

HOME-START BRADFORD DISTRICT

England & Wales · Charity number 1090435

Details

Other names	HOME-START BRADFORD
Status	Registered
Legal form	CIO
Registered	2002-02-05
Register	View on the Charity Commission register

Contact

Address	Thornbury Centre Leeds Old Road Bradford BD3 8JX
Phone	01274666711
Email	hsbd@homestartbradford.co.uk
Website	www.homestartbradford.co.uk

Activities

Objects: A) TO SAFEGUARD PROTECT AND PRESERVE THE GOOD HEALTH, BOTH MENTAL AND PHYSICAL OF CHILDREN AND PARENTS OF CHILDREN
B) TO PREVENT CRUELTY TO OR MALTREATMENT OF CHILDREN
C) TO RELIEVE SICKNESS, POVERTY AND NEED AMONGST CHILDREN AND PARENTS OF CHILDREN
AND
D) TO PROMOTE THE EDUCATION OF THE PUBLIC IN BETTER STANDARDS OF CHILD CARE WITHIN THE AREA OF BRADFORD ITS ENVIRONS

Activities: Home-Start Bradford District is a preventative & early help service offering confidential, support, friendship and practical help to families who have at least one child under the age of 5 years. They recruit, train and support volunteers, all of whom have parenting experience, to home visit families who are experiencing difficult times and promote self-esteem, confidence and encourage self-help.

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty, Economic/community Development/employment
- **Who:** Children/young People, Other Defined Groups

Geography

- **Area of benefit:** BRADFORD AND ITS NEIGHBOURHOOD
- Bradford City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£290,996	£215,513	-	-
2024-03-31	£198,698	£193,289	-	-
2023-03-31	£217,349	£192,740	-	-
2022-03-31	£177,697	£178,792	-	-
2021-03-31	£197,810	£171,462	-	-

Trustees

Name	Role	Appointed
Susan Milner	Chair	2016-10-17
Christopher Comey		2020-10-19
Karen Ruth Bodger		2022-05-09
Louise Keith		2025-01-06
Philip Fisher		2025-09-15

Accounts

Home-Start Bradford District

Charity number 1090435

Annual Report and Financial Statements for the year ended 31 March 2025



Home-Start Bradford District

Annual Report and Financial Statements for the year ended 31 March 2025

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Prepared by West Yorkshire Community Accountancy Service CIO

Home-Start Bradford District

Trustees' report for the year ended 31 March 2025

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Susan Milner	Acting chair	
Chris Comey		
Karen Bodger		
Richard Bott		Resigned 15 September 2025
Louise Keith		Appointed 6 January 2025
David Fairclough		Appointed 12 May 2025
Tanya Marshall		Appointed 9 September 2024
		Resigned 5 May 2025
Cassy Harrison	Safeguarding Lead	Resigned 6 January 2025
Charlie Johnston		Resigned 22 February 2025

Charity number 1090435 Registered in England and Wales

Registered and principal address	Bankers
The Thornbury Centre	The Co-operative Bank
Leeds Old Road	PO Box 250
Bradford	Delf House
BD3 8JX	Southway
	Skelmersdale WN8 6WT

Independent examiner

Rhys North ACA
West Yorkshire Community Accountancy Service CIO
Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) and is governed by a constitution, adopted 20 April 2020 and amended 18 November 2024. The liability of the members in the event of the CIO being wound up is limited to a sum not exceeding £1.

In furtherance of its objects the charity conforms to the standards and methods of practice of Home-Start UK (charity number 1108837).

Method of recruitment and appointment of trustees

The trustees of the CIO are appointed by the members at the AGM. Each year one third of trustees retire at the AGM and may be re-elected by the members. Trustees may co-opt additional trustees during the year but a co-opted trustee only holds office until the next AGM.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2025

Objectives and activities

The charity's objects

The charity's objects are:

- a) to safeguard, protect and preserve the good health, both mental and physical, of children and parents of children;
- b) to prevent cruelty to or maltreatment of children;
- c) to relieve sickness, poverty and need amongst children and parents of children; and
- d) to promote the education of the public in better standards of childcare within the area of Bradford and its environs.

The charity's main activities

Home-Start Bradford District is an independent charity in Bradford, providing early years support to parents with young children (0-4) through weekly visits from a volunteer. We aim to intervene early, reducing the likelihood of family crisis or breakdown, reducing mental health problems and isolation, and helping families to thrive.

Families from across Bradford District are referred by health agencies, children's centres and other statutory and community organisations, as well as self-referrals from parents themselves. Support is customised to each family, and typically includes one or more of: help with positive parenting; accessing community facilities and support networks; medical appointment attendance; help with mental and physical health issues; emotional support; help managing stress; healthy eating; and family wellbeing. Each family receives an initial visit, at which a Family & Volunteer Coordinator explores their situation with them in their own home, and helps the family to set goals for their support.

The Coordinator matches the family with an appropriate volunteer, who will have parenting experience of their own and have undergone a ten-week rigorous course of preparation. The volunteer visits the family on a weekly basis, helping them with their goals and providing a listening ear and emotional support. A programme of review visits, training and supervision ensures that support is delivered consistently and achieves the family's goals.

Families respond well to our approach - we are non-threatening and non-stigmatising. Working in families' homes helps us to support 'hard-to-reach' families who may be marginalised or distrustful of support services. We work with families by negotiation and agreement, focusing on the specific needs identified by the family themselves.

Our work is carried out through a fantastic team of committed volunteers, and we are grateful to them all for the skills, support and dedication they so willingly bring to the charity.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit at its Trustee meetings.

Achievements and performance

Highlights

Our biggest highlight this year was again in volunteer recruitment, increasing our active volunteers up to 45 again by the end of the year, with another new cohort about to be signed off. The whole team having invested so much time and effort into supporting the volunteer journey, we celebrate the fruits of that hard work and the additional support it means we can provide to families in Bradford.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2025

Achievements and performance continued

Highlights continued

As well as our annual volunteer thank you meal, which this year was our biggest yet, we've grown our programme of regular training and support for volunteers to help them develop the help they can give families, as well as learning skills they can use in the rest of their life. This year that has included mental health training from Mind, domestic abuse awareness from Staying Put, and a fascinating session on genetics in the community. We've also held more peer support sessions, led by our Office Manager (and home-visiting volunteer) Salema, which have included coffee and cake at a local café and a walk and talk in the park. These sessions have been really important with growing numbers of volunteers coming along to share their experiences and learning with each other. We've also celebrated a number of volunteers reaching service milestones, and we presented them with commemorative certificates as a small token of much bigger thanks.

We also spent the year celebrating turning 25 as a charity. As well as putting a '25' spin on many of our usual events, we used it as an opportunity to fundraise, with supporters encouraged to do 25 'somethings' to raise money for us – anything from baking and selling 25 cakes, to climbing 25 mountains. We don't think that anybody took us up on the mountains, but staff and volunteers did complete a 25km sponsored walk in the summer. Setting off from our offices in Thornbury, we made our way along the edge of Ravenscliffe down to the canal at Greengates, skirting round the northern edge of the city to lunch in Lister Park. Continuing up the canal to the edge of Bingley, we returned along the Greenway to finish in City Park in time to take the weight off our feet at the nearest hostelry. Sore feet and aching legs were assuaged by raising over £2,800 in sponsorship, which added to £300 raised from a delicious curry evening at Deeva restaurant, and £500 from various raffles and tombolas. The celebrations culminated in a very special event held at the Jubilee Centre in Bradford, attended by 50 current and former staff, trustees and volunteers, where we enjoyed a delicious meal with reminiscences, photos from the previous 25 years, video messages, plans for the future and a very special catch up with one of the first families ever supported by our Operations Manager, Christine, nearly 20 years ago.

With new funding from BBC Children in Need, we've now expanded our services to be able to offer group support and telephone befriending to families across the Bradford District, providing a more diverse range of ways that families can engage with our support, as appropriate to their needs and context. Our group sessions are led by a staff member and volunteer, and provide an opportunity for parents to meet and share with other parents, and receive some input on a range of parenting and other topics, over the course of around seven weeks. There's also space for the kids to play and interact with other children, building important socialisation and language skills. Our first sessions took place in the Sangat Centre in Keighley, and we've got further groups planned next year for The Thornbury Centre in BD3, and Woodside Community Centre in BD6.

We were also delighted to be successful in bidding for Start for Life funding to deliver support to male and secondary carers. Although our main support is available to any parent, it is primarily engaged with by mums, and it has long been recognised across Home-Start that dads tend to engage with support in different ways not necessarily as well served by family support organisations like ours. This led Home-Start HOST (Oldham, Stockport and Thameside) to develop the Dad Matters programme, aimed at meeting dads in contexts where they already are such as antenatal classes and hospital appointments. With a proven track record of success, we're really pleased to be partnering with Dad Matters and Start for Life to be able to support The 'missing' half of parents.

Our annual Christmas Party for families was our biggest ever, with 60 people attending. With disco tunes to get the kids dancing and a delicious buffet, the highlight as ever was a visit from Santa who made sure that all the children (and any siblings in the family) received one of the lovely toy gifts donated over the year, as well as a box of chocolates for the grown ups.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2025

Achievements and performance continued

Highlights continued

Finally, we again received a batch of complimentary tickets for Circus Starr, who distribute free tickets to some of their performances to enable families who wouldn't otherwise be able to attend to have a little treat. One family shared:

"Just wanted to say that the circus was amazing. There was a lot of thought put in place to make it 'safe' and enjoyable, especially for neurodivergent kids like mine. The clown was funny and the mascots very charming and not scary. It was our first family circus outing and we all really had a lovely time. The staff at the venue were very accommodating as well, which always is a bonus. I would like to extend my special thanks to Circus Starr for accomplishing such a brilliant show. Last but not least, my special thanks to you and your wonderful team for the free tickets."

In planning the activities for the year the trustees have kept in mind the Charity Commission's guidance on public benefit.

Home-Start Better Start

Our involvement with the ten-year Home-Start Better Start project came to an end this year, with the project beginning to wind down and transition to legacy rather than delivery. Having been involved in establishing the project, there's a sense of sadness, but also joy at all that has been achieved – with a wonderful event being held in Bradford Cathedral showcasing the impact made on some of the most financially deprived areas of Bradford.

As a research-focused project, a wealth of data has been collected and analysed, and there's plenty of reports being produced, including a comprehensive evaluation of our home-visiting volunteer service.

Over the eight years we've been delivering our service, 89 volunteers have supported 197 unique families. All participants were asked to provide feedback in the form of a satisfaction questionnaire, in which 100% of respondents had a median score of 4 or more (out of 5):

95% of respondents agreed or strongly agreed that the project was helpful to them

98% that the project gave them useful information

98% that they would recommend the project to family or friends

100% that they were satisfied with the support they received

96% that the project was easy to access

96% that they were happy with the project overall.

Alongside that, our wealth of journey of change data and case studies demonstrates scores of lives changed for the better.

Across the whole length of the project, parental wellbeing was the most acute area of need with 98% of assessed families scoring 3 or less on their coping scores in this area. Families were supported for around 6 months on average. On average, families were referred on for around three other services as part of their support.

There has been much brilliant learning from our involvement in the project which has shaped our service going forward – and we like to think that Better Start was able to learn from our experience and history of supporting families in Bradford too. It has been a great partnership.

Staff and trustees

We have had several changes to our trustee Board this year. Both Cassy and Charlie stepped down from our Board after three years of great support and knowledge. Cassy was a lead trustee for safeguarding, but has agreed to stay involved as our external safeguarding advisor. We were delighted to welcome Louise to the Board, who brings GDPR and data protection expertise, and has already got stuck in to deliver GDPR and online safety training to all staff and trustees.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2025

Achievements and performance continued

Staff and trustees continued

In August we recruited two Dad Matters Coordinators to deliver our new Dad Matters work, and Mohammed and Louise have really settled into the team, and into local maternity wards and neonatal units where they are engaging with scores of dads. They've spent lots of time in the maternity unit, attending 'stork walks' and being present in online antenatal classes, supporting dads with attachment and bonding, and the importance of the first 1,001 days of a child's life.

Two of our Coordinators, Trudi and Lisa, completed their Level 3 Award in Education and Training – congratulations to them on this achievement.

Key statistics

	2024-25	2023-24	2022-23	2021-22	2020-21	2019-20
Referrals received	196	202	230	209	113	158
Families supported	97	93	99	118	86	112
Children supported	192	200	219	252	194	270
Children with disabilities	15	21	15	13	12	28
Volunteer visits in year	644	538	545	* 707	* 832	359
Volunteer visit hours	926	845	732	* 610	* 602	667
Active volunteers at year end	45	36	28	46	41	37
Volunteers active in year	58	48	48	57	-	-
New volunteers recruited	23	21	17	10	10	17
Preparation courses completed for new volunteers	3	3	4	3	2	3
Volunteer ongoing training sessions (VOTS) held	12	13	12	7	5	4

* Volunteer 'visits' in 2020-21 were conducted by phone rather than in person.
In 2021-22 they began by phone before returning to mainly in-person in the Autumn

Referrals and families support remained broadly the same as last year – with a very slight increase in families supported. However that masks a significant increase in volunteer visits and hours, indicating that supported families for longer or with more visits than previously. This may partially reflect having more volunteers available meaning that we're able to give families a little longer to fully reach their goals before moving volunteers on to a new family, however it may also reflect more complex families who need more time invested in them.

As noted above, we continued to recruit volunteers at a similar rate to last year, but also retained more volunteers than previous years so our overall volunteer pool grew which was great news.

Planning for the future

The focus for the coming year is on securing further funding, with a couple of our big grants coming to an end this year and next. We are delighted to have secured three years' funding from BBC Children in Need, and a further year of both Henry Smith and Start for Life funding, but we need additional grant funding to continue delivering the service we'd like to across Bradford District.

With continuing changes in the family support picture both locally and nationally, we are pushing to be involved in conversations and decision-making about how resources are invested in supporting families, drawing on our depth and breadth of experience and track record in supporting families.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2025

Planning for the future continued

We continue to look to strengthen our trustee Board, and we're also in the process of reshaping our staff team somewhat, both of which are ongoing processes.

We continue to promote our core family support offer locally, embedding it in the local family support networks – particularly the Family Hubs – and ensuring that our three strands of home-visiting support, telephone befriending and group sessions are widely known and available to those that need them.

Following the year end, our new Business Manager left the team unexpectedly which has caused a certain amount of difficulty, with other staff members stepping up to cover different areas. We are currently buying in expertise in some areas in the short term whilst we get to a position where we can be more certain about how we shape the team in the medium-long term.

Zena's story

"My daughter, who is now 11 months old, was born after a 24-hour labour, which resulted in a second-degree tear - I was in so much pain for the first two months of her life! I was struggling to be a mum and keep on top of all the housework – I barely had time to eat or shower. I was sinking lower and lower and I had totally lost my identity. Even though I had always wanted to be a mum, that's all I felt I was.

I was at a baby massage group, when my daughter was a lot younger, and I got talking to one of the girls about how I was feeling and she told me about Home-Start Bradford District. She told me all about the support that she had been getting. I am quite a strong-minded person and very independent – I know what I want and I know what I don't like and I didn't want someone telling me what to do. She reassured me that the volunteer that supported her didn't tell her how to parent, they were a 'friendly ear' and were there to help her and not to judge. I'm not the kind of person that asks for help, but I had to agree the volunteer peer support sounded ideal for me.

Before I knew it, the Family and Volunteer Coordinator at Home-Start Bradford District was at my house. She was fabulous and understood my personality immediately as she is very similar, I was confident that she would find a volunteer to match me and my needs.

And she certainly did! I was matched with my volunteer and she was great from the start. I didn't want someone telling me how to be a mum and patronising me and she didn't – she was simply fantastic. I know I am a good parent – I thrive on it, but I was sinking in all the things I was trying to get done and it couldn't carry on – I was even doing an online course as I could feel my brain was 'dying' from not working.

I wasn't managing my time at all and my volunteer helped. She showed me that the house did not have to be as clean as I was making it, as long as it was clean enough for my daughter. She simply saw me for me and didn't judge me at all. We would take my daughter out for walks and we would talk and talk; about my daughter; me not working; how I was feeling and just like that my saving grace had come into my life. She kept telling me I had 'got this' and she helped me bring my sense of self back.

I wish I had known about Home-Start Bradford District from the very beginning, the support has been invaluable to me and I can't stress enough how my Coordinator and volunteer brought me out of that 'black hole'. Life is now back to normal and I don't need volunteer support now – I am back to being me!"

Chloe's story

"When my twins were young babies, they suffered from reflux, where they were bringing back up milk after feeding - it was a really challenging time. Another twin mummy told me all about Home-Start Bradford District and the support that she had many years prior – her twins are now 11 years old!

I felt that having two pairs of hands would be of great help when it came to looking after twins. The Family and Volunteer Coordinator matched me to a volunteer who had experience of supporting families of multiples. My volunteer provided practical help - we could take a baby each and feed them their bottles and let them settle on us. My volunteer grew a particularly special bond with my baby boy, since she generally took him to feed.

My volunteer offered valuable advice on looking after two babies at once, including feeding advice and how to manage their reflux with little tips like showing me new ways to get the wind out of my babies.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2025

Chloe's story continued

My volunteer noticed that my baby boy was ready to start solids and helped me to start the weaning process by offering advice and practical help with solid mealtimes.

Having a volunteer made a real difference to me through my first steps in motherhood and made me feel more confident as a first-time mum. She offered a great listening ear to the challenges I was facing as a mum of twins and supported me with practical help and advice.

Not only did I benefit from support from my volunteer herself but also from my Coordinator. She listened to my challenges and was often able to help, for example she helped me access a HENRY weaning course, which I attended and benefited from.

If you need support, then please reach out. From my experience the Home-Start Bradford District service is supportive, tailored to your needs and solution focused."

Andy's story

"Since the birth of my daughter, I have been extremely anxious about my life and my daughter's future - I was having nightmares, panic attacks and fear of coping and all those worst case scenarios about being a first-time dad – I had hit an emotional burnout.

I found out about Dad Matters Bradford and emailed them with my 'cry for help' and within a day or so someone had replied to my message.

One of the Dad Matters Coordinators spoke to me over the phone and arranged to come to my home for a one-to-one face-to-face meeting so she could listen to my thoughts, worries and concerns. She was open, friendly and kind with a good understanding of what family life can be like.

Since that first meeting, the Coordinator has been an outlet for me to vent and pour out my thoughts and fears without any prejudice or judgement. Having her and the team around just a call or text away has helped me a lot to manage my expectations, my fears and my skills as a dad.

The team have made a difference to me, allowing me to fear less, gain confidence and the reassurance that as a first-time dad, what I am doing is right!

I am grateful and thankful to have Dad Matters in my life. They have been the only people to reach out directly and quickly respond to my 'cry for help'. The team have been lovely and I feel like I have made a new friend.

I hope to continue to work with the Coordinator and the team for myself and hope in the future to help give them support and give something back for their time and constant hard work.

Thank you Dad Matters!"

Kudirat's story

"I have a background working in the health sector, so I have always supported and helped people, and I found out about Home-Start Bradford District volunteers while surfing the internet searching for volunteering opportunities in the community.

I know what it is like to feel isolated with a young child. When I first came to this country, I felt lonely and occasionally got sad because I was in a new environment with no friends apart from my husband and son. In time I made friends in school and began to feel better and well-adjusted into the country.

I felt the need to help people who may also be needing some form of companionship and support. I have a really supportive husband and friends, who took care of my son, while I volunteered for a couple of hours each week.

The volunteer preparation course was very detailed, delivered by friendly, knowledgeable and experienced coordinators. It was delivered once in a week over a period of 7-weeks and it taught me all I needed to support my families.

It was all very interesting, but I found the training on safeguarding most useful, and it made me more observant. There were no challenges because the coordinators were often eager to support with any difficulties we faced.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2025

Kudirat's story continued

Volunteering comes with a sense of fulfilment and pride, and when it is with Home-Start Bradford District you get all the support and help you need to acquire the necessary skills to deliver life changing support whilst also getting support yourself if you need it.

So many families need support and would be happy to have your offer to help, it would make a whole lot of difference for them and I'm hoping to return to volunteering someday."

Financial review

The net income for the year was £75,483, including net income of £16,935 on unrestricted funds and net income of £58,548 on restricted funds, after transfers.

Reserves policy

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the 'free reserves') held by the charity should be at least 6 - 9 months of resources expended, which equates to between £115,800 and £173,800 in general funds based on budgeted 2025/2026 expenditure. At this level the trustees feel they would be able to continue the current activities of the charity in the event of a significant drop in funding or unexpected increase in costs.

The charity's free reserves, excluding fixed assets, at the year end were £109,328.

Although the reserves are nearly within the required range, the trustees are aware that this is a challenging time for the organisation in terms of funding, particularly with the ending of several key longer-term grants. They are very mindful of the need to secure significant future funding as a matter of urgency to ensure the continued viability of the charity, and are monitoring the funding situation closely. The charity is working on a number of applications and bids to ensure that we can continue to support families across Bradford.

Approved by the board of trustees on 10/11/2025

Susan Milner (Trustee)

Home-Start Bradford District

Independent examiner's report to the trustees of Home-Start Bradford District

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2025, which are set out on pages 11 to 18.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the CIO's gross income exceeded £250,000 your examiner must be a fellow of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Rhys North ACA

27/11/2025

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Home-Start Bradford District
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2025

	Notes	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Income from:					
Grants and donations	(2)	2,314	282,870	285,184	198,619
Fundraising		3,132	-	3,132	79
Bank interest		1,412	-	1,412	-
Other income		1,268	-	1,268	-
Total income		8,126	282,870	290,996	198,698
Expenditure on:					
Staff costs:					
Salaried pay	(3)	-	149,215	149,215	132,269
Invoiced pay		-	22,111	22,111	19,706
Travel and subsistence		-	736	736	818
Recruitment		-	1,231	1,231	125
Training		-	746	746	247
Family direct support		-	492	492	520
Home-Start network fees		110	8,992	9,102	3,481
Governance:					
Trustee meetings and expenses		-	422	422	807
Trustee recruitment and training		-	-	-	-
Independent examination		-	1,860	1,860	1,386
Premises:					
Insurance		-	1,197	1,197	1,074
Rent		-	9,960	9,960	10,510
Rates		-	339	339	258
Running costs:					
Equipment and maintenance		-	1,493	1,493	1,230
Fees and subscriptions		-	1,957	1,957	2,060
Printing and stationery		-	121	121	24
Hospitality		-	1,100	1,100	128
Postage		-	109	109	68
Telephone		-	1,654	1,654	2,054
Fundraising costs		119	86	205	-
Depreciation		935	-	935	979
Amortisation		3,900	-	3,900	8,640
Volunteer costs:					
Expenses		-	1,668	1,668	801
Recruitment and initial training		-	3,807	3,807	4,859
Training and support		-	1,153	1,153	1,245
Total expenditure		5,064	210,449	215,513	193,289
Net income / (expenditure)		3,062	72,421	75,483	5,409
Transfers between funds		13,873	(13,873)	-	-
Net movement in funds		16,935	58,548	75,483	5,409
Fund balances brought forward		103,597	24,042	127,639	122,230
Fund balances carried forward	(4)	120,532	82,590	203,122	127,639

All incoming resources and resources expended derive from continuing activities.

Home-Start Bradford District
Balance sheet
as at 31 March 2025

		2025	2025	2025	2024
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	1,904	-	1,904	1,023
Intangible assets	(6)	9,300	-	9,300	2,400
Total fixed assets		<u>11,204</u>	<u>-</u>	<u>11,204</u>	<u>3,423</u>
Current assets					
Debtors and prepayments	(7)	18,055	-	18,055	19,311
Cash at bank and in hand	(8)	96,588	82,590	179,178	109,628
Total current assets		<u>114,643</u>	<u>82,590</u>	<u>197,233</u>	<u>128,939</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(9)	5,315	-	5,315	4,723
Total current liabilities		<u>5,315</u>	<u>-</u>	<u>5,315</u>	<u>4,723</u>
Net current assets / (liabilities)		<u>109,328</u>	<u>82,590</u>	<u>191,918</u>	<u>124,216</u>
Net assets		<u>120,532</u>	<u>82,590</u>	<u>203,122</u>	<u>127,639</u>
Funds					
Unrestricted funds		120,532	-	120,532	103,597
Restricted funds		-	82,590	82,590	24,042
Total funds		<u>120,532</u>	<u>82,590</u>	<u>203,122</u>	<u>127,639</u>

The financial statements were approved by the board of trustees on 10/11/2025

Susan Milner (Trustee)

Home-Start Bradford District

Notes to the accounts

for the year ended 31 March 2025

1 Accounting policies

Basis of accounting

These accounts have been 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 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 in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

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

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Fixtures and fittings: over 5 years

Equipment : over 3 years

Intangible fixed assets

Intangible fixed assets costing more than £1,000 are capitalised and included at cost.

Amortisation is calculated so as write off the cost of an asset over the useful economic life of that asset

Software: over 4 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Home-Start Bradford District

Notes to the accounts continued

for the year ended 31 March 2025

2 Grants and donations	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
BBC Children in Need	-	20,350	20,350	-
Bradford Trident Limited:				
Better Start Bradford	-	15,420	15,420	78,857
Dad Matters Start for Life	-	102,000	102,000	-
Garfield Weston Foundation	-	20,000	20,000	-
The Henry Smith Charity	-	125,100	125,100	64,300
The Liz and Terry Bramall Foundation	667	-	667	-
Legacy	-	-	-	29,210
The Brelms Trust CIO	-	-	-	5,000
Trusthouse Charitable Foundation	-	-	-	20,000
Donations	1,647	-	1,647	1,252
	<u>2,314</u>	<u>282,870</u>	<u>285,184</u>	<u>198,619</u>

3 Staff costs and numbers	2025 £	2024 £
Gross salaries	136,079	120,245
Social security costs	10,713	9,795
Employment allowance	(5,000)	(5,000)
Pensions	6,306	6,255
Payroll Charges	1,117	974
	<u>149,215</u>	<u>132,269</u>

The average number of employees during the year was 6.4, being an average of 4.4 full time equivalent (2024: 5.3, 4.1 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2025 £	2024 £
Costs of the scheme to the charity for the year	6,306	6,255

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
BBC Children in Need	-	20,350	6,924	(344)	13,082
The Henry Smith Charity	-	60,000	12,398	(344)	47,258
Bfd Building Family Resilience	22,188	65,100	74,722	-	12,566
Garfield Weston Foundation	-	20,000	10,316	-	9,684
Home-Start: Better Start	1,854	15,420	16,017	(1,257)	-
Start for Life - Dad Matters	-	102,000	90,072	(11,928)	-
	<u>24,042</u>	<u>282,870</u>	<u>210,449</u>	<u>(13,873)</u>	<u>82,590</u>

For fund descriptions see next page

Home-Start Bradford District

Notes to the accounts continued

for the year ended 31 March 2025

4 Restricted funds continued

Fund name	Purpose of restriction
BBC Children in Need	To deliver early years support for children aged up to 5 years and their families in Bradford through our core home visiting support, plus developing group work and telephone befriending. The transfer is for the capitalisation of computer equipment.
The Henry Smith Charity	To enable an extension to the Bradford Building Family Resilience project. The transfer is for the capitalisation of computer equipment.
Bfd Building Family Resilience	Funding from The Henry Smith Charity towards additional coordinators to support the recruitment and training of volunteers and associated safeguarding, management and administrative support.
Garfield Weston Foundation	To deliver early years support for children aged up to 5 years and their families in Bradford through our core home visiting support, plus developing group work and telephone befriending.
Home-Start: Better Start	Funding from Better Start Bradford to enable volunteer support, friendship and practical help for families with children under 4 years old and during pregnancy. The transfer to unrestricted funds is for expenditure incurred against this fund but not previously allocated.
Start for Life - Dad Matters	To enable the set up and delivery of the Male and Secondary Carers project as part of Start for Life through the Better Start Bradford Programme. The transfer is for the capitalisation of computer equipment and software.

5 Tangible assets

	Office equipment	Total
<u>Cost</u>	£	£
At 1 April 2024	5,720	40,280
Additions	1,816	12,616
At 31 March 2025	<u>7,536</u>	<u>52,896</u>
<u>Depreciation</u>		
At 1 April 2024	4,697	36,857
Charge for year	935	4,835
At 31 March 2025	<u>5,632</u>	<u>41,692</u>
<u>Net book value</u>		
At 31 March 2025	<u>1,904</u>	<u>11,204</u>
		- 9,300
At 31 March 2024	<u>1,023</u>	<u>3,423</u>

Home-Start Bradford District **Notes to the accounts continued** **for the year ended 31 March 2025**

6 Intangible assets

Cost

At 1 April 2024

Additions

At 31 March 2025

Computer
software

£

34,560

10,800

45,360

Total

£

34,560

10,800

45,360

Depreciation

At 1 April 2024

Charge for year

At 31 March 2025

32,160

3,900

36,060

32,160

3,900

36,060

Net book value

At 31 March 2025

9,300

9,300

At 31 March 2024

2,400

2,400

7 Debtors and prepayments

Prepayments

Other debtors

2025

£

304

17,751

18,055

2024

£

285

19,026

19,311

8 Cash at bank and in hand

Cash at bank

Cash in hand

2025

£

178,954

224

179,178

2024

£

109,540

88

109,628

9 Creditors and accruals

Creditors

Accruals

2025

£

3,455

1,860

5,315

2024

£

3,337

1,386

4,723

Home-Start Bradford District

Notes to the accounts continued

for the year ended 31 March 2025

10 Related party transactions

Donations from trustees and related parties

The total aggregate value of unconditional donations to the charity from the trustees or related parties was £nil (2024: £158).

Trustee expenses

During the year no trustee expenses were paid (previous year: 1 trustee and £38).

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £62,627 (previous year: £60,127).

11 Funds held as agent

	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
Acts 435	-	150	150	-
	<u>-</u>	<u>150</u>	<u>150</u>	<u>-</u>

Home-Start Bradford District
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 March 2025

	2025 Unrestricted funds £	2024 Unrestricted funds £	2025 Restricted funds £	2024 Restricted funds £	2025 Total funds £	2024 Total funds £
Income						
Grants and donations	2,314	30,462	282,870	168,157	285,184	198,619
Fundraising	3,132	79	-	-	3,132	79
Bank interest	1,412	-	-	-	1,412	-
Other income	1,268	-	-	-	1,268	-
Total income	8,126	30,541	282,870	168,157	290,996	198,698
Expenditure						
Staff costs:						
Salaried pay	-	162	149,215	132,107	149,215	132,269
Invoiced pay	-	-	22,111	19,706	22,111	19,706
Travel and subsistence	-	-	736	818	736	818
Recruitment	-	-	1,231	125	1,231	125
Training	-	-	746	247	746	247
Family direct support	-	-	492	520	492	520
Home-Start network fees	110	418	8,992	3,063	9,102	3,481
Governance:						
Trustee meetings and expenses	-	-	422	807	422	807
Trustee recruitment and training	-	-	-	-	-	-
Independent examination	-	-	1,860	1,386	1,860	1,386
Premises:						
Insurance	-	-	1,197	1,074	1,197	1,074
Rent	-	-	9,960	10,510	9,960	10,510
Rates	-	-	339	258	339	258
Running costs:						
Equipment and maintenance	-	-	1,493	1,230	1,493	1,230
Fees and subscriptions	-	4	1,957	2,056	1,957	2,060
Printing and stationery	-	-	121	24	121	24
Hospitality	-	-	1,100	128	1,100	128
Postage	-	-	109	68	109	68
Telephone	-	-	1,654	2,054	1,654	2,054
Fundraising costs	119	-	86	-	205	-
Depreciation	935	979	-	-	935	979
Amortisation	3,900	8,640	-	-	3,900	8,640
Volunteer costs:						
Expenses	-	-	1,668	801	1,668	801
Recruitment and initial training	-	-	3,807	4,859	3,807	4,859
Training and support	-	-	1,153	1,245	1,153	1,245
Total expenditure	5,064	10,203	210,449	183,086	215,513	193,289
Net income / (expenditure)	3,062	20,338	72,421	(14,929)	75,483	5,409
Transfers between funds	13,873	-	(13,873)	-	-	-
Net movement in funds	16,935	20,338	58,548	(14,929)	75,483	5,409
Fund balances brought forward	103,597	83,259	24,042	38,971	127,639	122,230
Fund balances carried forward	120,532	103,597	82,590	24,042	203,122	127,639

Accounts

Home-Start Bradford District

Charity number 1090435

Annual Report and Financial Statements

for the year ended 31 March 2024



Bradford District

WYCAS

COMMUNITY ACCOUNTING
WEST YORKSHIRE

Home-Start Bradford District

Annual Report and Financial Statements
for the year ended 31 March 2024

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Prepared by West Yorkshire Community Accountancy Service CIO

Home-Start Bradford District

Trustees' report for the year ended 31 March 2024

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Susan Milner	Acting chair	
Patricia Trenaman	Treasurer	Resigned 11 September 2023
Richard Bott	Treasurer	Appointed 6 November 2023
Ursula Blagg	Data Protection Lead	Resigned 31 January 2024
Chris Comey		
Karen Bodger		
Tanya Marshall		Resigned 11 September 2023 Reappointed 9 September 2024
Cassy Harrison	Safeguarding Lead	
Charlie Johnston		

Charity number	1090435	Registered in England and Wales
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Registered and principal address	Bankers
The Thornbury Centre	The Co-operative Bank
Leeds Old Road	PO Box 250
Bradford	Delf House
BD3 8JX	Southway
	Skelmersdale WN8 6WT

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) and is governed by a constitution, adopted 20 April 2020. The liability of the members in the event of the CIO being wound up is limited to a sum not exceeding £1.

In furtherance of its objects the charity conforms to the standards and methods of practice of Home-Start UK (charity number 1108837).

Method of recruitment and appointment of trustees

The trustees of the CIO are appointed by the members at the AGM. Each year one third of trustees retire at the AGM and may be re-elected by the members. Trustees may co-opt additional trustees during the year but a co-opted trustee only holds office until the next AGM.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2024

Objectives and activities

The charity's objects

The charity's objects are:

- a) to safeguard, protect and preserve the good health, both mental and physical, of children and parents of children;
- b) to prevent cruelty to or maltreatment of children;
- c) to relieve sickness, poverty and need amongst children and parents of children; and
- d) to promote the education of the public in better standards of childcare within the area of Bradford and its environs.

The charity's main activities

Home-Start Bradford District is an independent charity in Bradford, providing early years support to parents with young children (0-4) through weekly visits from a volunteer. We aim to intervene early, reducing the likelihood of family crisis or breakdown, reducing mental health problems and isolation, and helping families to thrive.

Families from across Bradford District are referred by health agencies, children's centres and other statutory and community organisations, as well as self-referrals from parents themselves. Support is customised to each family, and typically includes one or more of: help with positive parenting; accessing community facilities and support networks; medical appointment attendance; help with mental and physical health issues; emotional support; help managing stress; healthy eating; and family wellbeing. Each family receives an initial visit, at which a Family & Volunteer Coordinator explores their situation with them in their own home, and helps the family to set goals for their support.

The Coordinator matches the family with an appropriate volunteer, who will have parenting experience of their own and have undergone a ten-week rigorous course of preparation. The volunteer visits the family on a weekly basis, helping them with their goals and providing a listening ear and emotional support. A programme of review visits, training and supervision ensures that support is delivered consistently and achieves the family's goals.

Families respond well to our approach - we are non-threatening and non-stigmatising. Working in families' homes helps us to support 'hard-to-reach' families who may be marginalised or distrustful of support services. We work with families by negotiation and agreement, focusing on the specific needs identified by the family themselves.

Our work is carried out through a fantastic team of committed volunteers, and we are grateful to them all for the skills, support and dedication they so willingly bring to the charity.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit at its Trustee meetings.

Achievements and performance

Highlights

The biggest success of the year was to reverse a decline in volunteers, growing our amazing volunteer team through a lot of hard work and effort by the whole team. This has seen a significantly increased number of hours of support delivered to families this year, albeit concentrated on slightly fewer families than last year.

This increase in volunteers is thanks to a huge amount of hard work by our whole team, attending volunteer and family events across Bradford throughout the year, investing in supporting our existing volunteers and building a fantastic volunteering community.

Our annual family Christmas party delighted a record number of families with our children's disco, face painting, buffet lunch, visit from Santa and presents to take home for all the family. It was again lovely to welcome some volunteers alongside the families they support, and everybody had a lovely time.

We were really touched during the year to receive a significant legacy gift from the estate of a local man who wanted it to go to a charity supporting children.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance continued

Staff and Trustees

In August we were sad to say farewell to Jane, who had been the lead Coordinator on the Home-Start Better Start project since its start (and indeed the only Coordinator for the first years of the project). We took the decision not to try to recruit a direct replacement, as their funding came to an end shortly after the year end, and recruiting to such a short-term position would have been difficult. Instead we were grateful to other staff who increased their hours to cover the ending of the project, which drew to a close in June 2024.

We also bid farewell to Pat and Ursula, trustees of seven and ten years respectively. They were both tremendously dedicated and committed trustees, and we extend our grateful thanks to them both. Replacing Pat as Treasurer is new trustee Richard, who joined us in November and brings extensive financial experience to the Board. We continue to have a strong trustee team, although we are currently recruiting for new trustees with particular skills in data protection and marketing.

Key statistics

	2023-24	2022-23	2021-22	2020-21	2019-20
Referrals received	202	230	209	113	158
Families supported	93	99	118	86	112
Children supported	200	219	252	194	270
Children with disabilities	21	15	13	12	28
Volunteer visits in year	538	545	* 707	* 832	359
Volunteer visit hours	845	732	* 610	* 602	667
Active volunteers at year end	36	28	46	41	37
Volunteers active in year	48	48	57	-	-
New volunteers recruited	21	17	10	10	17
Preparation courses completed for new volunteers	3	4 **	3	2	3
Volunteer ongoing training sessions (VOTS) held	13	12	7	5	4

* Volunteer 'visits' in 2020-21 were conducted by phone rather than in person. In 2021-22 they began by phone before returning to mainly in-person in the ~~Autumn~~
 ** Previously reported as 5, but one ended up taking place mostly in 2023-24 instead.

We saw a slight dip in referrals in 2023-24, reflecting a sharp reduction in referrals to our Home-Start Better Start project in the Better Start Bradford area (Bradford Moor, Bowling & Barkerend and Little Horton) which was only partially compensated for by an increase from other areas of the Bradford District. We had extensive ongoing discussions with the Better Start team about the reasons for this, but were unable to come up with any firm conclusions. It may be a reflection of the fact that the ten-year project is nearing its end, and many of the organisations that might refer to us are investing time in ensuring their ongoing stability once the dedicated Better Start funding ends. It may also reflect an increase in the complexity of the needs of families, and the time we have spent with our referral partners ensuring they know the level of support our volunteers can offer as well as when further specialist support is needed.

The number of families we supported also fell slightly, which was mainly due to a slight reduction in our capacity due to a staff member leaving and not yet being replaced.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance continued

On the volunteer front, we invested significant time and effort into retaining and recruiting volunteers which paid off, with 36 volunteers active at the year end, an increase of nearly 30% over the end of last year, and an 80% increase on the lowest number during the year. The number of volunteers active during the year remained steady, reflecting a drop of over 60% in the number of volunteers leaving, and we have more new volunteers starting training just after the year end.

Despite the number of supported families decreasing slightly, the number of hours of support delivered actually increased by 15%, which reflected longer average visit times (94 minutes). This is likely to be due to pressures on volunteers easing and a more stable volunteer cohort who can invest more time into supporting their families.

Family progress against the goals they've identified for themselves is measured by a 'journey of change', where families score how well they are coping from 1 to 5 in each goal (from a choice of goals in 15 areas). These scores are given at the family's initial visit, at 12-weekly review visits and at an end visit when support is ending – which last year was an average of 131 days after the start of support.

The most needed area parents came to us wanting support with was their own mental health (71%, up again from 67% last year). This was followed by coping with isolation (69%, up from 51% last year), support to access other services (55%), their own self-esteem (42%) and being involved in their child's development and managing their behaviour (35% and 29% respectively). This represents a shift away from families seeking support directly to look after their children's needs, to needing support to look after themselves so that they are then in a position to be able to care for the needs of their children. Some families did add in new goals around their children's development and behaviour later on in support, but we've increasingly seen that their primary needs when coming to us are more complex, and more about their own wellbeing in order to better be able to support their children.

Of the families we supported, 40% were Asian Pakistani, 36% White English, Welsh, Scottish, Northern Irish or British, and 24% another ethnicity. We supported 47 lone parents, 15 who had suffered domestic abuse, 42 with mental health issues, 13 with learning disabilities, 17 who experienced postnatal depression, and 9 families coping with severe speech and language issues.

Planning for the future

From an idea at our strategic review day last year, we held a 'pause week' in January, providing an opportunity for staff and trustees to meet together over the course of a day to build relationships, do some strategic planning and thinking about the future, and share in some training together. From this we refreshed and formalised our three-year action plan. Further days allowed the team to meet to put in place some of the practicalities of those plans, as well as to ensure we entered the new year refreshed and inspired. This was a really effective and useful few days, and we are making it an annual event in our calendar at which we can review and update our action plan, train, share and start the new year on the front foot.

Our Home-Start Better Start project ends in June 2024. Our other major funding grant was due to end at the same time, but we have agreed with the funders to spread it over a longer period of time, meaning that along with our ongoing grant it should extend through most of the next year.

We have been busy applying for new funding, and although it was after this year's end, we are delighted to have secured significant funding for 2024-25 from the Start for Life Family Hubs to work with male and secondary carers, appointing two new Coordinators to delivering the Dad Matters project across Bradford. We have also secured new funding from BBC Children in Need to deliver and develop our core services for the next three years, adding group and telephone support to our existing home-visiting support. We're excited to be able to roll out these much-needed services across Bradford during the coming year. We are also waiting on the outcome of several other funding bids which would enable us to maintain or increase our current capacity to support families, at a time when we're really needed.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance continued

Rachel's story

Rachel*, 34, lives with her husband and 19-month-old son David. Rachel also lives with Cerebral Palsy, which has brought many challenges to becoming a mum. Not only did Rachel face challenges physically, but after a healthy pregnancy, she also developed post-natal depression and her world became a very 'dark and horrible' place. Rachel continues the story:

"When my baby was very little, trying to support his head was very difficult. The easiest way to describe my condition is that it is like I have had a stroke down my right-hand side. I therefore only have the full use of my left hand and barely any use of my right hand, so I struggle with lifting.

My husband works from home, so I am fortunate to have him around if I need him to help with something around the house. But as I was so ill with post-natal depression, I hadn't been getting out and about. Being a mother can be a very lonely experience, especially in the early days and physically it was so demanding – I felt very isolated.

I had some mental health support from the Early Help team and my support worker witnessed me trying to get up with my baby, while leaning against a wall and saw how challenging it was to just do that never mind getting out and about! It was after that I was referred to Home-Start Bradford District for additional support. I thought I would give it a go – I certainly had nothing to lose.

From the moment of the 'matching visit, when my Family & Volunteer Coordinator introduced me to my volunteer, I knew that this support would help. My Coordinator had already assured me that she would get me a good match and I knew straight away from speaking to her that she would. And she got it spot on!

It takes a while to build up a relationship, but I knew my volunteer was definitely the right match. Initially she helped me to get out and about – my house has a lot of steps outside, so negotiating them with my condition and a baby in a pram was an issue. She took me to a local toddler's group, which I loved, and it was so lovely to get to know other mums. We would also go to the local park – it made such a difference to know that I was getting out of the house a couple of hours a week with support.

For the year that I needed support, both my Coordinator and volunteer have been amazing. They made me realise that I was growing alongside my baby, things would change for the better as he developed and that I would learn things from him. I now go to the playgroup and watch him playing and just enjoy all the things he does. They also helped with advice around weaning, My volunteer used to work as a dietician, so had lots of useful tips and guidance for me. By the time we were coming to the end of my period of support, we would go to the park with David and laugh and chat like old friends.

What a super, powerful and valuable organisation Home-Start Bradford District is! I feel so much gratitude to them as they have just completely turned my life around for the better. My world was very dark, horrible and black and white and I can now see things in vibrant colour."

**names and identifying details have been changed to protect the privacy of individuals*

Anna's story

Anna, mum of three, shares why she wanted to volunteer with Home-Start Bradford District and how the role has helped her into teaching thanks to the confidence and skills that she has gained:

"My youngest child has additional needs and when he was young, I felt the benefit of all the support that I had around me, as I was lucky enough to have lots of friends that were there for me. However, it did make me think of those that don't have that type of support – gosh what must they do?

I had picked up a flyer about volunteering with Home-Start Bradford District when I was dropping my children off at pre-school, but at that time I didn't have the time to volunteer. When a more suitable time in my life came up, I Googled about becoming a Home-Start Bradford District volunteer, applied for the role and was accepted for the preparation course. When I first approached Home-Start Bradford District, I hadn't worked for four to five years and I was so nervous about my interview – I didn't feel I had much to offer!

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance continued

Anna's story continued

I attended the volunteer course of preparation. It was really enjoyable, and I got to meet people from different backgrounds and experiences. The course had a good mix of practical exercises and discussion and challenged your way of thinking. I also learned to appreciate that everyone has a different perspective when it comes to values around religion, family, education, etc and that everyone comes from a different place in their thinking. Once you do the course you feel more confident about the role that you will be doing – everyone has got the ability to help others. Becoming a volunteer and doing the course gave me the confidence to apply to do a teaching assistant course, which has now led to a paid role as a teaching assistant.

I would really encourage people to think about volunteering as you are giving back to someone in need. You are also learning a lot of different skills like financial issues, mental health, safeguarding and this has been very useful for me going forward.

My first support for families was over the telephone. I supported four families in total. One mum that I was offering emotional support to said that 'she had felt a lot better after speaking to me and it was a relief to get things off her chest' – when someone says that to you, you realise you are making a difference. There are many families out there with different and challenging circumstances. If they are having a difficult time, then Home-Start Bradford District volunteer support is a really good way to get support from someone who has brought up their own family and can support them with their experiences."

Sabrina's story

Mum of four and grandmother Sabrina had the perfect skills to become a Home-Start Bradford District volunteer without even realising how skilled she was simply by being a parent and grandparent:

"In my life so far, I have been a housewife, mum and a grandma. I didn't finish high school as I got diagnosed with a brain tumour after four years of suffering. After recovery a year later, I got married, had four children and now I am a grandma and that has been my life.

One day I popped into the Thornbury Centre to find out about the toddler group based there and volunteer training for my daughter. When I started speaking to the lady at Home-Start Bradford District about the opportunity to volunteer and support families with young children, I thought this might be something that I would actually like. She told me that parenting was a skill, which I had never thought about as you just do it. The lovely lady told me all about their Peer Support Volunteers and the seven-week preparation course, I thought it would be something different and that it would get me out of the house and I certainly had plenty of parenting experience.

I joined the course a week later and the Coordinators were so welcoming. The other ladies in the group were very nice too but their introductions all centred around how they were mums, but also teachers, working full-time or at university. When it was my turn all I could say was that 'I'm a housewife, mum and grandma' and I had nothing else to add.

I felt a bit out of place. But no! Home-Start Bradford District showed me that I am so much more than that and that I have a lot to offer families. Training on a Thursday was truly the highlight of my week – I loved it! Through the training I learned so much and it made me aware of all the support services that are out there that support mums and dads. I loved all of the fun interactive activities that we did at the sessions, that made you understand how others feel in certain situations.

What I loved most was that whatever view or answer I would give, there wasn't a right or wrong answer as it was a point of view or perspective.

On the final day of the course, we received our certificates and had photos taken. I stood up and spoke about how proud of myself I was and that I'm not just a housewife, mum and grandma – I'm a Home-Start Bradford District volunteer. I made everyone cry and I cried too!

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance continued

Sabrina's story continued

My volunteering journey then began. I started off by supporting one family each week and now I support two. I absolutely love supporting both families. We have long chats and you can see them visibly relaxing as they offload their worries around parenting and other things to me. I see their happy faces and the relief they feel and it's such an achievement. One of the families that I support have a language barrier, so I have been able to find them free English classes and a mother and child toddler group. I have also been able to play with the children and support mum while she fills in forms and makes phone calls as otherwise it would have been very overwhelming for her.

The Home-Start Bradford team have always been really supportive. Every meeting I attend I'm excited because of the warm welcome and there's so much I learn each time. I can honestly say that my Home-Start journey has been fantastic. I can't thank them enough."

Financial review

The net income for the year was £5,409, including net income of £20,338 on unrestricted funds and net expenditure of £14,929 on restricted funds.

Reserves policy

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the 'free reserves') held by the charity should be at least 6 - 9 months of resources expended, which equates to between £111,800 and £167,700 in general funds based on budgeted 2024/2025 expenditure. At this level the trustees feel they would be able to continue the current activities of the charity in the event of a significant drop in funding or unexpected increase in costs.

The charity's free reserves, excluding fixed assets, at the year end were £100,174 which is below the desired range. The trustees have a budget in place which does not reduce reserves and will seek to continue to boost reserves where possible, to build them to the required level. The trustees review the policy annually.

Approved by the board of trustees on 18/11/2024

Susan Milner (Trustee)

Home-Start Bradford District

Independent examiner's report to the trustees of Home-Start Bradford District

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2024, which are set out on pages 10 to 16.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Rhys North ACA

25/11/2024

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Home-Start Bradford District
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2024

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Income from:					
Grants and donations	(2)	30,462	168,157	198,619	217,116
Other income		79	-	79	233
Total income		30,541	168,157	198,698	217,349
Expenditure on:					
Staff costs:					
Salaried pay	(3)	162	132,107	132,269	127,984
Invoiced pay		-	19,706	19,706	22,943
Travel and subsistence		-	818	818	548
Recruitment		-	125	125	246
Training		-	247	247	295
Family direct support		-	520	520	610
Home-Start network fees		418	3,063	3,481	3,330
Governance:					
Trustee meetings and expenses		-	807	807	1,576
Trustee recruitment and training		-	-	-	82
Independent examination		-	1,386	1,386	1,386
Premises:					
Insurance		-	1,074	1,074	1,062
Rent		-	10,510	10,510	10,535
Rates		-	258	258	90
Running costs:					
Equipment and maintenance		-	1,230	1,230	116
Fees and subscriptions		4	2,056	2,060	1,836
Printing and stationery		-	24	24	13
Hospitality		-	128	128	21
Postage		-	68	68	53
Telephone		-	2,054	2,054	1,426
Depreciation		979	-	979	1,144
Amortisation		8,640	-	8,640	8,640
Volunteer costs:					
Expenses		-	801	801	1,193
Recruitment and initial training		-	4,859	4,859	6,511
Training and support		-	1,245	1,245	1,100
Total expenditure		10,203	183,086	193,289	192,740
Net movement in funds		20,338	(14,929)	5,409	24,609
Fund balances brought forward		83,259	38,971	122,230	97,621
Fund balances carried forward	(4)	103,597	24,042	127,639	122,230

All incoming resources and resources expended derive from continuing activities.

Home-Start Bradford District
Balance sheet
as at 31 March 2024

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 1,023	-	1,023	2,002
Intangible assets	(6) 2,400	-	2,400	11,040
Total fixed assets	<u>3,423</u>	<u>-</u>	<u>3,423</u>	<u>13,042</u>
Current assets				
Debtors and prepayments	(7) 19,025	286	19,311	2,428
Cash at bank and in hand	(8) 85,498	24,130	109,628	116,240
Total current assets	<u>104,523</u>	<u>24,416</u>	<u>128,939</u>	<u>118,668</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(9) 4,349	374	4,723	9,480
Total current liabilities	<u>4,349</u>	<u>374</u>	<u>4,723</u>	<u>9,480</u>
Net current assets / (liabilities)	<u>100,174</u>	<u>24,042</u>	<u>124,216</u>	<u>109,188</u>
Net assets	<u>103,597</u>	<u>24,042</u>	<u>127,639</u>	<u>122,230</u>
Funds				
Unrestricted funds	103,597	-	103,597	83,259
Restricted funds	-	24,042	24,042	38,971
Total funds	<u>103,597</u>	<u>24,042</u>	<u>127,639</u>	<u>122,230</u>

The financial statements were approved by the board of trustees on 18/11/2024

Susan Milner (Trustee)

Home-Start Bradford District

Notes to the accounts

for the year ended 31 March 2024

1 Accounting policies

Basis of accounting

These accounts have been 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 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 in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

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

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Fixtures and fittings: over 5 years

Equipment : over 3 years

Intangible fixed assets

Intangible fixed assets costing more than £1,000 are capitalised and included at cost.

Amortisation is calculated so as write off the cost of an asset over the useful economic life of that asset as follows:

Software: over 4 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Home-Start Bradford District

Notes to the accounts continued

for the year ended 31 March 2024

1 Accounting policies continued

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Better Start Bradford (Bradford Trident)		78,857	78,857	77,913
Home-Start UK	-	-	-	2,800
Leeds City Council Stronger Families	-	-	-	12,294
The Brelms Trust CIO	-	5,000	5,000	5,000
The Henry Smith Charity	-	64,300	64,300	97,900
Trusthouse Charitable Foundation	-	20,000	20,000	20,000
Legacy	29,210	-	29,210	-
Donations	1,252	-	1,252	1,209
	<u>30,462</u>	<u>168,157</u>	<u>198,619</u>	<u>217,116</u>

3 Staff costs and numbers

	2024	2023
	£	£
Gross salaries	120,245	116,084
Social security costs	9,795	9,494
Employment allowance	(5,000)	(5,000)
Pensions	6,255	6,366
Payroll Charges	974	1,040
	<u>132,269</u>	<u>127,984</u>

The average number of employees during the year was 5.3, being an average of 4.1 full time equivalent (2023: 5.8, 4.1 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2024	2023
	£	£
Costs of the scheme to the charity for the year	6,255	6,366

Home-Start Bradford District

Notes to the accounts continued

for the year ended 31 March 2024

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Bfd Building Family Resilience	38,971	89,300	106,083	-	22,188
Home-Start: Better Start 2	-	78,857	77,003	-	1,854
	<u>38,971</u>	<u>168,157</u>	<u>183,086</u>	<u>-</u>	<u>24,042</u>

Fund name	Purpose of restriction
Bfd Building Family Resilience	Funding from The Brelms Trust, The Henry Smith Charity and Trusthouse Charitable Foundation towards additional coordinators to support the recruitment and training of volunteers and associated safeguarding, management and administrative support.
Home-Start: Better Start 2	Funding from Better Start Bradford to enable volunteer support, friendship and practical help for families with children under 4 years old and during pregnancy.

5 Tangible assets

Cost

	Office equipment £	Total £
At 1 April 2023	5,720	5,720
Additions	-	-
At 31 March 2024	<u>5,720</u>	<u>5,720</u>

Depreciation

At 1 April 2023	3,718	3,718
Charge for year	979	979
At 31 March 2024	<u>4,697</u>	<u>4,697</u>

Net book value

At 31 March 2024	<u>1,023</u>	<u>1,023</u>
At 31 March 2023	<u>2,002</u>	<u>2,002</u>

6 Intangible assets

Cost

	Computer software £	Total £
At 1 April 2023	34,560	34,560
Additions	-	-
At 31 March 2024	<u>34,560</u>	<u>34,560</u>

Depreciation

At 1 April 2023	23,520	23,520
Depn reversed re. disposals	-	-
Charge for year	8,640	8,640
At 31 March 2024	<u>32,160</u>	<u>32,160</u>

Net book value

At 31 March 2024	<u>2,400</u>	<u>2,400</u>
At 31 March 2023	<u>11,040</u>	<u>11,040</u>

Home-Start Bradford District

Notes to the accounts continued

for the year ended 31 March 2024

7 Debtors and prepayments	2024	2023
	£	£
Debtors	-	2,032
Prepayments	285	219
Other debtors	19,026	177
	<u>19,311</u>	<u>2,428</u>
8 Cash at bank and in hand	2024	2023
	£	£
Cash at bank	109,540	116,171
Cash in hand	88	69
	<u>109,628</u>	<u>116,240</u>
9 Creditors and accruals	2024	2023
	£	£
Creditors	3,337	8,094
Accruals	1,386	1,386
	<u>4,723</u>	<u>9,480</u>

10 Related party transactions

Donations from trustees and related parties

The total aggregate value of unconditional donations to the charity from the trustees or related parties was £158 (2022: £240).

Trustee expenses

During the year 1 trustee was paid a total of £38 in respect of travel (previous year: 1 trustee - £14).

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £60,127 (previous year: £59,510).

Home-Start Bradford District
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 March 2024

	2024 Unrestricted funds £	2023 Unrestricted funds £	2024 Restricted funds £	2023 Restricted funds £	2024 Total funds £	2023 Total funds £
Income						
Grants and donations	30,462	3,209	168,157	213,907	198,619	217,116
Other income	79	233	-	-	79	233
Total income	30,541	3,442	168,157	213,907	198,698	217,349
Expenditure						
Staff costs:						
Salaried pay	162	156	132,107	127,828	132,269	127,984
Invoiced pay	-	-	19,706	22,943	19,706	22,943
Travel and subsistence	-	-	818	548	818	548
Recruitment	-	-	125	246	125	246
Training	-	-	247	295	247	295
Family direct support	-	160	520	450	520	610
Home-Start network fees	418	-	3,063	3,330	3,481	3,330
Governance:						
Trustee meetings and expenses	-	-	807	1,576	807	1,576
Trustee recruitment and training	-	-	-	82	-	82
Independent examination	-	66	1,386	1,320	1,386	1,386
Premises:						
Insurance	-	16	1,074	1,046	1,074	1,062
Rent	-	-	10,510	10,535	10,510	10,535
Rates	-	-	258	90	258	90
Running costs:						
Equipment and maintenance	-	-	1,230	116	1,230	116
Fees and subscriptions	4	25	2,056	1,811	2,060	1,836
Printing and stationery	-	-	24	13	24	13
Hospitality	-	-	128	21	128	21
Postage	-	-	68	53	68	53
Telephone	-	-	2,054	1,426	2,054	1,426
Depreciation	979	1,144	-	-	979	1,144
Amortisation	8,640	8,640	-	-	8,640	8,640
Volunteer costs:						
Expenses	-	-	801	1,193	801	1,193
Recruitment and initial training	-	-	4,859	6,511	4,859	6,511
Training and support	-	-	1,245	1,100	1,245	1,100
Total expenditure	10,203	10,207	183,086	182,533	193,289	192,740
Net income / (expenditure)	20,338	(6,765)	(14,929)	31,374	5,409	24,609
Transfers between funds	-	4,800	-	(4,800)	-	-
Net movement in funds	20,338	(1,965)	(14,929)	26,574	5,409	24,609
Fund balances brought forward	83,259	85,224	38,971	12,397	122,230	97,621
Fund balances carried forward	103,597	83,259	24,042	38,971	127,639	122,230

Accounts

Home-Start Bradford District

Charity number 1090435

Annual Report and Financial Statements for the year ended 31 March 2023



WYCAS

COMMUNITY ACCOUNTING
WEST YORKSHIRE

Home-Start Bradford District

Annual Report and Financial Statements for the year ended 31 March 2023

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Prepared by West Yorkshire Community Accountancy Service CIO

Home-Start Bradford District

Trustees' report for the year ended 31 March 2023

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Susan Milner	Acting chair	
Patricia Trenaman	Treasurer	Resigned 11 September 2023
Sarah Hinton		Resigned 12 September 2022
Ursula Blagg	Data Protection Lead	
Chris Comey		
Karen Bodger		Appointed 9 May 2022
Tanya Marshall		Appointed 18 July 2022
		Resigned 11 September 2023
Cassy Harrison	Safeguarding Lead	Appointed 18 July 2022
Charlie Johnston		Appointed 7 November 2022

Charity number	1090435	Registered in England and Wales
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Registered and principal address	Bankers
The Thornbury Centre Leeds Old Road Bradford BD3 8JX	The Co-operative Bank PO Box 250 Delf House Southway Skelmersdale WN8 6WT

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) and is governed by a constitution, adopted 20 April 2020. The liability of the members in the event of the CIO being wound up is limited to a sum not exceeding £1.

In furtherance of its objects the charity conforms to the standards and methods of practice of Home-Start UK (charity number 1108837).

Method of recruitment and appointment of trustees

The trustees of the CIO are appointed by the members at the AGM. Each year one third of trustees retire at the AGM and may be re-elected by the members. Trustees may co-opt additional trustees during the year but a co-opted trustee only holds office until the next AGM.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2023

Objectives and activities

The charity's objects

The charity's objects are:

- a) to safeguard, protect and preserve the good health, both mental and physical, of children and parents of children;
- b) to prevent cruelty to or maltreatment of children;
- c) to relieve sickness, poverty and need amongst children and parents of children; and
- d) to promote the education of the public in better standards of childcare within the area of Bradford and its environs.

The charity's main activities

Home-Start Bradford District is an independent charity in Bradford, providing early years support to parents with young children (0-4) through weekly visits from a volunteer. We aim to intervene early, reducing the likelihood of family crisis or breakdown, reducing mental health problems and isolation, and helping families to thrive.

Families from across Bradford District are referred by health agencies, children's centres and other statutory and community organisations, as well as self-referrals from parents themselves. Support is customised to each family, and typically includes one or more of: help with positive parenting; accessing community facilities and support networks; medical appointment attendance; help with mental and physical health issues; emotional support; help managing stress; healthy eating; and family wellbeing. Each family receives an initial visit, at which a Family & Volunteer Coordinator explores their situation with them in their own home, and helps the family to set goals for their support.

The Coordinator matches the family with an appropriate volunteer, who will have parenting experience of their own and have undergone a ten-week rigorous course of preparation. The volunteer visits the family on a weekly basis, helping them with their goals and providing a listening ear and emotional support. A programme of review visits, training and supervision ensures that support is delivered consistently and achieves the family's goals.

Families respond well to our approach - we are non-threatening and non-stigmatising. Working in families' homes helps us to support 'hard-to-reach' families who may be marginalised or distrustful of support services. We work with families by negotiation and agreement, focusing on the specific needs identified by the family themselves.

Our work is carried out through a fantastic team of committed volunteers, and we are grateful to them all for the skills, support and dedication they so willingly bring to the charity.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit at its Trustee meetings.

Achievements and performance

We have continued to work successfully as a team and broadly to meet funder and internal targets for each of our projects. This year however has been characterised by the struggle to retain and recruit volunteers.

Like many organisations across the country, we have lost a number of volunteers due to the cost of living crisis, as squeezed budgets mean that people have to increase their working hours or return to work to earn enough, or have increased childcare commitments due to not being able to afford to pay for childcare (or because they are looking after their grandchildren more often due to their children not being able to afford other childcare), meaning that they no longer have the time or capacity to volunteer.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2023

Achievements and performance (continued)

We have also seen challenges in recruiting new volunteers, and although we managed to recruit more volunteers than in each of the previous two years, we had to work a lot harder on publicising our courses of preparation, run more courses, and spend more time following up on expressions of interest to convert them into actual applications than we have had to do previously. Prompted by this, we have reviewed a lot of our volunteer application processes and, for example, simplified our online application process (without compromising on its rigour), as well as working hard to ensure that our existing volunteers are supported and valued. In February we invited all of our volunteers to a thank you meal at a local restaurant, and gave them a small gift of chocolates, as well as continuing to recognise service of 1/3/5 years with the presentation of a certificate. We also ran a much fuller programme of Volunteer Ongoing Training and Support (VOTS) sessions, providing volunteers with useful information and skills to help them support families.

At Christmas we were delighted to run our family Christmas party again, with a good attendance from families, and the usual children's disco, face painting, buffet lunch, visit from Santa and presents to take home, as well as a visit from the Better Place project bringing outdoor play indoors. It was nice to have some volunteers attending with the families they support, and a couple of families who live close to each other met and hit it off, and exchanged contact details to stay in touch with each other. Our thanks go to the Rotary Club of Bradford West who donated 20 shoe boxes of gifts.

The Stronger Families programme came to an end this year, after five years, but thanks to some additional funding from the Henry Smith Foundation to support families negatively impacted by the COVID-19 pandemic, we were able to redeploy our Stronger Families Worker as a Family & Volunteer Coordinator working across Bradford, and to give our Coordinators some capacity for some direct support work with families with more complex needs.

Our Home-Start Better Start project covering Bradford Moor, Bowling & Barkerend and Little Horton also came to the end of its second phase, but we were delighted that it was extended for a final eighteen months, after which the Better Start Bradford project will be drawing to a close.

We continued to develop our digital case management tool, with the most significant development being the introduction of a volunteer portal where volunteers can input their visit diary records and notes directly into the case management system. This has saved a lot of data inputting time, and means that we have up-to-the-minute records of visits, rather than having to wait for a volunteer's next six-week supervision. It is also a place where we can provide up-to-date policies and information to volunteers in a central hub.

In December we were sad to say goodbye to Julie, our longest-serving Coordinator, but in March we were able to recruit Lisa to the team to replace her working across both our Home-Start Better Start and Bradford Building Family Resilience projects. We were also able to recruit four new Trustees: Karen who has particular experience in Quality Assurance with Home-Start UK, Cassy who has a wealth of safeguarding experience and took on responsibility for Safeguarding, Tanya who is an active volunteer with us, and Charlie who brings experience from running another Home-Start. As planned, Susan took over as Acting Chair from founding Trustee Sarah, who stepped down as a Trustee but maintains her links with us as a Safeguarding Advisor.

Early in 2023 we held a strategic review day with all Trustees and staff, to look at our future direction and priorities. A number of actions came out of this day, with the most significant being a plan to pilot some group support work with families. This will feed into our strategic and funding plans for the coming years.

We were very honoured to be contacted by the Shipley-based CC Dance Company who had selected us as their charity of the year for 2023. They have already raised almost £1,500 for us with a Christmas raffle, a street dance showcase and a 'Smarties' challenge, and have further activities planned throughout the year. We're really grateful for their generosity.

In planning the activities for the year the Trustees have kept in mind the Charity Commission's guidance on public benefit.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2023

Volunteer stories

Home-Start Better Start volunteer Shafia started volunteering with Home-Start Bradford District as lockdown began. Thanks to the skills that Shafia has gained and could demonstrate in her quest for employment, she is now leaving Home-Start Bradford to start a job as a Teaching Assistant in a local Primary School.

"I decided that I wanted to volunteer as I was doing a Working with Children and Young People and Families undergraduate degree. While the degree taught me the theory behind working with children and families, becoming a Home-Start Bradford volunteer meant I could put what I was learning into practice.

Not long after I had completed the volunteer preparation course, we went into lockdown, which meant that we could only support our allocated family over the phone. While lockdown was challenging, I found it made me more driven and I adapted myself so that I could offer meaningful support to the family that I was supporting.

As a volunteer, I received so much support, ongoing training and guidance from the Home-Start Bradford team. If I needed any advice in addition to our six-weekly meetings, I always knew they would get back to me with what I needed and would support me in perfecting my techniques and knowledge.

Thanks to my volunteering experience, I have developed many new skills including good communication, excellent listening techniques, hands on experience of supporting young children and families, team working, integrity, understanding values, learning to adapt to circumstances and much more.

Now that my undergraduate course has come to an end and with all of the 'hands-on' learning I have experienced, I have had the confidence to apply for a job as a Teaching Assistant in a local school. When completing the job application form, I had so many transferable skills that I could evidence, and these really stood out in my application and interview.

I can't wait to start my job – I am so excited. Thanks to volunteering with Home-Start Bradford District, I will be tackling my new role with an holistic approach when working with the children by supporting their families too and sharing and transferring my skills and knowledge with them too."

Mum of three, Anna, shares why she wanted to volunteer with Home-Start Bradford District and how the role has helped her into teaching thanks to the confidence and skills that she has gained.

"My youngest child has additional needs and when he was young, I felt the benefit of all the support that I had around me, as I was lucky enough to have lots of friends that were there for me. However, it did make me think of those that don't have that type of support – gosh what must they do?

I had picked up a flyer about volunteering with Home-Start when I was dropping my children off at pre-school, but at that time I didn't have the time to volunteer. When a more suitable time in my life came up, I googled about becoming a Home-Start volunteer, applied for the role and was accepted for the preparation course. When I first approached Home-Start Bradford District, I hadn't worked for four to five years and I was so nervous about my interview – I didn't feel I had much to offer!

I attended the volunteer preparation course which was really enjoyable, and I got to meet people from different backgrounds and experiences. The course has a good mix of practical exercises and discussion and challenged your way of thinking. I also learned to appreciate that everyone has a different perspective when it comes to values around religion, family, education, etc and that everyone comes from a different place in their thinking. Once you do the course you feel more confident about the role that you will be doing – everyone has got the ability to help others. Becoming a volunteer and doing the course gave me the confidence to apply to do a teaching assistant course, which has now led to a paid role as a teaching assistant.

I would really encourage people to think about volunteering as you are giving back to someone in need. You are also learning a lot of different skills like financial issues, mental health, safeguarding and this has been very useful for me going forward.

The COVID-19 pandemic lockdown had started when I finished the volunteer preparation course, so all of my support for families was over the telephone. I supported four families in total. One mum that I was offering emotional support to said that 'she had felt a lot better after speaking to me and it was a relief to get things off her chest' – when someone says that to you, you realise you are making a difference.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2023

Volunteer stories continued

There are many families out there with different and challenging circumstances. If they are having a difficult time, then Home-Start Bradford District volunteer support is a really good way to get support from someone who has brought up their own family and can support them with their experiences."

Key statistics

	2022-23	2021-22	2020-21	2019-20
Referrals received	230	209	113	158
Families supported	99	118	86	112
Children supported	219	252	194	270
Children with disabilities	15	13	12	28
Volunteer visits in year	545	* 707	* 832	359
Volunteer visit hours	* 732	* 610	* 602	667
Active volunteers at year end	28	46	41	37
New volunteers recruited	17	10	10	17
Preparation courses completed for new volunteers	5	3	2	3
Volunteer ongoing training sessions (VOTS) held	12	7	5	4

* Volunteer 'visits' in 2020-21 were conducted by phone rather than in person. In 2021-22 they began by phone before returning to mainly in-person in the ~~Autumn~~

Referrals increased by 10% in 2022-23 from the previous year to their highest level in over five years. However, due to the challenges in recruiting and retaining volunteers the number of families supported fell by 16% – this reflected a 39% drop in the number of volunteers at year end since last year. We were able to recruit 17 new volunteers, but we had to run five courses of preparation to achieve that. The reduction in volunteers therefore represented an increased leaving rate, with nearly half of leaving volunteers going into paid employment (usually because they'd had to return to work or increase hours to make ends meet due to the cost of living), and another third due to family circumstances (often to look after dependents, including those with complications from COVID-19).

Our volunteers carried out fewer visits this year than in each of the last two years, reflecting the fact that for the previous two years some or all visits have been carried out by phone. The total hours of support delivered increased significantly however, exceeding pre-pandemic levels, and demonstrating an increased commitment from our smaller volunteer pool.

Family progress against the goals they've identified for themselves is measured by a 'journey of change', where families score how well they are coping from 1 to 5 in each goal (from a choice of goals in 15 areas). These scores are given at the family's initial visit, at 12-weekly review visits and at an end visit when support is ending.

The most needed area parents wanted support with was their own mental health (67%, up from 56% last year). This was followed by managing their child's behaviour (55%) and being involved in their child's development (54%), coping with their own isolation (51%) and help with their own self-esteem (43%).

Of the families we supported, 44% were Asian Pakistani, 45% White English, Welsh, Scottish, Northern Irish or British, and 11% another ethnicity. We supported 50 lone parents, 31 who had suffered domestic abuse, 49 with mental health issues, 15 with learning disabilities, 24 who experienced postnatal depression, 16 families coping with speech and language issues and 7 teenage pregnancies.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2023

Planning for the future

With significant grants coming to an end in 2024, the focus is on setting our strategic direction for the next three to five years, so that we can begin applying for funding towards that direction. Our forthcoming group work pilot will form part of this work, as will the outcomes from our strategic review day, and the changing context we find ourselves in, particularly the cost of living crisis and the pressures that puts on volunteering. We are exploring if and how our model may need to change if the current volunteering crisis continues, whilst also continuing to put significant time and energy into recruiting and retaining volunteers.

Financial review

The net income for the year was £24,609, including net expenditure of £1,965 on unrestricted funds and net income of £26,574 on restricted funds, after transfers.

Reserves policy

The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the 'free reserves') held by the charity should be at least 6 - 9 months of resources expended, which equates to between £106,428 and £159,641 in general funds based on budgeted 2023/2024 expenditure. At this level the Trustees feel they would be able to continue the current activities of the charity in the event of a significant drop in funding or unexpected increase in costs.

The charity's free reserves, excluding fixed assets, at the year end were £70,217 which is below the desired range. The Trustees have a budget in place which does not reduce reserves and will seek to continue to boost reserves where possible, to build them to the required level. The Trustees review the policy annually.

The trustees have concluded that there are no material uncertainties existing that cast significant doubt on the charity's ability to continue as a going concern.

Approved by the board of trustees on 27/10/2023

Susan Milner (Trustee)

Home-Start Bradford District

Independent examiner's report to the trustees of Home-Start Bradford District

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2023, which are set out on pages 9 to 16.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Rhys North ACA

30/10/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Home-Start Bradford District
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
Grants and donations	(2)	3,209	213,907	217,116	177,591
Other income		233	-	233	106
Total income		<u>3,442</u>	<u>213,907</u>	<u>217,349</u>	<u>177,697</u>
Expenditure on:					
Staff costs:					
Salaried pay	(3)	156	127,828	127,984	123,882
Invoiced pay		-	22,943	22,943	17,453
Travel and subsistence		-	548	548	300
Recruitment		-	246	246	206
Training		-	295	295	904
Family direct support		160	450	610	626
Home-Start network fees		-	3,330	3,330	3,507
Governance:					
Trustee meetings and expenses		-	1,576	1,576	171
Trustee recruitment and training		-	82	82	-
Independent examination		66	1,320	1,386	1,320
Premises:					
Insurance		16	1,046	1,062	935
Rent		-	10,535	10,535	10,566
Rates		-	90	90	548
Running costs:					
Equipment and maintenance		-	116	116	1,061
Fees and subscriptions		25	1,811	1,836	2,887
Printing and stationery		-	13	13	194
Hospitality		-	21	21	133
Postage		-	53	53	97
Telephone		-	1,426	1,426	2,992
Depreciation		1,144	-	1,144	1,144
Amortisation		8,640	-	8,640	7,440
Volunteer costs:					
Expenses		-	1,193	1,193	483
Recruitment and initial training		-	6,511	6,511	986
Training and support		-	1,100	1,100	957
Total expenditure		<u>10,207</u>	<u>182,533</u>	<u>192,740</u>	<u>178,792</u>
Net income / (expenditure)		<u>(6,765)</u>	<u>31,374</u>	<u>24,609</u>	<u>(1,095)</u>
Transfers between funds		<u>4,800</u>	<u>(4,800)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(1,965)</u>	<u>26,574</u>	<u>24,609</u>	<u>(1,095)</u>
Fund balances brought forward		<u>85,224</u>	<u>12,397</u>	<u>97,621</u>	<u>98,716</u>
Fund balances carried forward	(4)	<u>83,259</u>	<u>38,971</u>	<u>122,230</u>	<u>97,621</u>

All incoming resources and resources expended derive from continuing activities.

Home-Start Bradford District
Balance sheet
as at 31 March 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 2,002	-	2,002	3,146
Intangible assets	(6) 11,040	-	11,040	14,880
Total fixed assets	<u>13,042</u>	<u>-</u>	<u>13,042</u>	<u>18,026</u>
Current assets				
Debtors and prepayments	(7) 178	2,250	2,428	4,325
Cash at bank and in hand	(8) 71,424	44,816	116,240	81,037
Total current assets	<u>71,602</u>	<u>47,066</u>	<u>118,668</u>	<u>85,362</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(9) 1,385	8,095	9,480	5,767
Total current liabilities	<u>1,385</u>	<u>8,095</u>	<u>9,480</u>	<u>5,767</u>
Net current assets / (liabilities)	<u>70,217</u>	<u>38,971</u>	<u>109,188</u>	<u>79,595</u>
Net assets	<u>83,259</u>	<u>38,971</u>	<u>122,230</u>	<u>97,621</u>
Funds				
Unrestricted funds	83,259	-	83,259	85,224
Restricted funds	-	38,971	38,971	12,397
Total funds	<u>83,259</u>	<u>38,971</u>	<u>122,230</u>	<u>97,621</u>

The financial statements were approved by the board of trustees on 27/10/2023

Susan Milner (Trustee)

Home-Start Bradford District

Notes to the accounts

for the year ended 31 March 2023

1 Accounting policies

Basis of accounting

These accounts have been 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 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 in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

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

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Fixtures and fittings: over 5 years

Equipment : over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Home-Start Bradford District

Notes to the accounts continued

for the year ended 31 March 2023

1 Accounting policies continued

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford Trident	-	77,913	77,913	74,513
Home-Start UK	2,000	800	2,800	
Leeds City Council Stronger Families	-	12,294	12,294	21,815
The Brelms Trust CIO	-	5,000	5,000	
The Henry Smith Charity	-	97,900	97,900	60,000
Trusthouse Charitable Foundation	-	20,000	20,000	20,000
Donations	1,209	-	1,209	1,263
	<u>3,209</u>	<u>213,907</u>	<u>217,116</u>	<u>177,591</u>

3 Staff costs and numbers

	2023	2022
	£	£
Gross salaries	116,084	112,987
Social security costs	9,494	8,041
Employment allowance	(5,000)	(4,000)
Pensions	6,366	5,812
Payroll Charges	1,040	1,042
	<u>127,984</u>	<u>123,882</u>

The average number of employees during the year was 5.8, being an average of 4.1 full time equivalent (2022: 5.9, 4.4 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2023	2022
	£	£
Costs of the scheme to the charity for the year	6,366	5,812

Home-Start Bradford District

Notes to the accounts continued

for the year ended 31 March 2023

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Bfd Building Family Resilienc	10,684	122,900	92,813	(1,800)	38,971
Home-Start: Better Start	1,713	77,913	76,626	(3,000)	-
HSUK LTC22	-	800	800	-	-
Stronger Families	-	12,294	12,294	-	-
	<u>12,397</u>	<u>213,907</u>	<u>182,533</u>	<u>(4,800)</u>	<u>38,971</u>

Fund name	Purpose of restriction
Bfd Building Family Resilience	Funding from The Brelms Trust, The Henry Smith Charity and Trusthouse Charitable Foundation towards additional coordinators to support the recruitment and training of volunteers and associated safeguarding, management and administrative support. The transfer is for the capitalisation of computer software development costs.
Home-Start: Better Start	Providing volunteer support, friendship and practical help for families with children under 4 years old and during pregnancy. The transfer is for the capitalisation of computer software development costs.
Home-Start: Strategy	To support the Learn, Test and Change strategic development programme.
Stronger Families	Supporting families in Bradford who are facing challenges developing skills or moving towards the world of work with parenting advice. Part of the Stronger Families Programme across Bradford and Leeds.

5 Tangible assets	Office equipment £	Total £
Cost		
At 1 April 2022	5,720	5,720
Additions	-	-
At 31 March 2023	<u>5,720</u>	<u>5,720</u>
Depreciation		
At 1 April 2022	2,574	2,574
Charge for year	1,144	1,144
At 31 March 2023	<u>3,718</u>	<u>3,718</u>
Net book value		
At 31 March 2023	<u>2,002</u>	<u>2,002</u>
At 31 March 2022	<u>3,146</u>	<u>3,146</u>

Home-Start Bradford District **Notes to the accounts continued** **for the year ended 31 March 2023**

6 Intangible assets

Cost

At 1 April 2022

Additions

At 31 March 2023

Computer
software

Total

£

£

29,760

29,760

4,800

4,800

34,560

34,560

Depreciation

At 1 April 2022

Charge for year

At 31 March 2023

14,880

14,880

8,640

8,640

23,520

23,520

Net book value

At 31 March 2023

11,040

11,040

At 31 March 2022

14,880

14,880

7 Debtors and prepayments

Debtors

Prepayments

Other debtors

2023

2022

£

£

2,032

3,270

219

203

177

852

2,428

4,325

8 Cash at bank and in hand

Cash at bank

Cash in hand

2023

2022

£

£

116,171

80,882

69

155

116,240

81,037

9 Creditors and accruals

Creditors

Accruals

2023

2022

£

£

8,094

2,058

1,386

3,709

9,480

5,767

Home-Start Bradford District

Notes to the accounts continued

for the year ended 31 March 2023

10 Related party transactions

Donations from trustees and related parties

The total aggregate value of unconditional donations to the charity from the trustees or related parties was £240 (2021: £240).

Trustee expenses

During the year 1 trustee was paid a total of £14 in respect of travel (previous year: no expense payments).

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £59,510 (previous year: £54,085).

Home-Start Bradford District
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 March 2023

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
Income						
Grants and donations	3,209	1,263	213,907	176,328	217,116	177,591
Other income	233	106	-	-	233	106
Total income	3,442	1,369	213,907	176,328	217,349	177,697
Expenditure						
Staff costs:						
Salaried pay	156	9	127,828	123,873	127,984	123,882
Invoiced pay	-	-	22,943	17,453	22,943	17,453
Travel and subsistence	-	-	548	300	548	300
Recruitment	-	-	246	206	246	206
Training	-	-	295	904	295	904
Family direct support	160	-	450	626	610	626
Home-Start network fees	-	277	3,330	3,230	3,330	3,507
Governance:						
Trustee meetings and expenses	-	-	1,576	171	1,576	171
Trustee recruitment and training	-	-	82	-	82	-
Independent examination	66	-	1,320	1,320	1,386	1,320
Premises:						
Insurance	16	-	1,046	935	1,062	935
Rent	-	-	10,535	10,566	10,535	10,566
Rates	-	-	90	548	90	548
Running costs:						
Equipment and maintenance	-	-	116	1,061	116	1,061
Fees and subscriptions	25	-	1,811	2,887	1,836	2,887
Printing and stationery	-	-	13	194	13	194
Hospitality	-	-	21	133	21	133
Postage	-	-	53	97	53	97
Telephone	-	112	1,426	2,880	1,426	2,992
Depreciation	1,144	1,144	-	-	1,144	1,144
Amortisation	8,640	7,440	-	-	8,640	7,440
Volunteer costs:						
Expenses	-	-	1,193	483	1,193	483
Recruitment and initial training	-	-	6,511	986	6,511	986
Training and support	-	-	1,100	957	1,100	957
Total expenditure	10,207	8,982	182,533	169,810	192,740	178,792
Net income / (expenditure)	(6,765)	(7,613)	31,374	6,518	24,609	(1,095)
Transfers between funds	4,800	2,256	(4,800)	(2,256)	-	-
Net movement in funds	(1,965)	(5,357)	26,574	4,262	24,609	(1,095)
Fund balances brought forward	85,224	90,581	12,397	8,135	97,621	98,716
Fund balances carried forward	83,259	85,224	38,971	12,397	122,230	97,621

Accounts

Home-Start Bradford District

Charity number 1090435

A company limited by guarantee number

Annual Report and Financial Statements for the year ended 31 March 2022



Home-Start Bradford District

Annual Report and Financial Statements for the year ended 31 March 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Home-Start Bradford District

Trustees' report for the year ended 31 March 2022

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Susan Milner	Acting chair from 13 June 2022	
Sarah Hinton	Acting chair	Resigned 12 September 2022
Patricia Trenaman	Treasurer	
Sharon Hobson		Resigned 15 November 2021
Ursula Blagg		
Chris Comey		
Karen Bodger		Appointed 9 May 2022
Tanya Marshall		Appointed 18 July 2022
Cassy Harrison		Appointed 18 July 2022

Charity number 1090435 Registered in England and Wales

Registered and principal address	Bankers
The Thornbury Centre	The Co-operative Bank
Leeds Old Road	PO Box 250
Bradford	Delf House
BD3 8JX	Southway
	Skelmersdale WN8 6WT

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) and is governed by a constitution, adopted 20 April 2020. The liability of the members in the event of the CIO being wound up is limited to a sum not exceeding £1.

In furtherance of its objects the charity conforms to the standards and methods of practice of Home-Start UK (charity number 1108837).

Method of recruitment and appointment of trustees

The trustees of the CIO are appointed by the members at the AGM. Each year one third of trustees retire at the AGM and may be re-elected by the members. Trustees may co-opt additional trustees during the year but a co-opted trustee only holds office until the next AGM.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2022

Objectives and activities

The charity's objects

The charity's objects are:

- a) to safeguard, protect and preserve the good health, both mental and physical, of children and parents of children;
- b) to prevent cruelty to or maltreatment of children;
- c) to relieve sickness, poverty and need amongst children and parents of children; and
- d) to promote the education of the public in better standards of childcare within the area of Bradford and its environs.

The charity's main activities

Home-Start Bradford District is an independent charity in Bradford, providing early years support to parents with young children (0-4) through weekly visits from a volunteer. We aim to intervene early, reducing the likelihood of family crisis or breakdown, reducing mental health problems and isolation, and helping families to thrive.

Families from across Bradford District are referred by health agencies, children's centres and other statutory and community organisations, as well as self-referrals from parents themselves. Support is customised to each family, and typically includes one or more of: help with positive parenting; accessing community facilities and support networks; medical appointment attendance; help with mental and physical health issues; emotional support; help managing stress; healthy eating; and family wellbeing. Each family receives an initial visit, at which a Family & Volunteer Coordinator explores their situation with them in their own home, and helps the family to set goals for their support.

The Coordinator matches the family with an appropriate volunteer, who will have parenting experience of their own and have undergone a ten-week rigorous course of preparation. The volunteer visits the family on a weekly basis, helping them with their goals and providing a listening ear and emotional support. A programme of review visits, training and supervision ensures that support is delivered consistently and achieves the family's goals.

Families respond well to our approach - we are non-threatening and non-stigmatising. Working in families' homes helps us to support 'hard-to-reach' families who may be marginalised or distrustful of support services. We work with families by negotiation and agreement, focusing on the specific needs identified by the family themselves.

Our work is carried out through a fantastic team of committed volunteers, and we are grateful to them all for the skills, support and dedication they so willingly bring to the charity.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit at its Trustee meetings.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2022

Achievements and performance

"I got on so well with the volunteer - she seemed like a good friend I had known a long time. She is excellent and has been so supportive."

Following the severe restrictions of last year and the move to offering support by phone, the first half of this year saw a staged return to delivering our full volunteer home-visiting service. By the summer volunteers were supplementing phone calls with visiting families in parks and outdoor public spaces, and in September we restarted visits in families' homes for volunteers and families who were comfortable with that.

Most of our support has now returned to being in-person, although the experiences of the past eighteen months have led us to offer more flexible support when appropriate, with a mix of in-person and phone calls. It has been a joy to get back to seeing people face-to-face and the increased opportunities for support that provides. We were also able to run our family Christmas party again, where we welcomed 15 families, plus staff and volunteers for a children's disco, face painting, buffet lunch, a visit from Santa and presents to take home for all the family. It was wonderful to be able to give families a few hours of fun and relaxation together: one parent commented that it was the first time his kids had been to anything since before COVID (and for the youngest, the first time they'd been to a party), and they'd had a great time. Particular thanks are due to the team at BT Openreach, and Thackley Juniors Football Club, and the Waitrose Otley, who donated presents and treats for the families.

We completed the first year of our Bradford Building Family Resilience project, offering our services across the whole of the Bradford District. As expected, referrals have been greater than our capacity to meet them and we are seeking additional funding to increase capacity on this project. Our Home Start Better Start project covering Bradford Moor, Bowling & Barkerend and Little Horton continued into the final year of its current term, and our involvement with the Stronger Families programme, delivering shorter-term targeted direct support to families, also entered its final year.

It has been great to get back to seeing our volunteers in person, as well as our families. We have run a couple of thank you events – a garden party and a thank you celebration. As part of our volunteer ongoing training and support programme we've also run events on the importance of play, sensory 'treasure baskets' for children with additional needs, our annual safeguarding and diary sheet recording update training, our annual 'Christmas wrap' where we prepare presents for our family Christmas party and an introduction to the Stronger Families programme.

Feedback from our volunteer course of preparation:

"What a great group. We have similar standards in wanting to look after families. I feel I have learned so much through discussion with staff and other volunteers, as the course provides us with prompts for consideration and conversation. I have felt so confident to speak up in sessions because we are listened to and our opinions valued. I've come away thinking about things I wouldn't have thought of myself. I have been pleasantly surprised to learn how professionally volunteers support families whilst being friendly and approachable and making the family feel relaxed at the same time. I feel so proud of you all and what the service is achieving for so many people in Bradford. What sticks in my mind is the great advice given by the Coordinators around being prepared to be open-minded regarding families – stay neutral and then build on the relationship from there."

"The training was really thorough. Each week we dealt with a different topic and were given time to consider case studies and discuss them with the other volunteers. This gave us the confidence that we know how to support families when we go into their homes. At the beginning of the course I didn't think I could do it, but by the end I knew I definitely could!"

We continued to look to strengthen our Trustee board, and were delighted to welcome new Trustees Karen, Tanya and Cassy after the year end, and we continue to target areas where additional skills would help in the recruitment of further Trustees. Following the appointment of Trudi at the beginning of the year, our staff team remained unchanged for the year.

In planning the activities for the year the Trustees have kept in mind the Charity Commission's guidance on public benefit.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2022

Achievements and performance (continued)

Case study- Claire has been a Home-Start Bradford District volunteer since October 2021 and Neil and his four daughters are the first family that she has supported.

Neil's story- "When I split up with my partner, I lost everything – my home, my new job and two of my daughters. I had to start afresh with my two-year-old and my five-year-old in a city far away from my wider family and friends as I originally come from down south. Eventually I got custody of my four-year-old twin girls too. I was alone with four daughters to bring up.

My Job Centre work coach, Nichola wanted to help me in any way that she could and she came across Home-Start Bradford District, whose volunteer support programme seemed perfect for my situation and there was nothing out there that offered anything similar.

Julie, a Home-Start Bradford District Volunteer and Family Support Worker, rang me and it all went from there. I was allocated a volunteer called Claire and because of COVID-19 restrictions, her initial support was over the telephone.

It was so nice to have someone to talk to and turn to for advice. When restrictions were lifted, Claire then visited me in my home for a couple of hours each week. Just to have someone for moral support and to be there has made such a difference.

It is so uplifting having Claire around as I don't talk to anyone else all week. She goes over and above what is expected. She made my youngest daughter a cake when it was her birthday and even sewed the kid's trousers for me and showed me how to do it for next time I need to sew something.

It isn't just Claire as Julie from the Home-Start Bradford District Team has been fantastic. She has accessed all sorts of additional support for me. One day she arrived with a clothes airer as she knew that I didn't have one – I was blown away as it was such a lovely thing to do.

Another highlight was the Christmas Party, they had a Santa with presents, a DJ, food and they even paid for my travel to the party and back. After I left the party a few of the volunteers had got together and found out what additional things I needed – I was offered bedding and other household items and even kitchen stuff from food to washing powder.

Claire and Julie have helped me to feel less isolated as I now have someone to talk to and turn to. Having a Home-Start volunteer in your life can get you through a really difficult period of your life. I had lost everything and bit by bit Home-Start Bradford District are helping me and my girls to build everything back up."

Claire's story- Claire adds, "At first I was just chatting on the phone with Neil due to COVID-19 restrictions, so it was lovely when I finally got to meet him and the children. Neil has had to go through a huge transition from living in a one-bedroom flat with two of his daughters to a three-bedroom terrace house with all four daughters under the age of five!

It's a whole new area for him to get used to and it has also taken him a while to change schools to this new area. Neil desperately needed someone to talk to. He is such a friendly approachable person and talks to plenty of people in passing but lacked someone just to sit down and talk with.

He is still in the process of sorting the house out and I have been helpful in trying to help him organise himself with practical things like sorting where things should go in his new house. He really is doing a marvellous job and now he is more settled, the children are also a lot calmer – he really is a wonderful dad and such good company."

Of her own volunteering journey, Claire said, "I have always wanted to be a Home-Start volunteer. My mother-in-law helped set up Home-Start Cheshire and once I had more time on my hands, I knew what I wanted to do with it. As a Home-Start Bradford District volunteer, you are doing something positive for a family. You don't take over, but you support families and give them choices to be the best parent that they can possibly be."

****names and identifying details have been changed to protect the privacy of individuals.***

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2022

Achievements and performance (continued)

Key statistics

	2021-22	2020-21	2019-20
Referrals received	209	113	158
Families supported	118	86	112
Children supported	252	194	270
Children with disabilities	13	12	28
Volunteer visits in year	* 707	* 832	359
Volunteer visit hours	* 610	* 602	667
Active volunteers at year end	46	41	37
New volunteers recruited	10	10	17
Preparation courses completed for new volunteers	3	2	3
Volunteer ongoing training sessions (VOTS) held	7	5	4

* Volunteer 'visits' in 2020-21 were conducted by phone rather than in person. In 2021-22 they began by phone before returning to mainly in-person in the Autumn.

The number of families supported in 2021-22 was back just above pre-pandemic levels, however referrals increased by 30% over 2019-20, reflecting both an increased need for our services, and an increased awareness of our availability District-wide. (Whilst we did receive referrals from across the District in 2019-20, we also know that many referrers knew the geographical restrictions on our service and so didn't put referrals in for those areas we couldn't support).

Our number of volunteer 'visits' reduced from last year, but was still significantly above the previous year, reflecting the fact that volunteer support for the first half of the year was still completely or partially by phone, and volunteers supporting by phone tend to contact their families more often but for a shorter time each 'visit'. This is confirmed by the volunteer visit hours remaining roughly stable. As a result, the hours of support given per family reduced this year from last. This is because last year we deliberately did not end support for any families for the first six months or so of the pandemic, so the average length of support (and as a consequence, hours of support) for families was longer.

Family progress against the goals they've identified for themselves is measured by a 'journey of change', where families score how well they are coping from 1 to 5 in each goal (from a choice of goals in 15 areas). These scores are given at the family's initial visit, at 12-weekly review visits and at an end visit when support is ending.

The most-needed areas parents wanted support with this year were coping with isolation (58%) and managing their own mental health (56%), both significantly increased over last year (38% and 46% respectively) as the effects of the pandemic continue to be felt. Managing children's behaviour, last year's top priority was chosen by 46% of families (down from 62% last year) and was closely followed by parents' self-esteem (44%) and being involved with their children's development (42%), chosen by a similar proportion of families to the previous two years. Help to access other services was chosen by a quarter of families, as they try to re-engage with groups and organisations which stopped delivering for a while, or where they find themselves with a need and don't know where to turn.

Of the families who completed monitoring data, 50% were Asian or Asian British (mostly Pakistani), 41% White English, Welsh, Scottish, Northern Irish or British, 3% Black, Black British, Caribbean or African, and 6% other White or Mixed / Multiple backgrounds (last year 34%, 48%, 3% and 15%). We supported 65 lone parents, 29 parents who had experienced domestic abuse, 54 parents with mental health issues, 14 with learning disabilities, 14 with physical disabilities, 22 who had experienced postnatal depression, 14 families coping with speech and language issues, and 10 teenage pregnancies.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2022

Planning for the future

Our immediate priorities are to secure funding to expand our capacity, and alongside that to increase our number of volunteers to meet demand. As well as the increasing demand we are seeing our volunteers being squeezed, with signs that a number will have reduced capacity or no longer be able to volunteer because of their own circumstances – the need to increase work hours to make ends meet for example.

Sarah Hinton, our extraordinary Acting Chair of Trustees, steps down as Chair in the summer, having held the reigns as Chair, and then Acting Chair, for two separate periods covering the majority of our existence as a charity. We're delighted that she will continue to support us as our Safeguarding Adviser, and we'd like to thank her for the huge part she has played in bringing Home-Start Bradford District to this point. Nobody could be more deserving of our thanks and appreciation, and simultaneously as likely to deflect it to others. We're delighted that Susan Milner is stepping into the role of Acting Chair, and in the next year we are looking to recruit additional Trustees to broaden our skills, ensure volunteer voices are a key part of our Trustee decision-making, and continue to keep safeguarding at the heart of everything that we do.

We also plan to continue streamlining our processes, particularly for our volunteers, with the creation of a digital volunteer hub which will allow volunteers to record their visit notes directly into our case management system, as well as providing a one-stop source of all the information they need in the course of their volunteering.

Finally, both the Stronger Families programme and the current term of the Home Start Better Start project come to an end in the next year. The Stronger Families programme has no further funding, whilst any extension to the Home Start Better Start programme will be subject to an end of project review in August, so we will be looking at how we continue to support as many families as we can across Bradford, whatever the outcome of that review.

Financial review

The net expenditure for the year was £1,095, including net expenditure of £5,357 on unrestricted funds and net income of £4,262 on restricted funds, after transfers.

Reserves policy

The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the 'free reserves') held by the charity should be at least 6 - 9 months of resources expended, which equates to between £114,496 and £167,243 in general funds based on budgeted 2022/2023 expenditure. At this level the Trustees feel they would be able to continue the current activities of the charity in the event of a significant drop in funding or unexpected increase in costs.

The charity's free reserves, excluding fixed assets, at the year end were £67,198 which is below the desired range. The Trustees have a budget in place which does not reduce reserves and will seek to continue to boost reserves where possible, to build them to the required level. The Trustees review the policy annually.

The trustees have concluded that there are no material uncertainties existing that cast significant doubt on the charity's ability to continue as a going concern.

Signed on behalf of the board of trustees on 7/11/2022

Susan Milner (Trustee)

Home-Start Bradford District

Independent examiner's report to the trustees of Home-Start Bradford District

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2022, which are set out on pages 9 to 15.

Responsibilities and basis of report

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

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Rhys North ACA

14/11/2022

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Home-Start Bradford District
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Grants and donations	(2)	1,263	176,328	177,591	196,533
Other income		106	-	106	1,277
Total income		1,369	176,328	177,697	197,810
Expenditure on:					
Staff costs:					
Salaried pay	(3)	9	123,873	123,882	116,194
Invoiced pay		-	17,453	17,453	20,157
Travel and subsistence		-	300	300	148
Recruitment		-	206	206	-
Training		-	904	904	1,302
Family direct support		-	626	626	61
Home-Start network fees		277	3,230	3,507	2,827
Governance:					
Trustee meetings and expenses		-	171	171	5
Trustee recruitment and training		-	-	-	10
Independent examination		-	1,320	1,320	1,320
Premises:					
Insurance		-	935	935	996
Rent		-	10,566	10,566	10,890
Rates		-	548	548	427
Running costs:					
Equipment and maintenance		-	1,061	1,061	2,427
Fees and subscriptions		-	2,887	2,887	2,233
Printing and stationery		-	194	194	576
Hospitality		-	133	133	8
Postage		-	97	97	78
Telephone		112	2,880	2,992	1,858
Depreciation		1,144	-	1,144	1,155
Amortisation		7,440	-	7,440	7,440
Volunteer costs:					
Expenses		-	483	483	71
Recruitment and initial training		-	986	986	1,279
Training and support		-	957	957	-
Total expenditure		8,982	169,810	178,792	171,462
Net income / (expenditure)		(7,613)	6,518	(1,095)	26,348
Transfers between funds	(4)	2,256	(2,256)	-	-
Net movement in funds		(5,357)	4,262	(1,095)	26,348
Fund balances brought forward		90,581	8,135	98,716	72,368
Fund balances carried forward	(4)	85,224	12,397	97,621	98,716

All incoming resources and resources expended derive from continuing activities.

Home-Start Bradford District

Balance sheet

as at 31 March 2022

		2022	2022	2022	2021
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	3,146	-	3,146	2,034
Intangible assets	(6)	14,880	-	14,880	22,320
Total fixed assets		<u>18,026</u>	<u>-</u>	<u>18,026</u>	<u>24,354</u>
Current assets					
Debtors and prepayments	(7)	852	3,473	4,325	2,860
Cash at bank and in hand	(8)	72,113	8,924	81,037	91,046
Total current assets		<u>72,965</u>	<u>12,397</u>	<u>85,362</u>	<u>93,906</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(9)	5,767	-	5,767	19,544
Total current liabilities		<u>5,767</u>	<u>-</u>	<u>5,767</u>	<u>19,544</u>
Net current assets / (liabilities)		<u>67,198</u>	<u>12,397</u>	<u>79,595</u>	<u>74,362</u>
Net assets		<u>85,224</u>	<u>12,397</u>	<u>97,621</u>	<u>98,716</u>
Funds					
Unrestricted funds		85,224	-	85,224	90,581
Restricted funds		-	12,397	12,397	8,135
Total funds		<u>85,224</u>	<u>12,397</u>	<u>97,621</u>	<u>98,716</u>

For the year ending 31 March 2022 the charitable company was 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 accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 7/11/2022

Susan Milner (Trustee)

Home-Start Bradford District

Notes to the accounts

for the year ended 31 March 2022

1 Accounting policies

Basis of accounting

These accounts have been 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 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 in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

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

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Fixtures and fittings: over 5 years

Equipment : over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Home-Start Bradford District

Notes to the accounts continued

for the year ended 31 March 2022

1 Accounting policies continued

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Better Start Bradford	-	74,513	74,513	78,907
Leeds City Council Stronger Families	-	21,815	21,815	22,349
The Henry Smith Charity	-	60,000	60,000	-
Trusthouse Charitable Foundation	-	20,000	20,000	-
Home-Start UK (HSUK)	-	-	-	27,349
Liz and Terry Bramall Foundation	-	-	-	2,000
National Lottery Community Fund (NLCF)	-	-	-	44,768
Scurrah Wainwright	-	-	-	3,000
Sir George Martin Trust	-	-	-	3,000
Sovereign Healthcare	-	-	-	5,000
The Brelms Trust	-	-	-	5,000
Donations	1,263	-	1,263	5,160
	<u>1,263</u>	<u>176,328</u>	<u>177,591</u>	<u>196,533</u>

3 Staff costs and numbers

	2022	2021
	£	£
Gross salaries	112,987	105,811
Social security costs	8,041	7,468
Employment allowance	(4,000)	(4,000)
Pensions	5,812	5,842
Payroll Charges	1,042	1,073
	<u>123,882</u>	<u>116,194</u>

The average number of employees during the year was 6.9, being an average of 4.4 full time equivalent (2021: 6, 4.4 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2022	2021
	£	£
Costs of the scheme to the charity for the year	5,812	5,842

Home-Start Bradford District

Notes to the accounts continued

for the year ended 31 March 2022

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Home-Start: Better Start	3,135	74,513	75,479	(456)	1,713
Bfd Building Family Resilience	5,000	80,000	72,516	(1,800)	10,684
Stronger Families	-	21,815	21,815	-	-
	<u>8,135</u>	<u>176,328</u>	<u>169,810</u>	<u>(2,256)</u>	<u>12,397</u>

Fund name	Purpose of restriction
Home-Start: Better Start	Providing volunteer support, friendship and practical help for families with children under 4 years old and during pregnancy.
Bfd Building Family Resilience	Funding from The Brelms Trust, The Henry Smith Charity and Trusthouse Charitable Foundation towards additional coordinators to support the recruitment and training of volunteers and associated safeguarding, management and administrative support.
Stronger Families	Supporting families in Bradford who are facing challenges developing skills or moving towards the world of work with parenting advice. Part of the Stronger Families Programme across Bradford and Leeds.

5 Tangible assets	Office equipment	Total
<u>Cost</u>	£	£
At 1 April 2021	3,464	3,464
Additions	<u>2,256</u>	<u>2,256</u>
At 31 March 2022	<u>5,720</u>	<u>5,720</u>
 <u>Depreciation</u>		
At 1 April 2021	1,430	1,430
Charge for year	<u>1,144</u>	<u>1,144</u>
At 31 March 2022	<u>2,574</u>	<u>2,574</u>
 <u>Net book value</u>		
At 31 March 2022	<u>3,146</u>	<u>3,146</u>
At 31 March 2021	<u>2,034</u>	<u>2,034</u>

Home-Start Bradford District

Notes to the accounts continued

for the year ended 31 March 2022

6 Intangible assets

	Computer software	Total
<u>Cost</u>	£	£
At 1 April 2021	29,760	29,760
Additions	-	-
At 31 March 2022	<u>29,760</u>	<u>29,760</u>
<u>Amortisation</u>		
At 1 April 2021	7,440	7,440
Charge for year	7,440	7,440
At 31 March 2022	<u>14,880</u>	<u>14,880</u>
<u>Net book value</u>		
At 31 March 2022	<u>14,880</u>	<u>14,880</u>
At 31 March 2021	<u>22,320</u>	<u>22,320</u>

7 Debtors and prepayments

	2022	2021
	£	£
Debtors	3,270	1,385
Prepayments	203	123
Other debtors	852	1,352
	<u>4,325</u>	<u>2,860</u>

8 Cash at bank and in hand

	2022	2021
	£	£
Cash at bank	80,882	90,823
Cash in hand	155	223
	<u>81,037</u>	<u>91,046</u>

9 Creditors and accruals

	2022	2021
	£	£
Creditors	2,058	18,224
Accruals	3,709	1,320
	<u>5,767</u>	<u>19,544</u>

10 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £54,085 (previous year: £51,421).

Home-Start Bradford District

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
Income						
Grants and donations	1,263	5,867	176,328	190,666	177,591	196,533
Other income	106	1,277	-	-	106	1,277
Total income	1,369	7,144	176,328	190,666	177,697	197,810
Expenditure						
Staff costs:						
Salaried pay	9	-	123,873	116,194	123,882	116,194
Invoiced pay	-	-	17,453	20,157	17,453	20,157
Travel and subsistence	-	-	300	148	300	148
Recruitment	-	-	206	-	206	-
Training	-	-	904	1,302	904	1,302
Family direct support	-	-	626	61	626	61
Home-Start network fees	277	(508)	3,230	3,335	3,507	2,827
Governance:						
Trustee meetings and expenses	-	-	171	5	171	5
Trustee recruitment and training	-	-	-	10	-	10
Independent examination	-	-	1,320	1,320	1,320	1,320
Premises:						
Insurance	-	-	935	996	935	996
Rent	-	318	10,566	10,572	10,566	10,890
Rates	-	-	548	427	548	427
Running costs:						
Equipment and maintenance	-	-	1,061	2,427	1,061	2,427
Fees and subscriptions	-	-	2,887	2,233	2,887	2,233
Printing and stationery	-	-	194	576	194	576
Hospitality	-	-	133	8	133	8
Postage	-	-	97	78	97	78
Telephone	112	-	2,880	1,858	2,992	1,858
Depreciation	1,144	1,155	-	-	1,144	1,155
Amortisation	7,440	7,440	-	-	7,440	7,440
Volunteer costs:						
Expenses	-	-	483	71	483	71
Recruitment and initial training	-	-	986	1,279	986	1,279
Training and support	-	-	957	-	957	-
Total expenditure	8,982	8,405	169,810	163,057	178,792	171,462
Net income / (expenditure)	(7,613)	(1,261)	6,518	27,609	(1,095)	26,348
Transfers between funds	2,256	32,398	(2,256)	(32,398)	-	-
Net movement in funds	(5,357)	31,137	4,262	(4,789)	(1,095)	26,348
Fund balances brought forward	90,581	59,444	8,135	12,924	98,716	72,368
Fund balances carried forward	85,224	90,581	12,397	8,135	97,621	98,716

Accounts

Home-Start Bradford District

Charity number 1090435

Annual Report and Financial Statements for the year ended 31 March 2021



Home-Start Bradford District

Annual Report and Financial Statements for the year ended 31 March 2021

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Prepared by West Yorkshire Community Accounting Service

Home-Start Bradford District

Trustees' report for the year ended 31 March 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Ursula Blagg		
Sarah Hinton	Acting chair	
Sharon Hobson		
Susan Milner		
Patricia Trenaman	Treasurer	
Chris Comey		Appointed 19 October 2020
Charity number	1090435	Registered in England and Wales

Registered and principal address

The Thornbury Centre
Leeds Old Road
Bradford
BD3 8JX

Bankers

The Co-operative Bank
PO Box 250
Delf House
Southway
Skelmersdale WN8 6WT

Independent examiner

Rhys North ACA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) and is governed by a constitution, adopted 20 April 2020. The liability of the members in the event of the CIO being wound up is limited to a sum not exceeding £1.

In furtherance of its objects the charity conforms to the standards and methods of practice of Home-Start UK (charity number 1108837).

Method of recruitment and appointment of trustees

The trustees of the CIO are appointed by the members at the AGM. Each year one third of trustees retire at the AGM and may be re-elected by the members. Trustees may co-opt additional trustees during the year but a co-opted trustee only holds office until the next AGM.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities

The charity's objects

The charity's objects are:

- a) to safeguard, protect and preserve the good health, both mental and physical, of children and parents of children;
- b) to prevent cruelty to or maltreatment of children;
- c) to relieve sickness, poverty and need amongst children and parents of children; and
- d) to promote the education of the public in better standards of childcare within the area of Bradford and its environs.

The charity's main activities

Home-Start Bradford District is an independent charity in Bradford, providing early years support to parents with young children (0-4) through weekly visits from a volunteer. We aim to intervene early, reducing the likelihood of family crisis or breakdown, reducing mental health problems and isolation, and helping families to thrive.

Families from across Bradford District are referred by health agencies, children's centres and other statutory and community organisations, as well as self-referrals from parents themselves. Support is customised to each family, and typically includes one or more of: help with positive parenting; accessing community facilities and support networks; medical appointment attendance; help with mental and physical health issues; emotional support; help managing stress; healthy eating; and family wellbeing. Each family receives an initial visit, at which a Family & Volunteer Coordinator explores their situation with them in their own home, and helps the family to set goals for their support.

The Coordinator matches the family with an appropriate volunteer, who will have parenting experience of their own and have undergone a ten-week rigorous course of preparation. The volunteer visits the family on a weekly basis, helping them with their goals and providing a listening ear and emotional support. A programme of review visits, training and supervision ensures that support is delivered consistently and achieves the family's goals.

Families respond well to our approach - we are non-threatening and non-stigmatising. Working in families' homes helps us to support 'hard-to-reach' families who may be marginalised or distrustful of support services. We work with families by negotiation and agreement, focusing on the specific needs identified by the family themselves.

Our work is carried out through a fantastic team of committed volunteers, and we are grateful to them all for the skills, support and dedication they so willingly bring to the charity.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit at its Trustee meetings.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance

Like most charities, the past year was dominated by the COVID-19 pandemic. At the very end of last year we suspended home visiting for all staff and volunteers, and switched to working from home. This arrangement continued throughout the year and we put a lot of work into updating our systems and procedures to manage it.

We already had a long-term aspiration to move our case management from a paper-based system to a digital case management and reporting tool, coinciding with the shutting down of Home-Start UK's data reporting tool, MESH, but we accelerated those plans dramatically in light of the pandemic. We worked with TrueNorth IT to scope out, commission and implement a brand new digital tool in just three months. Throughout the year we migrated data to the new tool, continued to develop new functionality and extended it at the year end with a new online referral tool, meaning that case management is now entirely paperless from the point of referral onwards. We were delighted to secure funding from the Pears Foundation (matched by the Department for Culture, Media and Sport) via Home-Start UK, the Scurrah Wainwright Charity and Sovereign Healthcare to fund the development and implementation of the new case management tool and processes. It has proved to be a big success, and thanks go to all the staff who made this possible.

We were also very grateful to the Sir George Martin Trust, the Liz and Terry Bramall Foundation, Home-Start UK, the John Lewis Partnership and the National Lottery Community Fund for additional support in adapting to the COVID-19 pandemic and keeping our support going through the crisis.

The challenges posed by the new ways of working were nothing to those faced by the families we supported. People's experiences during the pandemic varied enormously but nearly everybody struggled at one time or another – and for some of our families who were already facing challenges, the lifeline of a volunteer on the end of the phone was invaluable. That said, by the end of the year our families and volunteers were beginning to tire of support phone calls (with some families receiving half a dozen calls a week from statutory agencies, schools and other support services), and were looking forward to being able to meet in person – many for the first time. We plan to adopt a cautious approach to returning to face-to-face visiting, balancing the need to support families with the safety of both volunteers and family members.

Our **Keighley Building Family Resilience** project came to an end at the end of the year. Over five years we have supported 163 families in Keighley at a time when other support services were being cut or scaled back. Whilst we are not continuing with a dedicated service in Keighley, we are delighted to have secured funding to be able to offer our service across the whole Bradford District, including Keighley, which means that from next year we won't have to turn families away based on postcode. This expansion is being funded by the Henry Smith Charity, Trusthouse Foundation and The Brelms Trust for three years. Alongside this we are continuing with our **Home-Start Better Start** service covering Bradford Moor, Bowling & Barkerend and Little Horton, and our involvement with the **Stronger Families** programme, supporting families who are facing challenges moving towards the world of work or secure employment.

Our conversion to a CIO was completed at the beginning of the year, and we were pleased to be able to recruit a new Trustee to our board. On the staff side we were sad to say goodbye to Kirsty, after nearly five years with us, but pleased to welcome Trudi (with some other reshuffling of roles across the team).

In planning the activities for the year the Trustees have kept in mind the Charity Commission's guidance on public benefit at Trustee meetings.

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance continued

Feedback

"You have made a little man so happy and a Mum. You go above and beyond with what you do and that is truly amazing. Thank you so much from the bottom of my heart and from this little family. You're in the front line with all the other heroes out there." (Family)

"You have been amazing. I wouldn't have known what to do if it wasn't for you. I feel now as if I can deal with the school and I have the confidence to do so." (Family)

"The volunteer I had was really knowledgeable in children's behaviour. She really helped me with my three-year-old's behaviour. The only thing that worked was what my volunteer suggested. It has been really good especially from a single parent's point of view. Just to have someone to talk to on a weekly basis – lockdown has been so lonely. You can't go to normal parent and toddlers' groups so having that phone call once a week has really helped." (Family)

"I loved the preparation course. The culture in the organisation is healthy, loving and supportive." (Volunteer)

"This is the first time I have referred to you and there has been an instant result. The family has opened up to you straight away." (Referrer)

"I would just like to reiterate how approachable and efficient the Coordinator has been – so good at getting back to you about matching volunteers. I have confidence in referring: I know they will meet the need of the referred family and the support will have a massive impact on children's outcomes and parents' mental health." (Health Visitor)

Key Statistics

	2020-21	2019-20
Referrals received	113	158
Families supported	86	112
Children supported	194	270
Children with disabilities	12	28
Volunteer visits in year	* 832	359
Volunteer visit hours	* 602	667
Active volunteers at year end	41	37
New volunteers recruited	10	17
Preparation courses completed for new volunteers	2	3
Volunteer ongoing training sessions (VOTS) held	5	4

* Volunteer 'visits' in 2020-21 were conducted by phone rather than in person.

The overall number of families we supported in 2020-21 was down by 23%, reflecting a decrease in referrals of 28%. The decrease in referrals was concentrated around the first few months of the pandemic, when many of our partner referral agencies suspended their services, meaning we received far fewer referrals. An increase in referrals towards the end of the year partially compensated for this, and because we were delivering support by phone, and our funders relaxed their eligibility requirements around postcodes, we were able to support a greater percentage of the referrals we received.

Once referrals did begin to rise again, we saw an increase in the complexity of referrals, with families presenting with a greater number of needs, and a significant increase in safeguarding cases and Records of Concern and Action (ROCAs).

Home-Start Bradford District

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance continued

As volunteer 'visits' were conducted by phone throughout this year, many volunteers and families found it easier to have more regular shorter contact, so the number of 'visits' carried out increased significantly. Reflecting the difficult situation for many families, the average time spent supporting families increased by 15% over last year.

Family progress against the goals they've identified for themselves is measured by a 'journey of change', where families score how well they are coping from 1 to 5 in each goal (from a choice of goals in 15 areas). These scores are given at the family's initial visit, at 12-weekly review visits and at an end visit when support is ending.

The most needed areas parents wanted support with this year were managing their child's behaviour (62%), their own mental health (46%), being involved in their child's development (4%) and coping with isolation (38%) – the same four top priorities as last year. However, only just behind was help with their child's mental health (37%) and their own self-esteem (35%).

Of the families who completed monitoring data, 34% were Asian / Asian British (mostly Pakistani), 48% White British, 3% Black Caribbean and 15% Other White or Mixed. We supported 53 lone parents, 16 parents who had suffered domestic abuse, 43 parents with mental health issues, 9 with learning disabilities, 8 who had experienced postnatal depression, 8 families coping with speech and language issues, and 6 teenage pregnancies.

Planning for the future

With COVID-19 restrictions continuing and changing, much of our planning continues to be around ensuring that volunteers and families remain safe and supported whatever the current restrictions might be. After such a period of change, where virtually every one of our processes and procedures have been reviewed and altered, we are looking to allow the new ways of working to bed in and to continue to refine and improve them so that we can offer the best service possible to families across Bradford District who need it.

Financial review

The net income for the year was £26,348, including net income of £31,137 on unrestricted funds and net expenditure of £4,789 on restricted funds, after transfers.

Reserves policy

The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the 'free reserves') held by the charity should be at least 6 - 9 months of resources expended, which equates to between £92,320 and £138,479 in general funds. At this level the Trustees feel they would be able to continue the current activities of the charity in the event of a significant drop in funding or unexpected increase in costs.

The charity's free reserves, excluding fixed assets, at the year end were £66,227 which is below the desired range. The Trustees have a budget in place which does not reduce reserves and will seek to continue to boost reserves where possible, to build them to the required level. The Trustees review the policy annually.

The trustees have concluded that there are no material uncertainties existing that cast significant doubt on the charity's ability to continue as a going concern.

Signed on behalf of the board of trustees on 15/11/2021

Signed: Sarah Hinton

(Trustee)

Home-Start Bradford District

Independent examiner's report to the trustees of Home-Start Bradford District

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2021, which are set out on pages 8 to 15.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Rhys North ACA

Date: 17/11/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Home-Start Bradford District
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income and endowments from:					
Grants and donations	(2)	5,867	190,666	196,533	156,957
Other income		1,277	-	1,277	114
Total income		7,144	190,666	197,810	157,071
Expenditure on:					
Staff costs:					
Salaried pay	(3)	-	116,194	116,194	116,971
Invoiced pay		-	20,157	20,157	18,416
Travel and subsistence		-	148	148	1,974
Recruitment		-	-	-	134
Training		-	1,302	1,302	554
Family direct support		-	61	61	1,294
Home-Start network fees		(508)	3,335	2,827	2,578
Governance:					
Trustee meetings and expenses		-	5	5	878
Trustee recruitment and training		-	10	10	38
Independent examination		-	1,320	1,320	1,320
Premises:					
Insurance		-	996	996	724
Rent		318	10,572	10,890	15,481
Rates		-	427	427	478
Running costs:					
Bank charges		-	-	-	-
Equipment and maintenance		-	2,427	2,427	1,406
Fees and subscriptions		-	2,233	2,233	265
Printing and stationery		-	576	576	841
Hospitality		-	8	8	135
Postage		-	78	78	319
Telephone		-	1,858	1,858	2,782
Depreciation		1,155	-	1,155	275
Amortisation		7,440	-	7,440	-
Volunteer costs:					
Expenses		-	71	71	2,530
Recruitment and initial training		-	1,279	1,279	4,554
Training and support		-	-	-	2,476
Total expenditure		8,405	163,057	171,462	176,423
Net income / (expenditure)		(1,261)	27,609	26,348	(19,352)
Transfers between funds		32,398	(32,398)	-	-
Net movement in funds		31,137	(4,789)	26,348	(19,352)
Fund balances brought forward		59,444	12,924	72,368	91,720
Fund balances carried forward	(4)	90,581	8,135	98,716	72,368

All incoming resources and resources expended derive from continuing activities.

Home-Start Bradford District

Balance sheet

as at 31 March 2021

		2021	2021	2021	2020
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	2,034	-	2,034	551
Intangible assets	(6)	22,320	-	22,320	-
Total fixed assets		<u>24,354</u>	<u>-</u>	<u>24,354</u>	<u>551</u>
Current assets					
Debtors and prepayments	(7)	1,352	1,508	2,860	2,456
Cash at bank and in hand	(8)	66,083	24,963	91,046	75,166
Total current assets		<u>67,435</u>	<u>26,471</u>	<u>93,906</u>	<u>77,622</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(9)	1,208	18,336	19,544	5,805
Total current liabilities		<u>1,208</u>	<u>18,336</u>	<u>19,544</u>	<u>5,805</u>
Net current assets / (liabilities)		<u>66,227</u>	<u>8,135</u>	<u>74,362</u>	<u>71,817</u>
Net assets		<u>90,581</u>	<u>8,135</u>	<u>98,716</u>	<u>72,368</u>
Funds					
Unrestricted funds		90,581	-	90,581	59,444
Restricted funds		-	8,135	8,135	12,924
Total funds		<u>90,581</u>	<u>8,135</u>	<u>98,716</u>	<u>72,368</u>

The financial statements were approved by the board of trustees on 15/11/2021

Sarah Hinton (Trustee)

Home-Start Bradford District

Notes to the accounts

for the year ended 31 March 2021

1 Accounting policies

Basis of accounting

These accounts have been 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 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 in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

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

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Fixtures and fittings: over 5 years

Equipment : over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Home-Start Bradford District

Notes to the accounts continued

for the year ended 31 March 2021

1 Accounting policies continued

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

2 Grants and donations

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Better Start Bradford	-	78,907	78,907	76,278
National Lottery Community Fund (NLCF)	-	44,768	44,768	56,773
Leeds City Council Stronger Families	-	22,349	22,349	22,969
The Brelms Trust	-	5,000	5,000	-
BBC Children in Need	-	-	-	250
Home-Start UK (HSUK)	707	26,642	27,349	-
Liz and Terry Bramall Foundation	-	2,000	2,000	-
Scurrah Wainwright	-	3,000	3,000	-
Sir George Martin Trust	-	3,000	3,000	-
Sovereign Healthcare	-	5,000	5,000	-
Donations	5,160	-	5,160	687
	<u>5,867</u>	<u>190,666</u>	<u>196,533</u>	<u>156,957</u>

3 Staff costs and numbers

	2021	2020
	£	£
Gross salaries	105,811	106,312
Social security costs	7,468	7,911
Employment allowance	(4,000)	(3,000)
Pensions	5,842	4,746
Payroll Charges	1,073	1,002
	<u>116,194</u>	<u>116,971</u>

The average number employees during the year was 6, being an average of 4.4 full time equivalent (2020: 5.5, 4.3 FTE).

There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2021	2020
	£	£
Costs of the scheme to the charity for the year	5,842	4,746
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

Home-Start Bradford District

Notes to the accounts continued

for the year ended 31 March 2021

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
NLCF - Keighley	8,886	44,768	48,361	(5,293)	-
Home-Start: Better Start	2,343	78,907	72,370	(5,745)	3,135
Stronger Families	1,695	22,349	24,044	-	-
The Brelms Trust	-	5,000	-	-	5,000
Pears/DCMS Sustainability	-	21,000	9,766	(11,234)	-
Home-Start Covid-19	-	1,772	1,772	-	-
John Lewis Connecting with Families	-	750	750	-	-
John Lewis Caring for Families	-	3,120	850	(2,270)	-
Liz & Terry Bramall Foundation	-	2,000	2,000	-	-
Sir George Martin	-	3,000	3,000	-	-
Scurrah Wainwright	-	3,000	54	(2,946)	-
Sovereign Healthcare	-	5,000	90	(4,910)	-
	<u>12,924</u>	<u>190,666</u>	<u>163,057</u>	<u>(32,398)</u>	<u>8,135</u>

Fund name	Purpose of restriction
NLCF - Keighley	Supporting families within the Keighley constituency who have at least one child under 5.
Home-Start: Better Start	Providing volunteer support, friendship and practical help for families with children under 4 years old and during pregnancy.
Stronger Families	Supporting families in Bradford who are facing challenges developing skills or moving towards the world of work with parenting advice. Part of the Stronger Families Programme across Bradford and Leeds.
The Brelms Trust	Funding towards additional coordinators to support the recruitment and training of volunteers and associated safeguarding, management and administrative support.
Pears/DCMS Sustainability	Funding to build the sustainability of the organisation without relying on reserves and to bridge the gap between other projects.
Home-Start Covid-19	Adapting our support to meet the Covid-19 pandemic.
John Lewis Connecting with Families	Providing support to families over the Christmas 2020 period.
John Lewis Caring for Families	Making access to our services for families as easy as possible, particularly those who have difficulty because of the restrictions posed by Covid-19.
Liz & Terry Bramall Foundation	Adapting our support to meet the Covid-19 pandemic.
Sir George Martin	Supporting staffing costs to enable services to adapt to Covid-19 working.
Scurrah Wainwright	Funding towards the provision of a digital case management tool.
Sovereign Healthcare	Funding towards the provision of a digital case management tool and online referral portal.

All transfers concern the capitalisation of computer and telephony equipment including a digital case management tool and online referral portal.

Home-Start Bradford District

Notes to the accounts continued

for the year ended 31 March 2021

5 Tangible assets

Cost

	Office equipment £	Fixtures & Fittings £	Total £
At 1 April 2020	5,143	1,477	6,620
Additions	2,638	-	2,638
Disposals	(4,317)	(1,477)	(5,794)
At 31 March 2021	3,464	-	3,464

Depreciation

At 1 April 2020	4,592	1,477	6,069
Depn reversed re. disposals	(4,317)	(1,477)	(5,794)
Charge for year	1,155	-	1,155
At 31 March 2021	1,430	-	1,430

Net book value

At 31 March 2021	2,034	-	2,034
At 31 March 2020	551	-	551

6 Intangible assets

Cost

	Computer software £	Total £
At 1 April 2020	-	-
Additions	29,760	29,760
At 31 March 2021	29,760	29,760

Amortisation

At 1 April 2020	-	-
Charge for year	7,440	7,440
At 31 March 2021	7,440	7,440

Net book value

At 31 March 2021	22,320	22,320
At 31 March 2020	-	-

7 Debtors and prepayments

	2021 £	2020 £
Debtors	2,737	2,293
Prepayments	123	163
	2,860	2,456

8 Cash at bank and in hand

	2021 £	2020 £
Cash at Bank	90,823	74,943
Cash in hand	223	223
	91,046	75,166

Home-Start Bradford District

Notes to the accounts continued

for the year ended 31 March 2021

9 Creditors and accruals	2021	2020
	£	£
Creditors	18,224	4,485
Accruals	1,320	1,320
	<u>19,544</u>	<u>5,805</u>

10 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and the Operations Manager and Systems Manager, who is paid as a freelancer. The total employee benefits received by the Operations Manager and Systems Manager during the year were £51,421 (2020 £45,759).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

Home-Start Bradford District

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants and donations	5,867	687	190,666	156,270	196,533	156,957
Other income	1,277	114	-	-	1,277	114
Total income	7,144	801	190,666	156,270	197,810	157,071
Expenditure						
Staff costs:						
Salaried pay	-	991	116,194	115,980	116,194	116,971
Invoiced pay	-	60	20,157	18,356	20,157	18,416
Travel and subsistence	-	-	148	1,974	148	1,974
Recruitment	-	-	-	134	-	134
Training	-	-	1,302	554	1,302	554
Family direct support	-	-	61	1,294	61	1,294
Home-Start network fees	(508)	(373)	3,335	2,951	2,827	2,578
Governance:						
Trustee meetings and expenses	-	-	5	878	5	878
Trustee recruitment and training	-	-	10	38	10	38
Independent examination	-	-	1,320	1,320	1,320	1,320
Premises:						
Insurance	-	-	996	724	996	724
Rent	318	-	10,572	15,481	10,890	15,481
Rates	-	-	427	478	427	478
Running costs:						
Bank charges	-	-	-	-	-	-
Equipment and maintenance	-	-	2,427	1,406	2,427	1,406
Fees and subscriptions	-	-	2,233	265	2,233	265
Printing and stationery	-	-	576	841	576	841
Hospitality	-	-	8	135	8	135
Postage	-	-	78	319	78	319
Telephone	-	-	1,858	2,782	1,858	2,782
Depreciation	1,155	275	-	-	1,155	275
Amortisation	7,440	-	-	-	7,440	-
Volunteer costs:						
Expenses	-	9	71	2,521	71	2,530
Recruitment and initial training	-	-	1,279	4,554	1,279	4,554
Training and support	-	-	-	2,476	-	2,476
Total expenditure	8,405	962	163,057	175,461	171,462	176,423
Net income / (expenditure)	(1,261)	(161)	27,609	(19,191)	26,348	(19,352)
Transfers between funds	32,398	1,445	(32,398)	(1,445)	-	-
Net movement in funds	31,137	1,284	(4,789)	(20,636)	26,348	(19,352)
Fund balances brought forward	59,444	58,160	12,924	33,560	72,368	91,720
Fund balances carried forward	90,581	59,444	8,135	12,924	98,716	72,368