

FAMILY MATTERS YORK

**Financial Statements and
Annual Report of the Trustees**

for the year ended

31st March 2021

Charity No 1088274

FAMILY MATTERS YORK

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FAMILY MATTERS YORK

LEGAL AND ADMINISTRATIVE INFORMATION

TRUSTEES

The Trustees who served during the year were:

Mrs Jill Ross	Co - Chair
Mrs Joanna Bloss	Co - Chair
Mr David Atkinson	(Resigned 13.09.20)
Mr Martin Rowley	
Mr Howard Landon	

ADMINISTRATOR

Ms Laura Hambleton

TREASURER

Ms Laura Hambleton

CHARITY NUMBER

Registered Charity Number 1088274

GOVERNING DOCUMENT

Family Matters York was established by a Deed of Trust adopted on 21 March 2001.
Family Matters York is the operating name of the York Community Family Trust.

PRINCIPAL OFFICE

Dilston House, 65 Lawrence Street, York. YO10 3BU.

BANKERS

National Westminster Bank plc	CAF Bank Ltd
York City Centre	25 Kings Hill Avenue
1 Market Street	Kings Hill
York City Centre	West Malling
YO1 9YH	Kent
	ME19 4JQ

INDEPENDENT EXAMINER

Paul Dixon ACA FCCA
Fortus Audit LLP
Chartered Accountants &
Statutory Auditors
62/63 Westborough
Scarborough
North Yorkshire
YO11 1TS

FAMILY MATTERS YORK
REPORT OF THE TRUSTEES
YEAR ENDED 31 MARCH 2021

The trustees present their report for the year ended 31 March 2021. The financial statements have been prepared in accordance with accounting policies set out on page 8 and comply with the charity's trust deed and applicable law.

Trustees

The trustees in office as at 31st March 2021 are set out on page 1 of this report.

Objectives and activities of the Organisation

The objectives of the organisation are the advancement of public education in matters concerning marriage, parenting, family life and relationships, with a view to strengthening and enriching family life. The charity continues to work actively towards its objectives.

In setting the objectives and planning the activities for the year, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit at the Trustees Meetings.

Review of Activities

During the year the trustees met eight times. The charity continued to promote the objectives of the organisation within the community of the city of York and surrounding areas.

A detailed review which looks at some of the highlights of the year, as well as some of the future plans is included in page 3.

Finances

The attached Statement of Financial Activities details the financial position for the year which the trustees consider to be satisfactory. The organisation maintains such funds that are necessary for its day to day activities.

The net outgoing resources for the year of £1,522 (2020 - £1,999) have been deducted from funds giving a total fund balance of £37,070 (2020- £38,592).

Risk Management

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

Reserves Policy

It is the current policy of the charity to maintain unrestricted funds at a level which equates to at least 3 months unrestricted expenditure. This provides sufficient funds to cover management and administration and support costs. Unrestricted funds were maintained at least to this level throughout the year.

FAMILY MATTERS YORK
REPORT OF THE TRUSTEES
YEAR ENDED 31 MARCH 2021

This year was certainly unlike any that we have had before. As we started the new financial year the country was just starting the second week in full national lockdown. We brought our late spring half term courses to an abrupt end in the middle of March as Covid-19 meant that we could no longer deliver them in person. The staff team at Family Matters York worked rapidly to adapt our courses and make them available online. This was a brand-new area for the charity as courses had never been delivered in any format other than group sessions in physical meetings.

Within 10 days of the national lockdown starting our Development Manager and Parenting Co-ordinator piloted our first online course. Handling Anger in the Family started as a trial of an interactive online course on the evening of Thursday 2nd April 2020 with 10 parents attending. This course paved the way for one of the largest changes to our parenting courses in recent years. This change of delivery rapidly enabled us to reach out to parents, via Zoom in their own homes at times across the day to suit their schedule.

We succeeded in running 5 courses in the first summer half term and 7 in the last half term of the summer term.

Family Matters York was very grateful to The National Lottery Awards for All Scheme who supported us in using their funding that was originally set for in person courses throughout the more deprived areas of York, to then be used to fund 6 online courses. We are also thankful to Joseph Rowntree Housing Trust who support us in running further courses to support families who were struggling due to the impacts of lockdown. In all we were able to support 52 families straight away during the first national lockdown from Easter 2020 to the Summer Holidays.

The Charles and Elsie Sykes Fund and The Two Ridings Step Change Funds were both instrumental in supporting us to continue to provide support for parents throughout the ever-changing covid situation. This funding enabled us to deliver a total of twenty-eight courses online throughout the autumn term and the January- March lockdown of 2021 enabling us to support a further 205 families. During this time, we heard a great deal from parents who were really struggling in their relationships. Our courses had been able to bring some support during a very uncertain time for the whole nation.

A combination of the confidential nature of our Relationship's work (Couples in Crisis) and the unknown nature of Zoom meant that we were unfortunately unable to support new couples during the lockdowns this year. We were concerned that internet security was not sufficient at that time to maintain confidentiality. However, our Relationship Coordinator did not waste the time that we had. We used funding that was given to us from The Hillard's Trust to train and recruit many new support couples for the service. All the couples and trainers met regularly on Zoom to learn how to support couples in learning skills that in time could strengthen and save their relationships and by Christmas 2020 we had 9 new mentor couples who were fully trained and ready to support new client couples.

As April 2021 started in lockdown it was agreed that the couples in crisis service could start up again online until the restrictions lift again to allow more face-to-face contact. We were now satisfied that confidentiality and internet safety could be established and maintained as the whole world learned to communicate differently using secure end to end encryption.

2020/21 has undoubtedly been a very challenging year for everyone. Family Matters York is, however, deeply grateful to all our supporters and funders who have enabled us to diversify and provide a service online for the first time. This feels like a change that is here to stay and will be a positive addition to our charity, even as restrictions lift and forward into the future.

FAMILY MATTERS YORK
REPORT OF THE TRUSTEES
YEAR ENDED 31 MARCH 2021

Organisational Structure

The trustees are responsible for the strategic direction of the charity together with day to day responsibility for the administration of the charity's funds.

Independent Examiner

A resolution proposing Mr P Dixon ACA FCCA of Fortus Audit LLP to be reappointed as independent examiner of the charity will be put to the Annual General Meeting.

Statement of Trustees' Responsibilities

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval

This report was approved by the trustees on 09/11/2021 and signed on their behalf.



Mrs Jill Ross
Trustee
on behalf of Family Matters York

FAMILY MATTERS YORK

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 20

		Unrestricted Funds		2021	2020
		General	Designated	Total	Total
		Fund	Funds	Funds	Funds
Note		£	£	£	£
Incoming Resources					
Grants for the year	2a	21,778	5,075	26,853	12,450
Gifts and donations	2b	19,332	130	19,462	19,925
Course fees		0	1,465	1,465	8,088
Bank and other interest		5	0	5	26
Refund of telephone charges		0	0	0	71
Total incoming resources		41,114	6,670	47,784	40,560
Resources Expended					
Direct charitable expenditure	3	15,648	30,149	45,797	39,099
Support costs	4	2,071	150	2,221	2,632
Professional Fees	5	1,289	0	1,289	828
Total resources expended		19,008	30,299	49,307	42,559
Net (Deficit) / Surplus for the year		22,107	(23,629)	(1,523)	(1,999)
Transfer between funds		(20,249)	20,249	0	0
		1,858	(3,380)	(1,523)	(1,999)
Balance brought forward		35,212	3,380	38,592	40,591
Balance carried forward	8	37,070	(0)	37,070	38,592

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

The notes on pages 7 to 11 form part of these accounts.

FAMILY MATTERS YORK
BALANCE SHEET AS AT 31 MARCH 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets		865	0
Current assets			
Cash at bank		36,244	35,177
Debtors and prepayments		990	4,665
		<u>37,234</u>	<u>39,841</u>
 Liabilities: amounts falling due within one year			
Creditors	7	1,029	1,249
 Net current assets		<u>36,205</u>	<u>38,592</u>
 Net assets		<u><u>37,070</u></u>	<u><u>38,592</u></u>
 Represented by:			
Funds	8		
General Fund		37,070	35,212
Designated funds		0	3,379
		<u>37,070</u>	<u>38,592</u>

Mrs J Ross..... *Jill Ross* Date 09/11/2021
Trustee

Mrs J Bloss..... *JM Bloss*
Trustee

For and on behalf of the Trustees of Family Matters York

FAMILY MATTERS YORK

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

1.1 Basis of preparation of accounts and assessment of going concern

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and the Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS102.

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

1.2 Incoming resources and recognition

Voluntary income and donations are included as incoming resources when they are receivable, except when donors' conditions have not been fulfilled, then the income is deferred. Any income from fundraising ventures is shown gross, with the associated costs included in fundraising costs. Gift aid is shown when received.

1.3 Expenditure recognition

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Expenditure which is directly attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the costs categories on a basis consistent with the use of these resources.

1.4 Investment income

Investment income is included in the Statement of Financial Activities when receivable.

1.5 Funds

The unrestricted funds of the charity have been analysed as follows:

General Fund:

General funds are those which are not subject to any special restriction and they can be used as the trustees decide.

Designated Funds:

Designated funds are amounts that the trustees have set aside to cover particular expenditure.

FAMILY MATTERS YORK

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

2 Incoming resources

	2021 £	2020 £
2a Grants receivable		
Allocated as follows:		
General fund	21,778	0
Designated funds	5,075	12,450
	<u>26,853</u>	<u>12,450</u>
2b Gifts and donations		
Allocated as follows:		
General fund	19,462	19,925
Designated funds	0	0
	<u>19,462</u>	<u>19,925</u>

3 Direct charitable expenditure

	General Fund £	Designated Funds £	2021 Total Funds £	2020 Total Funds £
Salaries and national insurance	12,417	25,925	38,342	33,379
Staff pension costs	373	778	1,150	1,007
Staff expenses	201	205	405	102
Staff & volunteer training	0	0	0	490
Rent and rates	2,597	0	2,597	2,579
Volunteer costs	0	2,250	2,250	913
Course material	61	992	1,053	362
Room hire	0	0	0	195
Sundry expenses	0	0	0	70
	<u>15,648</u>	<u>30,149</u>	<u>45,797</u>	<u>39,099</u>

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

4 Support costs

	General Fund £	Designated Funds £	2021 Total Funds £	2020 Total Funds £
Depreciation	433	0	433	0
Insurance	909	0	909	908
Telephone	648	150	798	632
Printing, postage and stationery	81	0	81	374
Website and computer costs	0	0	0	582
Sundry expenses	0	0	0	136
	<u>2,071</u>	<u>150</u>	<u>2,221</u>	<u>2,632</u>

5 Professional Fees

	General Fund £	Designated Funds £	2021 Total Funds £	2020 Total Funds £
Independent Examiner's fee	755	0	755	732
Payroll management costs 2019	0	0	0	-192
Payroll management costs 2020	0	0	0	288
Payroll management costs 2021	534	0	534	0
	<u>1,289</u>	<u>0</u>	<u>1,289</u>	<u>828</u>

FAMILY MATTERS YORK

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

6 Designated Funds

Parenting Fund

A fund set up by the trustees to train volunteers and deliver courses to equip parents and carers to improve their parenting skills and their relationships with their children.

Relationship Support Fund

A fund set up by the trustees to train volunteers and deliver courses to support people in relationships and couples who are facing relationship difficulties.

7 Creditors

	2021 £	2020 £
Salaries	232	229
Volunteer costs	0	288
Independent examiner's fee	755	732
Other creditors	42	0
	<u>1,029</u>	<u>1,249</u>

8 Movement of funds

	Opening Balances £	Incoming Resources £	Resources Expended £	Transfers between funds £	Closing Balances £
Unrestricted Funds					
General Fund	35,212	41,114	19,008	(20,249)	37,070
Designated Funds					
Parenting Fund	3,380	6,645	15,879	5,854	0
Relationship Support Fund	0	25	14,420	14,395	0
	<u>38,592</u>	<u>47,784</u>	<u>49,307</u>	<u>0</u>	<u>37,070</u>

FAMILY MATTERS YORK

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

9 Staff costs

	2021 £	2020 £
The staff costs were:		
Wages and salaries	39,492	34,386
	<u>39,492</u>	<u>34,386</u>

During the year the number of staff employed on a part time basis was as follows:

	2021	2020
Direct charitable activities	<u>3</u>	<u>3</u>

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

10 Trustees

No trustee received any remuneration for services rendered during the year. However, trustees out of pocket expenses were reimbursed when requested.

Rent of £2,400 (2020 -£2,400) was paid to Rowley & Sons, a business in which one of the trustees, Mr M Rowley is a partner.

During the year, Mrs H. Atkinson, wife of the Trustee, Mr D. Atkinson, was employed as the Parenting Co-ordinator, for which she received a salary of £12,081 (2020 - £13,991). No other trustee, or anyone connected to another trustee, had a material interest in any of the charity's transactions during the year.

11 Independent Examiner's Fee and Professional costs

The Independent Examiner's fee for the year amounted to £755 (2020- £732) and is disclosed in professional fees. Payroll management costs of £534 payable to Fortus North Limited have been charged within these financial statements.

12 Contingent liabilities

The Charity has no contingent liabilities at 31st March 2021 (2020- £Nil).

FAMILY MATTERS YORK

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts of Family Matters York for the year ended 31 March 2021 which are set out on pages 5 to 11.

Respective responsibilities of the Trustees and of the Independent Examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144(2) of the Charities Act 2011 does not apply, and that an independent examination is needed. The charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

- (a) examine the accounts under section 145 of the Charities Act 2011 (the 2011 Act);
- (b) to follow the procedure laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- (c) to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charities Commissioners. An independent examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act.have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Paul Dixon ACA FCCA
Fortus Audit LLP
Chartered Accountants &
Statutory Auditors



15/11/2021
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