

Family Friends

A company limited by guarantee and not having a share capital

Annual Report and Accounts

31 March 2021

Company registration number 02863464

Charity registration number 1028214

Family Friends

(A company limited by guarantee and not having a share capital)

Report and accounts

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Report and accounts

REFERENCE AND ADMINISTRATIVE INFORMATION

Directors / Trustees	Mr T Bernstein Mr C Madel Mrs C Liley Mr G Smith Mrs N Key-Field Mrs A Blasch Ms R Bowles Ms C Sandler (appointed 30 September 2020)
Chief Executive	Ms Flora Taylor (resigned October 2020) Ms Melanie Christodoulou (appointed 1 January 2021)
Registered Office	73 St Charles Square London W10 6EJ
Charity Registration number	1028214
Company Registration number	2863464
Bankers	CAF Bank Ltd 25 Kings Hill West Malling Kent ME19 4JQ Scottish Widows Bank Plc PO Box 12757 67 Morrison Street Edinburgh EH3 8YJ
Auditors	Bullimores LLP Chartered Accountants Old Printers Yard 156 South Street Dorking Surrey RH4 2HF

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REPORT OF THE TRUSTEES AND DIRECTORS

FOR YEAR ENDED 31ST MARCH 2021

Structure, Governance and Management

The trustees and directors present their Report and Accounts for the year ending 31st March 2021. Legal and administrative information set out on page 1 forms part of this report.

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 19th October 1993 and registered as a charity on 9th November 1993. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

Trustee Selection and Organisation

The directors of the company are also charity trustees for the purposes of charity law and throughout this report are collectively referred to as trustees. The trustees are appointed by the board of trustees as and when required. The board of trustees is usually made up of approximately 7-8 members and meets 5/6 times each year.

This year a new Chief Executive, Mel Christodoulou, was appointed by the trustees to manage the day-to-day operations of the charity, with a staff complement of three. Trustees who served during the year and up to the date of this report were as follows: Tony Bernstein (Chair), Chris Madel (Deputy Chair), Clare Liley, Judy Hildebrand (resigned 28 January 2020), , George Smith, Naomi Key-Field, Allison Blasch (appointed 3 May 2019) and Rosalyn Bowles (appointed 3 June 2019). To better inform our work, the trustee board includes current or former volunteers and a previous service user.

Risk Management

The trustees have examined the major strategic and operational risks that the charity faces and confirm that systems have been put in place to enable regular reports to be produced so that steps can be taken to lessen these risks.

Elective Resolution

The accounts will be presented at the Annual General Meeting. Members are entitled to call for a meeting to be held by giving notice to the company not later than 21 working days.

Objectives and Activities

The charity's objectives as set out in its Memorandum of Association are relief of children or parents in despair and distress and the prevention of emotional and physical abuse of such children. The aims of the charity are to give long-term befriending and mentoring support to parents and children in need through trained volunteers. The charity helps families to find their strengths to make positive changes in their lives. The charity's mission is 'to help families to help themselves'.

In furtherance of these objectives, Family Friends recruits, trains and oversees a support network of individual volunteers to befriend and give practical and emotional help to families with children who, in the opinion of the charity, are in need of assistance. In accordance with this, during the financial year to 31st March 2021, Family Friends directly supported 49 families and indirectly supported over 320 individuals. Having considered the Charity Commission's guidance on public benefit, the trustees believe that the activities fall within this definition.

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FOR YEAR ENDED 31ST MARCH 2021

Family Friends has developed a strategy, which sets out our priorities and plans in the furtherance of our charitable objectives.

Level of Support Services

Family Friends operates in the Royal Borough of Kensington & Chelsea (RBKC), the London Borough of Hammersmith & Fulham (LBHF) and the south-east part of the London Borough of Brent (LBB). The charity offers befriending and mentoring services to families-in-need through an average 12-month volunteer home-visiting scheme.

Family Friends has worked with families in RBKC since 1993, in LBHF since 2007 and LBB since 2016. The charity operates two core services: Parent Befriending, where support is given to a parent with a child under 16 years, and Child/Adolescent Mentoring, where support is given to a child, adolescent or group of siblings aged 5-16 years.

Family Friends has also added groupwork to its services, meeting directly with families in a weekly support group and with volunteers in a monthly support group.

Operations and impact of Covid

The operations team made adaptations to the way in which they worked this year as our core service of home visiting had to temporarily close due to the restrictions on movement and visiting homes.

Therefore we made the following adaptations to the delivery mechanisms of our core services:

A) Shop and Drop is a service we developed in response to the financial impacts of Covid. This service helped families isolated or unable to get out of the house to receive essential items that were purchased and delivered by Family Friends staff or volunteers. Through this service the charity engaged with a wider range of referral agencies which introduced and connected us to new families/communities.

B) Family Friends also offered a one-off special summer gift of an activity pack to all the families we were supporting under our befriending and mentoring service. This was to encourage families to enjoy playing games together, visit parks and open spaces and leave their screens during summer.

C) Flourishing Families was developed as a short term intervention for families coming out of the first Covid lockdown. Some of the key drivers for the project were from families and volunteers telling us that the following issues were becoming a concern:

- Increased levels of fear about going outside
- Little to no access to digital devices
- Increased levels of disorderly family routines, leading to conflict
- Lack of any social engagement beyond the household

This project enabled us to help support some of the families that were recently in our service but had found themselves in further need during Covid19.

The Flourishing Families programme developed support via telephone or email and had a greater move towards staff supporting families in lieu of our volunteers who were not as active during this period.

Volunteers and families received more frequent monthly newsletters containing useful information e.g. local health resources, parenting classes, employment advice, activities, etc.

The service then adapted and delivered weekly groupwork to the parents and young people and a monthly session for the volunteers, all held digitally.

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FOR YEAR ENDED 31ST MARCH 2021

Despite this, we remained steadfast on each service user achieving goals that he or she identified via the programme. Once lockdown was lifted, staff visited families at home to review progress after two months, eight months and at the close of the programme. Goals related to health, wellbeing, parenting, the home, school, personal development, child development, friend and family relationships, developing routines and economic development. Goals chosen were SMART, i.e. specific, measurable, attainable, relevant and timely.

D) Groupwork sessions were also developed during this period:

- **Tea and Chat** – weekly safe-space group for mums to catch up with each other and help each other through a peer-led mutual support group
- **Energise and Socialise** – weekly exercise and forum for young people, led by our male outreach worker
- **Monthly volunteer support group** – a session for our volunteers to learn, share and drive forward a peer-led approach at Family friends.

The families we support:

Our families come to us with a wide range of support needs. All are reliant on some form of social benefit and face several issues including poverty, inadequate housing, social isolation, disability, refugee/asylum seeker/immigrant status, a history of domestic violence or substance abuse and parenting orders. Referred children/adolescents faced issues including bullying, school exclusion, social isolation, behaviour problems, being a Young Carer, special needs and little or no contact with one or other parent. In 49% of all cases there was a family member with a disability. The profile of supported families was 92% from BAME (Black, Asian & Minority Ethnic) groups and 65% single parent households.

Referrals

Family Friends is well integrated into local networks. The percentage of referrals from social workers (including children with disabilities and early help teams) was 72%. The percentage of referrals from schools was 17%. The remaining 11% came from a wide range of sources including voluntary sector organisations, Health Visitors and CAMHS Mental Health services.

Impact

Family Friends' programmes have a significant impact on parents' confidence, family management and personal development. The programmes also have considerable impact on children's key relationships with family and friends and their interactions with school and the local areas in which they live.

The additional groupwork sessions have created a peer-to-peer environment in which families and young people get the chance to meet and share their experiences, learn from each other and spend time in a relaxing and safe space. The beneficial impact of the groupwork sessions has enabled many to feel more confident in talking with others especially in a year where our already isolated families have been isolated further.

Staff and families monitor the results of the programme using a questionnaire and scale which covers a series of outcome areas. Families choose which areas they wish to focus on and mark how they consider they are currently doing on the scale. This is reviewed at ongoing assessment visits by staff including an assessment at the end of the programme. Statistics are given for each outcome area in which support was requested. The table below shows the results of the 24 final assessments conducted during the period. Under the Child/Adolescent Mentoring scheme this covered 15 children from 14 families, while under the Parent Befriending scheme it covered 9 families.

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FOR YEAR ENDED 31ST MARCH 2021

Parent Befriending

Outcome Area	Percentage who report improvements (%)
How you Feel	89
Confidence in Parenting	63
At Home	67
Being Healthy	78
Personal Development	53
Using Your Local Resources	44
Family and Friend Relationships	89
Child's Health	78
How Your Child Feels	78
Parent & Child Time Together	71

Child Mentoring

Outcome Area	Percentage who report improvements (%)
School	93
Family and Friends	100
Being Healthy	69
At Home	100
How you Feel	79
Using Your Local Area	83

Volunteer Recruitment and Training

Family Friends undertakes volunteer recruitment and training twice a year. 10 volunteers were recruited during the year to March 2021 (2020: 32 volunteers). This was our smallest annual cohort due to restrictions around Covid19.

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FOR YEAR ENDED 31ST MARCH 2021

Financial Review

Funding and Fundraising

The Statement of Financial Activities on page 11 discloses total income to March 2021 of £222,098 (2020: £223,258). Total expenditure of £208,457 (2020: £235,910) decreased by 12% and this resulted in a surplus for the year of £13,641 (2020 deficit: £12,652).

The restricted fund deficit is £10,649 (2020 surplus: £486). These funds have been awarded to be expended on work specified by the donor to further the Befriending and Mentoring services provided by the Charity. Family Friends is grateful to all the funders – the support of families would not be possible without your generosity.

The unrestricted fund surplus is £24,290 (2020 deficit: £13,138) which increased our general reserves to £137,268 (2020: £112,978).

Reserves Policy

Family Friends has a policy on unrestricted reserves as follows: 'in order to help guarantee the completion of service programmes to existing clients, Family Friends has a reserves policy of maintaining an unrestricted reserves of the equivalent of 5 months of its annual gross expenditure budget'.

Unrestricted reserves as at 31st March 2021 total £137,268 which represents just over five months of current expenditure and therefore comply with this policy. The Trustees will continue to review this and are committed to maintaining sufficient unrestricted reserves.

Going Concern

Beyond monitoring the financial performance and management for the immediate year through the quarterly reporting cycle, the Trustees assess the financial wellbeing of the Charity by contributing to and reviewing the Budget & Business Plan for the subsequent year as well as the longer-term Strategic Planning.

The going concern status of the charity is a key focus of reporting for the Finance Sub-Committee which monitors actual and forecast financial reports and the robustness of the charity's income sources at each quarterly meeting; this is then reported on and discussed at each Trustees Meeting. The charity does recognise that future funding opportunities may become more difficult in light of the increase in demand for funding following on from the COVID-19 pandemic, and we endeavour to explore different types of income generation to mitigate the uncertainty.

Trustees' Responsibilities for the Financial Statements

The trustees (who are also the directors of Family Friends for the purposes of company law) are responsible for preparing the Report of the Trustees 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 of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently

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FOR YEAR ENDED 31ST MARCH 2021

- observe the methods and principles in the Charity 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 charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to Disclosure of Information to Auditors

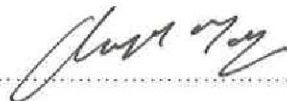
So far as the trustees are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the charity's auditors are unaware, and each trustee has taken all the steps that he or she ought to have taken as a trustee in order to make himself or herself aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 13/09/2021 and signed on its behalf by:



Tony Bernstein (Chair)



Chris Madel (Deputy Chair)

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INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF FAMILY FRIENDS

Opinion

We have audited the financial statements of Family Friends (the "Charity") for the year ended 31st March 2021 which comprise Statement of Financial Activities, the Summary Income and Expenditure, the Balance Sheet and notes to the financial statements, including a summary of 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 Charity's affairs as at 31st March 2021 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. 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.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

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INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF FAMILY FRIENDS

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 Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 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;
- the financial statements are not in agreement with the accounting records and returns;
- we have not obtained all the information and explanations necessary for the purposes of our audit;
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on pages 6 to 7, the trustees 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 they 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 Charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly, we have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

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:

We obtained an understanding of the legal and regulatory frameworks that are applicable to the Charity and determined that the most significant which are directly relevant to specific assertions in the financial statements are those related to the reporting frameworks (FRS102, the Charities SORP and the Charities Act 2011).

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INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF FAMILY FRIENDS

We understood how the Charity is complying with those legal and regulatory frameworks by making enquiries of the trustees and management.

We did not identify any matters relating to non-compliance with laws and regulations or relating to fraud.

We assessed the susceptibility of the Charity's financial statements to material misstatement, including how fraud might occur by discussions with the trustees and management to understand areas where they considered there was susceptibility to fraud. We also considered pressures on the trustees and management to meet any external pressures in reporting the financial results of the Charity.

Audit procedures performed by the engagement team on the areas where fraud might occur included:

- evaluation of management's internal processes designed to prevent and detect irregularities
- testing, with a focus on entries determined to be large or relating to unusual transactions
- review of data to detect unusual transactions

Assessment of the appropriateness of the collective competence and capabilities of the engagement team included consideration of the engagement team's:

- understanding of, and practical experience with audit engagements of a similar nature and complexity through the appropriate training and participation
- knowledge of the sector in which the Charity operates
- understanding of the legal and regulatory requirements specific to the Charity.

Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's trustees 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 Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Signed 

Date 22nd September 2021

Bullimores LLP
Statutory Auditor and Chartered Accountants
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
Old Printers Yard
156 South Street
Dorking
Surrey RH4 2HF

Family Friends

Statement of financial activities

(incorporating an income and expenditure account)

For the year ended 31 March 2021

	Note	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Income from:					
Donations and legacies	3	41,971	125,693	167,664	176,318
Charitable activities:	4				
Befriending & Mentoring Services		-	43,500	43,500	43,750
Other trading activities	5	10,727	-	10,727	2,964
Investment income	6	207	-	207	226
Total income		52,905	169,193	222,098	223,258
Expenditure on:					
Raising funds	7	3,012	15,447	18,459	31,831
Charitable activities:	7				
Befriending & Mentoring Services		25,603	164,395	189,998	204,079
Total expenditure		28,615	179,842	208,457	235,910
Net income/(expenditure) for the year	8	24,290	(10,649)	13,641	(12,652)
Reconciliation of funds:					
Total funds brought forward		112,978	38,621	151,599	164,251
Total funds carried forward		137,268	27,972	165,240	151,599

All of the above results are derived from continuing activities.

There were no other recognised gains or losses other than those stated above.

The attached notes form part of these financial statements.

**Family Friends
Balance Sheet
As at 31 March 2021**

	Note	2021 £	2021 £	2020 £	2020 £
Fixed assets:					
Tangible assets	11		700		344
Current assets:					
Stock					
Debtors	12	4,924		11,960	
Cash at bank and in hand		258,516		208,571	
		<u>263,440</u>		<u>220,531</u>	
Liabilities:					
Creditors: amounts falling due within one year	13	<u>(98,900)</u>		<u>(69,276)</u>	
Net current assets			<u>164,540</u>		<u>151,255</u>
Total assets less current liabilities			<u>165,240</u>		<u>151,599</u>
Funds	15				
Restricted funds			27,972		38,621
Unrestricted funds:					
General funds		<u>137,268</u>		<u>112,978</u>	
Total unrestricted funds			<u>137,268</u>		<u>112,978</u>
Total funds			<u>165,240</u>		<u>151,599</u>

For the year ended 31 March 2021 the charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

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

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

The financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the trustees on 13/09/2021 2021
and signed on their behalf by:


Tony Bernstein
Chair


Chris Madel
Deputy Chair

Company registration no. 02863464

The attached notes form part of the financial statements.

Family Friends

Notes to the financial statements

For the year ended 31 March 2021

1 Accounting policies

Basis of preparation

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRS102) "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)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

The charitable company meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The charitable company is exempt from preparing a cash flow statement due to the adoption of the exemption available to the charities with income less than £500,000.

Going concern

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. Key judgements that the charitable company has made which have a significant effect on the accounts include estimating the liability from multi-year grant commitments. The trustees do not consider that there are any sources of estimation at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

Income

All incoming resources are included in the Statement of Financial Activities when:

- (1) the charity is legally entitled to the funds
- (2) any performance conditions attached to the income have been met or are fully in control of the charity
- (3) it is probable that the income will be received
- (4) the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Income received in advance for the provision of specified service is deferred until the criteria for income recognition are met.

Charitable activities

Trading activities - income from DBS checks and other professional income is included in income in the period in which the relevant activity takes place.

Project specific funding - when donors specify that donations and grants are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included on income of restricted funds when receivable.

Donated services and facilities

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

Family Friends
Notes to the financial statements
For the year ended 31 March 2021

1 Accounting policies (continued)

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise of trading costs and the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose.
- Expenditure on charitable activities includes direct and operational costs of delivering services and other educational activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include office costs, finance, personnel, payroll and governance costs which support the Trusts programme and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 7.

Operating leases

Rental charges are charged on a straight line basis over the term of the lease.

Tangible fixed assets

Items of equipment are capitalised where the purchase price exceeds £1,000. Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Office equipment	33% straight line basis
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Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Pensions

Employees of the charity are entitled to join the Pensions Trust Pension Scheme which is funded by contributions from employees and the charity as employer. The pension charge recorded in these accounts is the amount of contributions payable in the accounting year.

Family Friends
Notes to the financial statements
For the year ended 31 March 2021

2 Detailed comparatives for the statement of financial activities

	2020 Unrestricted £	2020 Restricted £	2020 Total £
Income from:			
Donations and legacies	47,505	128,813	176,318
Charitable activities:			
Befriending & Mentoring Services	-	43,750	43,750
Other trading activities	2,964	-	2,964
Investments	226	-	226
Total income	50,695	172,563	223,258
Expenditure on:			
Raising funds	6,719	25,112	31,831
Charitable activities:			
Befriending & Mentoring Services	57,114	146,965	204,079
Total expenditure	63,833	172,077	235,910
Net income / expenditure	(13,138)	486	(12,652)
Total funds brought forward	126,116	38,135	164,251
Total funds carried forward	112,978	38,621	151,599

3 Income from donations and legacies - current year

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Donations				
BBC Children In Need	-	13,000	13,000	13,000
The Daisy Trust	-	-	-	1,000
DMGT plc in Partnership with The Kensington & Chelsea Foundation	-	10,000	10,000	10,000
The Drapers' Charitable Fund	-	7,000	7,000	3,000
Garfield Weston Foundation	-	-	-	10,000
Girdlers' Company Charitable Trust	-	5,000	5,000	5,000
Goldman Sachs Gives Annual Giving Fund	-	2,500	2,500	-
The Grove Trust	-	19,713	19,713	14,350
United in Hammersmith & Fulham - Winter COVID Fund	-	980	980	-
Individual Donations	8,221	-	8,221	6,505
John Armitage Charitable Trust in partnership with The Kensington & Chelsea Foundation	-	-	-	7,000
John Armitage Charitable Trust in partnership with New Philanthropy Capital	30,000	-	30,000	30,000
The Julia & Hans Rausing Trust	-	-	-	21,380
The Kensington & Chelsea Foundation (Green Shoots)	-	-	-	1,000
The CHK Foundation (via The Grove Trust)	3,750	-	3,750	-
London Catalyst	-	-	-	2,000
London Community Foundation - Grenfell Young People's Fund	-	15,000	15,000	15,000
The National Lottery Community Fund and City Bridge Trust - COVID-19 Response Fund	-	22,000	22,000	-
John Lyon's Charity	-	21,000	21,000	19,083
Kensington & Chelsea Foundation - Children and Young People Fund	-	9,500	9,500	3,000
Treebeard Trust	-	-	-	10,000
The Trusthouse Charitable Foundation	-	-	-	5,000
	41,971	125,693	167,664	176,318

Family Friends
Notes to the financial statements
For the year ended 31 March 2021

3 Income from donations and legacies - prior year

	Unrestricted £	Restricted £	2020 Total £	2019 Total £
Donations				
BBC Children In Need	-	13,000	13,000	12,000
Big Lottery Reaching Communities Grant	-	-	-	19,143
The Daisy Trust	-	1,000	1,000	-
DMGT plc in Partnership with The Kensington & Chelsea Foundation	-	10,000	10,000	10,000
Dischma Charitable Trust	-	-	-	2,000
The Drapers' Charitable Trust	-	3,000	3,000	-
Garfield Weston Foundation	-	10,000	10,000	-
Girdlers' Company Charitable Trust	-	5,000	5,000	5,000
The Grove Trust	-	14,350	14,350	22,500
Hands Across the Borough with The Kensington & Chelsea Foundation	-	-	-	1,200
Individual Donations	6,505	-	6,505	4,765
Johyn Armitage Charitable Trust in partnership with The Kensington & Chelsea Foundation	-	7,000	7,000	14,000
Johyn Armitage Charitable Trust in partnership with New Philanthropy Capital	30,000	-	30,000	46,000
The Julia & Hans Rausing Trust	-	21,380	21,380	-
The Kensington & Chelsea Foundation (Green Shoots)	1,000	-	1,000	-
London Catalyst	-	2,000	2,000	-
London Community Foundation - Grenfell Young People's Fund	-	15,000	15,000	4,000
John Lyon's Charity	-	19,083	19,083	20,000
Kensington & Chelsea Foundation - Children and Young People Fund	-	3,000	3,000	-
The Mercers' Company	-	-	-	20,200
Treebeard Trust	10,000	-	10,000	3,333
The Trusthouse Charitable Foundation	-	5,000	5,000	-
	47,505	128,813	176,318	184,141

4 Income from charitable activities

	Unrestricted £	Restricted £	Total £	2020 Total £
Befriending & Mentoring Services				
Royal Borough of Kensington & Chelsea F & C Services	-	37,500	37,500	37,500
London Borough of Brent	-	6,000	6,000	6,250
Total for Befriending & Mentoring Services	-	43,500	43,500	43,750
Total income from charitable activities	-	43,500	43,500	43,750

5 Income from other trading activities

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Shop & Drop Scheme	9,524	-	9,524	-
DBS Check fees	1,203	-	1,203	2,964
	10,727	-	10,727	2,964

6 Income from investments

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Bank interest	207	-	207	226
	207	-	207	226

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Notes to the financial statements
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7 Analysis of expenditure - current year

			Charitable Activities				
	Basis of allocation	Cost of raising funds £	Befriending & Mentoring Services £	Support costs £	Governance costs £	2021 Total £	2020 Total £
Staff costs	Staff time	14,652	124,538	-	7,325	146,515	158,243
Direct costs	Direct	795	10,741			11,536	21,746
Premises costs	Staff time		12,692	1,410		14,102	13,635
Staff recruitment/training	Staff time			4,099		4,099	5,986
Office costs/comms	Staff time		16,424	1,825		18,249	25,542
Depreciation	Staff time			694		694	532
Audit & Accountancy fees	Staff time				13,249	13,249	10,060
Other Governance costs	Staff time				13	13	166
		15,447	164,395	8,028	20,587	208,457	235,910
Support costs		845	7,183	(8,028)		-	-
Governance costs		2,167	18,420		(20,587)	-	-
Total expenditure 2021		18,459	189,998	-	-	208,457	235,910
Total expenditure 2020		31,831	204,079	-	-	235,910	

Of the total expenditure, £28,615 was unrestricted (2020: £63,833) and £179,842 was restricted (2020: £172,077).

Previously, support costs were split 85/95 to costs of Befriending & Mentoring. This year, costs were allocated on the number of families supported by borough, with any remaining balance split 85/95. This change has impacted on restricted funds as some support costs have now been allocated to specific projects.

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Notes to the financial statements
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7 Analysis of expenditure - prior year

	Basis of allocation	Cost of raising funds £	Charitable Activities Befriending & Mentoring Services £	Support costs £	Governance costs £	2020 Total £	2019 Total £
Staff costs	Staff time	15,824	134,507	-	7,912	158,243	158,566
Direct costs	Direct	9,288	12,458	-	-	21,746	26,811
Premises costs	Staff time	-	-	13,635	-	13,635	13,438
Staff recruitment/training	Staff time	-	-	5,986	-	5,986	3,800
Office costs/comms	Staff time	-	-	25,542	-	25,542	20,510
Depreciation	Staff time	-	-	532	-	532	532
Audit & Accountancy fees	Staff time	-	-	-	10,060	10,060	9,302
Other Governance costs	Staff time	-	-	-	166	166	161
		25,112	146,965	45,695	18,138	235,910	233,120
Support costs		4,810	40,885	(45,695)	-	-	-
Governance costs		1,909	16,229		(18,138)	-	-
Total expenditure 2020		31,831	204,079	-	-	235,910	233,120
Total expenditure 2019		23,836	209,284	-	-	233,120	

Of the total expenditure, £63,833 was unrestricted (2019: £55,193) and £172,077 was restricted (2019: £177,927).

8 Net expenditure for the year

This is stated after charging	2021	2020
	£	£
Operating lease rentals:		
Property	12,250	11,387
Depreciation	694	532
Auditor's remuneration:		
Audit fees	4,080	4,000
Under provision in 2020	-	256
Total remuneration charged in the year	4,080	4,256

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9 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

Staff costs were as follows:

	2021	2020
	£	£
Salaries and wages	129,459	139,150
Social security costs	9,488	10,833
Employer's contribution to defined contribution pension schemes	7,568	8,261
	<u>146,515</u>	<u>158,244</u>

No employee received emoluments of more than £60,000.

The total employee benefits including pension contributions of the key management personnel were £146,515 (2020: £158,244).

The charity trustees were not paid or received any benefits from employment with the Trust in the year (2020: £nil) neither were they reimbursed expenses during the year (2020: £nil). No Charity trustee received payment for professional or other services supplied to the charity (2020: £nil).

Staff numbers

The average number of employees (head count based on number of staff employed) during the year was as follows:

	2021	2020
	No.	No.
Charitable activities	4	5
	<u>4</u>	<u>5</u>

10 Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

11 Tangible fixed assets

	Office equipment £	Total £
Cost		
At the start of the year	20,398	20,398
Additions in year	1,050	1,050
At the end of the year	<u>21,448</u>	<u>21,448</u>
Depreciation		
At the start of the year	20,054	20,054
Charge for the year	694	694
At the end of the year	<u>20,748</u>	<u>20,748</u>
Net book value		
At the end of the year	<u>700</u>	<u>700</u>
At the start of the year	<u>344</u>	<u>344</u>

All of the above assets are used for charitable purposes.

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12 Debtors

	2021	2020
	£	£
Trade debtors	-	9,583
Prepayments	4,924	2,377
	<u>4,924</u>	<u>11,960</u>

13 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	4,253	818
Taxation and social security	5,678	3,379
Other creditors	838	1,075
Accruals	4,360	5,991
Deferred income	83,771	58,013
	<u>98,900</u>	<u>69,276</u>

Deferred income

	2021	2020
	£	£
Balance at the beginning of the year	50,300	83,796
Amount released to income in the year	(50,300)	(83,796)
Amount deferred in the year	83,771	50,300
Balance at the end of the year	<u>83,771</u>	<u>50,300</u>

Deferred income comprises of grants received in the current year which relate to future periods.

14a Analysis of net assets between funds - current year

	General unrestricted	Restricted	Total funds
	£	£	£
Tangible fixed assets	700	-	700
Net current assets	136,568	27,972	164,540
Net assets at the end of the year	<u>137,268</u>	<u>27,972</u>	<u>165,240</u>

14b Analysis of net assets between funds - prior year

	General unrestricted	Restricted	Total funds
	£	£	£
Tangible fixed assets	344	-	344
Net current assets	112,634	38,621	151,255
Net assets at the end of the year	<u>112,978</u>	<u>38,621</u>	<u>151,599</u>

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15a Movements in funds - current year

	At the start of the year £	Incoming resources & gains £	Outgoing resources & losses £	Transfers £	At the end of the year £
Restricted funds:					
Befriending & Mentoring Services	38,621	169,193	179,842	-	27,972
Total restricted funds	<u>38,621</u>	<u>169,193</u>	<u>179,842</u>	<u>-</u>	<u>27,972</u>
Unrestricted funds:					
General funds	112,978	52,905	28,615	-	137,268
Total unrestricted funds	<u>112,978</u>	<u>52,905</u>	<u>28,615</u>	<u>-</u>	<u>137,268</u>
Total funds	<u>151,599</u>	<u>222,098</u>	<u>208,457</u>	<u>-</u>	<u>165,240</u>

15b Movements in funds - prior year

	At the start of the year £	Incoming resources & gains £	Outgoing resources & losses £	Transfers £	At the end of the year £
Restricted funds:					
Befriending & Mentoring Services	38,135	172,563	172,077	-	38,621
Total restricted funds	<u>38,135</u>	<u>172,563</u>	<u>172,077</u>	<u>-</u>	<u>38,621</u>
Unrestricted funds:					
General funds	126,116	50,695	63,833	-	112,978
Total unrestricted funds	<u>126,116</u>	<u>50,695</u>	<u>63,833</u>	<u>-</u>	<u>112,978</u>
Total funds	<u>164,251</u>	<u>223,258</u>	<u>235,910</u>	<u>-</u>	<u>151,599</u>

Purposes of restricted funds

Befriending & Mentoring Services

The income of the charity includes grants received for specific restricted projects.

16 Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	Property	
	2021	2020
	£	£
Due within one year	12,250	12,250
Due within two to five years	36,750	49,000
	<u>49,000</u>	<u>61,250</u>

There is a five year lease for the offices at 73 St Charles Square from 01 Jan 2020 which is due for renewal on 01 January 2025.

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17 Legal status of the charity

The charity is a company limited by guarantee incorporated in England and has no share capital. Each member is liable to contribute a sum not exceeding £1 in the event of the charity being wound up.

18 Related party transactions

There are no related party transactions to disclose for 2021 (2020: none).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

19 Post Balance Sheet events

The Trustees have considered the effect of COVID-19 on the activities and finances of the charity. COVID-19 has impacted the charity in the immediate short term but has not impacted the charity's ability to continue as a going concern. A robust set of systems have been put in place to mitigate against any risks in response to the COVID-19 pandemic.