>	<u>49</u>

In 2022 all of the investment income was attributable to unrestricted income funds.

9. Costs of charitable activities - by fund type

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Early Years	237,129	208,236	445,364	387,533
Other Activities	847	443,681	444,528	380,844
Sure Start	-	3,065	3,065	3,065
	<u>237,976</u>	<u>654,982</u>	<u>892,957</u>	<u>771,442</u>

In 2022 of the costs of charitable activities, £591,102 were attributable to restricted funds, with the balance of £180,340 being unrestricted.

Howgill Family Centre
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Notes to financial statements
for the year ended 31st March 2023

10. Costs of charitable activities - by activity

	Activities undertaken directly £	Support costs £	2023 Total £	2022 Total £
Early Years	344,196	101,168	445,364	387,533
Other Activities	361,755	82,773	444,528	380,844
Sure Start	3,065	-	3,065	3,065
	<u>709,016</u>	<u>183,941</u>	<u>892,957</u>	<u>771,442</u>

For analysis of support costs, see Note 11.

11. Analysis of support costs

	Early Years £	Other Activities £	2023 Total £	2022 Total £
Staff costs	18,516	15,149	33,665	12,805
Operating lease payments	12,486	10,216	22,702	15,654
Repairs and maintenance	2,192	1,793	3,985	4,703
Premises costs	28,399	23,236	51,635	48,838
Transport costs	3,302	2,701	6,003	3,214
Auditor's remuneration	5,035	4,119	9,154	7,234
Other professional fees	8,008	6,552	14,560	7,424
Communication and information technology	8,372	6,850	15,222	12,700
Other office expenses	8,904	7,285	16,189	11,837
Depreciation and impairment	4,940	4,042	8,982	11,580
Other admin costs	1,014	830	1,844	2,957
	<u>101,168</u>	<u>82,773</u>	<u>183,941</u>	<u>138,946</u>

Support costs are allocated between Early Years and Other Activities based on total direct project expenditure. On this basis 55% of support costs are allocated to Early Years and 45% to Other Activities.

For the year ended 31 March 2022 support costs were allocated on the same principle, with 56% allocated to Early Years and 44% to Other Activities.

Howgill Family Centre
(A company limited by guarantee)

Notes to financial statements
for the year ended 31st March 2023

12.	Net income/(expenditure) for the year	2023	2022
		£	£
	Net (expenditure)/income is stated after charging:		
	Depreciation and other amounts written off tangible fixed assets	12,047	14,645
	Operating lease rentals	22,702	15,653
	Auditor's remuneration	9,154	7,234

13. Employees

	2023	2022
Employment costs	£	£
Wages and salaries	494,170	434,319
Social security costs	25,881	22,311
Pension costs	15,674	16,088
Redundancy costs	9,178	-
	544,903	472,718

During the year an amount of £9,178 (2022: £nil) was paid in respect of redundancy costs which were fully settled at the balance sheet date. Redundancy and other termination payments are included on an accruals basis when the decision to terminate employment is made. Costs are included within the charitable activity and funding stream to which they relate.

Number of employees

No employee received emoluments of more than £60,000 (2022: None).

The average monthly numbers of employees (including the trustees) during the year, was as follows:

	2023	2022
	Number	Number
Provision of services	33	35
Management and administration	4	4
	37	39

Trustees are not remunerated. Expenses of £57 were reimbursed to 1 trustee for directly incurred travel costs (2022: £41 to 1 trustee).

The key management personnel of the charity include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total employment benefits including employer pension contributions of the key management personnel were £50,425 (2022: £70,440).

Howgill Family Centre
(A company limited by guarantee)

Notes to financial statements
for the year ended 31st March 2023

14. Pension costs

The company operates a defined contribution pension scheme in respect of certain employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £15,674 (2022: £16,088). Contributions amounting to £nil are included in creditors at the year end (2022: £nil).

	2023	2022
	£	£
Pension charge	15,674	16,088
	<u>15,674</u>	<u>16,088</u>

15. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

	Land and buildings freehold	Short leasehold property	Fixtures, fittings and equipment	Motor vehicles	Assets under construction	Total
	£	£	£	£	£	£
Cost						
At 1st April 2022	188,353	139,028	115,727	3,175	-	446,283
Additions	-	-	5,024	-	30,843	35,867
At 31st March 2023	<u>188,353</u>	<u>139,028</u>	<u>120,751</u>	<u>3,175</u>	<u>30,843</u>	<u>482,150</u>
Depreciation						
At 1st April 2022	72,762	134,113	96,757	1,904	-	305,536
Charge for the year	4,351	1,438	5,623	635	-	12,047
At 31st March 2023	<u>77,113</u>	<u>135,551</u>	<u>102,380</u>	<u>2,539</u>	<u>-</u>	<u>317,583</u>
Net book values						
At 31st March 2023	<u>111,240</u>	<u>3,477</u>	<u>18,371</u>	<u>636</u>	<u>30,843</u>	<u>164,567</u>
At 31st March 2022	<u>115,591</u>	<u>4,915</u>	<u>18,970</u>	<u>1,271</u>	<u>-</u>	<u>140,747</u>

17. Debtors

	2023	2022
	£	£
Other debtors	10,891	73,773
Prepayments and accrued income	66,226	20,593
	<u>77,117</u>	<u>94,366</u>

Howgill Family Centre
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Notes to financial statements
for the year ended 31st March 2023

18. Creditors: amounts falling due within one year	2023 £	2022 £
Trade creditors	1,358	51,697
Other taxes and social security	4,598	3,351
Accruals and deferred income	57,486	160,351
	<u>63,442</u>	<u>215,399</u>
19. Deferred income	2023 £	2022 £
At 1 April 2022	136,000	159,540
Amount released to income	(136,000)	(159,540)
Amount deferred in year	20,650	136,000
At 31 March 2023	<u>20,650</u>	<u>136,000</u>

Deferred income relates to income received in advance for the following projects: Cumbria Community Foundation Transforming West Cumbria - EYS Parental Engagement £20,650 (2022: Sellafield Project Support £136,000).

Howgill Family Centre
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Notes to financial statements
for the year ended 31st March 2023

20. Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Fund balances at 31st March 2023 as represented by:			
Tangible fixed assets	60,484	104,083	164,567
Current assets	273,459	141,609	415,068
Current liabilities	(42,792)	(20,650)	(63,442)
	<u>291,151</u>	<u>225,042</u>	<u>516,193</u>
	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £
Fund balances at 31st March 2022 as represented by:			
Tangible fixed assets	25,970	114,777	140,747
Current assets	336,839	255,786	592,625
Current liabilities	(79,399)	(136,000)	(215,399)
	<u>283,410</u>	<u>234,563</u>	<u>517,973</u>

Howgill Family Centre
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Notes to financial statements
for the year ended 31st March 2023

21. Analysis of movements in unrestricted funds

	At 1 April 2022 £	Incoming resources £	Outgoing resources £	At 31 March 2023 £
General funds	283,410	170,217	(206,381)	247,246
Bedrock Funding	-	75,500	(31,595)	43,905
	<u>283,410</u>	<u>245,717</u>	<u>(237,976)</u>	<u>291,151</u>

Analysis of movements in unrestricted funds - previous year

	At 1 April 2021 £	Incoming resources £	Outgoing resources £	At 31 March 2022 £
General funds	320,482	118,743	(155,815)	283,410
Bedrock Funding	-	24,525	(24,525)	-
	<u>320,482</u>	<u>143,268</u>	<u>(180,340)</u>	<u>283,410</u>

Purposes of unrestricted funds

General funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Bedrock funding is a unique programme funded through Sellafield Ltd and administered via Cumbria Community Foundation which helps a small number of Third Sector organisations in West Cumbria to plan for sustainability, development and growth, and is intended to deliver long-term benefit to the organisations involved.

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Notes to financial statements
for the year ended 31st March 2023

22. Analysis of movements in restricted funds

	At 1 April 2022 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2023 £
Sure Start funds	85,917	-	(3,066)	-	82,851
Early Years settings	-	261,288	(230,445)	-	30,843
Management and admin staff	-	85,000	(85,000)	-	-
Phunky Foods	-	75,310	(69,336)	-	5,974
Good Enough Start	70,387	4,789	(74,621)	(555)	-
Time to be me	-	71,091	(69,616)	(1,475)	-
Family Finance	-	51,364	(47,250)	-	4,114
Baby Basics	-	11,046	(11,046)	-	-
EYS Speech and Language	36,052	19,248	(1,641)	-	53,659
EYS Parental Engagement	15,906	41,325	(51,890)	-	5,341
Kells Centre Development	-	25,000	(3,972)	-	21,028
Tangible fixed assets	26,301	-	(7,099)	2,030	21,232
	<u>234,563</u>	<u>645,461</u>	<u>(654,982)</u>	<u>-</u>	<u>225,042</u>

Analysis of movements in restricted funds - previous year

	At 1 April 2021 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2022 £
Sure Start funds	88,982	-	(3,065)	-	85,917
Early Years settings	-	180,321	(180,321)	-	-
Management and admin staff	-	85,000	(85,000)	-	-
Phunky Foods	-	91,267	(91,267)	-	-
Good Enough Start	110,156	39,159	(78,928)	-	70,387
Time to be me	-	67,931	(67,931)	-	-
Family Finance	-	23,000	(23,000)	-	-
Baby Basics	3,888	63	(3,951)	-	-
EY Speech and Language	19,248	20,498	(3,694)	-	36,052
EY Parental Engagement	18,396	41,375	(43,865)	-	15,906
Tangible fixed assets	36,381	-	(10,080)	-	26,301
	<u>277,051</u>	<u>548,614</u>	<u>(591,102)</u>	<u>-</u>	<u>234,563</u>

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22. Analysis of movements in restricted funds (continued)

Purposes of restricted funds

Incoming resources shown as restricted funds are raised and given for specific purposes and projects. The conditions governing the income or grants restrict these funds and when these conditions have been met any balance may become unrestricted and can be used as a contribution to the charity's unrestricted funds.

Sure Start funds relate to the delivery of the Sure Start Copeland Whitehaven local programme. Howgill Family Centre ceased to be the accountable body for this programme on 31 March 2006 and the balance on this fund is represented entirely by fixed assets purchased via this programme.

Early Years settings relates to funding regarding the provision of nursery services.

Good Enough Start is a project which supports parents in creating a secure parent-infant relationship. Funders supporting this project include Cumbria Community Foundation, Copeland Community Fund, Sellafield Ltd, and Francis C Scott Charitable Trust.

Tangible fixed assets funds relate to various capital developments and are represented by the net book value of these assets. Expenditure consists of the depreciation charge for the year. Assets may be transferred to this fund from other restricted funds once funders' purchase conditions have been met.

Other restricted funds relate to various smaller projects.

23. Financial commitments

At 31 March 2023 the company had financial commitments under non-cancellable operating leases, as set out below, in respect of the premises at Birks Road, Cleator Moor, which expires on 1 April 2023. The company also entered into a service contract with Peninsula Business Services for Health and Safety. The Health and Safety contract is a five year contract commencing on 22 May 2018.

	Land and buildings		Other	
	2023	2022	2023	2022
Payable:	£	£	£	£
Within one year	14,167	15,000	742	4,449
Between one and five years	-	-	-	742
	<u>14,167</u>	<u>15,000</u>	<u>742</u>	<u>5,191</u>

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24. Related party transactions

Mr W Slavin, trustee of Howgill Family Centre, is also a trustee of the Whitehaven Foyer. At 31 March 2016 Howgill Family Centre had a £130,000 programme related investment in The Whitehaven Foyer. During the year ended 31 March 2017 the Trustees of Howgill Family Centre agreed to convert the programme related investment into a grant, with a condition that it will become repayable, in full or in part, should the Whitehaven Foyer dispose of its premises within the next 30 years. Howgill retains a second charge on these premises at 44 Irish Street, Whitehaven as protection for its funding.

25. Indemnity insurance

The charity paid for the insurance premiums to indemnify trustees and senior staff from any loss arising from neglect or defaults of trustees or staff and any consequent loss. The cost of this insurance was £50 (2022: £50).

26. Analysis of changes in net debt

	Opening balance	Cash flows	Closing balance
	£	£	£
Cash at bank and in hand	498,259	(160,308)	337,951
Net debt	<u>498,259</u>	<u>(160,308)</u>	<u>337,951</u>

