

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 March 2023
for
Home-Start South West Kent

Peter Hodgson & Co.
Chartered Accountants
Shadwell House
65 Lower Green Road
Tunbridge Wells
Kent
TN4 8TW

Home-Start South West Kent

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for the Year Ended 31 March 2023

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Home-Start South West Kent

Report of the Trustees **for the Year Ended 31 March 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Review of the period

The Charity had a surplus for the year of £11,341 (2022 - surplus £9,122). At the end of the period, net assets were £126,378 (2022 - £112,697).

The strict regime and consequential working practices that came about as a result of the COVID pandemic came to an end around the beginning of the year and we returned to normal pre-pandemic routines. We did however continue to use some of the practices we learned over the pandemic where this provided advantages of flexibility and/or efficiency, for example, the mix of online learning and face-to-face sessions when delivering our volunteer preparation courses, or the occasional use of remote support to families. It was however a relief for all that face-to-face support meetings between volunteers and families were once again unrestricted, although the consequences of the restrictions on some parents and families will be felt for a long time to come, making our support even more valuable to them.

As in previous years, our volunteer numbers continued to increase, from 72 to 77 over the year, with a number returning as the pandemic receded. In order to ensure there was sufficient capacity amongst our staff to look after the increasing number of volunteers and families, in September our administrator became a part-time coordinator, and one of our volunteers moved on to the staff to replace her. We therefore now have a staff of 6 representing 3.4 as a full time equivalent, and will look to increase this in the coming year should the planned increase in families supported occur.

Our geographical coverage remained the same as last year, which is the districts of Tunbridge Wells, Tonbridge and Malling as well as parts of the Sevenoaks district including Sevenoaks town, Edenbridge and surrounding villages.

At the end of the financial year, the trustees agreed a 5 year business plan and growth strategy to service the increased need for our support in the region. We will use this as the basis for our forward planning and measure our progress against it. Our fundraising efforts were successful during the year, with increased receipts helping to fund our growth in support to families. The competition for funds has increased and we are conscious of one of our large multi-year grants is coming towards the end of its life but the trustees believe that our reserves policy will protect us against any shortfall whilst we look for other funding sources to support our planned growth.

Reserves policy

The Charity requires reserves to protect its current activities, in order to allow the Trustees to meet their day-to-day responsibilities and to ensure that it continues to operate as a going concern. Reserves are maintained in accordance with the Reserves Policy. The Trustees conduct an annual review of the reserves to ensure that they are maintained in line with the policy and are at an appropriate level given the scale of operations and the financial obligations of the Charity.

The Charity has a General Reserve and a Restricted Fund. As at 31 March 2023, the Restricted Fund of £1,647 comprises of two donations to be used as hardship funds for families being supported. Funds have been designated from the General Reserve to replace staff equipment. The Trustees have determined that the level of General Reserve, should be sufficient to allow an orderly winding down of activities, including meeting all obligations to staff and suppliers. In the event that the Charity is not successful in continuing to secure funding. Accordingly, as at 31 March 2023, based on future running costs of the Charity the General Reserves represent 10 months of expenditure.

The Trustees feel that this is a prudent level given the increased running costs, commitments to families and also given the continuing uncertainties around the pandemic. The Trustees will keep the level of reserves under constant review.

Risk Management

As a Home-Start scheme, the Charity is bound to adopt the Home-Start UK Quality Standards, which were developed in conjunction with the Charities Evaluation Services.

The Trustees are committed to ensuring that the Charity adheres to these standards which fall into four Quality Areas:

1. Planning for success
2. Leading a great team
3. Making the most of data
4. Safeguarding Children/Child Protection

Home-Start South West Kent

Report of the Trustees **for the Year Ended 31 March 2023**

The Trustees present their report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)".

OBJECTIVES AND ACTIVITIES

Objectives and aims

Under the Charity's Memorandum of Association, the objectives of the Charity are:

- To safeguard, protect and preserve the good health, both mental and physical of children and parents of children;
- To prevent cruelty to, or maltreatment of, children;
- To relieve sickness, poverty and need amongst children and parents of children;
- To promote the education of the public in the better standards of childcare especially within the County of Kent.

The Charity offers support, friendship and practical help to parents with young children, in the Tunbridge Wells and Tonbridge and Malling district and some areas of Sevenoaks district. This is done through the recruitment and training of volunteers, who are parents themselves, from the local community. These volunteers then visit families with at least one child under 5 at home to offer informal, friendly and confidential support, with back up from the Charity's qualified and experienced staff.

This Charity's approach to service delivery is based on the importance of families, volunteering and the community. The Charity works in partnership with other voluntary and statutory agencies and also accepts direct referrals from families themselves.

The Charity provides practical and emotional support to parents during difficult times, using trained and supported volunteers. Parents are supported to use the services in their area for example the Children's Centres, advice centres, mother and toddler groups and the local library.

In the year, the Charity received 121 referrals and supported 109 families including 216 children. The supported families have been referred by Health Visitors, KCC Early Help and other sources, with 18% of our parents contacting us directly for support.

An assessment is made of all families' needs, in terms of the following four categories, with subdivisions in each category. Families may only need support with one of these categories or in more than one.

- A - Parenting Skills - 92% of families supported improved.
- B- Parent's Well Being- 97% of families supported improved.
- C- Children's Well Being- 93% of families supported improved.
- D- Family Management - 93% of families supported improved.

The trustees have had regard to the Charity Commission's general guidance on public benefit and are satisfied that the charitable objects or purposes of the charity and the way it operates meet the public benefit requirement.

Home-Start South West Kent

Report of the Trustees
for the Year Ended 31 March 2023

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
05104961 (England and Wales)


Registered Charity number
1105047

Registered office
116b London Road
Southborough
Tunbridge Wells
Kent
TN4 0PN

Trustees
D J Akehurst
A R L Bogle
W McGeachy
S Wheeler
M Weare
J Merrick (appointed 22.4.23)

Independent Examiner
Aidan Smyth ACA FCCA
Peter Hodgson & Co.
Chartered Accountants
Shadwell House
65 Lower Green Road
Tunbridge Wells
Kent
TN4 8TW

Approved by order of the board of trustees on 5th October 2023 and signed on its behalf by:


A R L Bogle - Trustee

Independent Examiner's Report to the Trustees of
Home-Start South West Kent

Independent examiner's report to the trustees of Home-Start South West Kent ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's trustees of the 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 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 2011 ('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 matters have come to my attention in connection with the examination giving me cause to believe:

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.



Aidan Smyth ACA FCCA

Peter Hodgson & Co.
Chartered Accountants
Shadwell House
65 Lower Green Road
Tunbridge Wells
Kent
TN4 8TW

Date: 6/10/2023

Home-Start South West Kent

Statement of Financial Activities
for the Year Ended 31 March 2023

	Notes	Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	1,366	-	1,366	12,351
Charitable activities					
Grants receivable		43,750	103,505	147,255	113,234
Investment income	3	615	-	615	-
Total		<u>45,731</u>	<u>103,505</u>	<u>149,236</u>	<u>125,585</u>
EXPENDITURE ON					
Raising funds		7,680	3,000	10,680	12,374
Charitable activities	4				
Charitable Activities		<u>26,005</u>	<u>101,210</u>	<u>127,215</u>	<u>104,089</u>
Total		<u>33,685</u>	<u>104,210</u>	<u>137,895</u>	<u>116,463</u>
NET INCOME/(EXPENDITURE)		12,046	(705)	11,341	9,122
RECONCILIATION OF FUNDS					
Total funds brought forward		112,685	2,352	115,037	103,575
TOTAL FUNDS CARRIED FORWARD		<u>124,731</u>	<u>1,647</u>	<u>126,378</u>	<u>112,697</u>

The notes form part of these financial statements

Home-Start South West Kent

Balance Sheet 31 March 2023

	Notes	Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Tangible assets	9	2,183	-	2,183	2,133
CURRENT ASSETS					
Debtors	10	2,707	-	2,707	2,591
Cash at bank and in hand	11	126,680	1,647	128,327	117,597
		<u>129,387</u>	<u>1,647</u>	<u>131,034</u>	<u>120,188</u>
CREDITORS					
Amounts falling due within one year	12	(6,839)	-	(6,839)	(9,624)
NET CURRENT ASSETS		<u>122,548</u>	<u>1,647</u>	<u>124,195</u>	<u>110,564</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>124,731</u>	<u>1,647</u>	<u>126,378</u>	<u>112,697</u>
NET ASSETS		<u>124,731</u>	<u>1,647</u>	<u>126,378</u>	<u>112,697</u>
FUNDS	13				
Unrestricted funds				124,731	110,345
Restricted funds				<u>1,647</u>	<u>2,352</u>
TOTAL FUNDS				<u>126,378</u>	<u>112,697</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

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

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
A R L Bogle - Trustee

The notes form part of these financial statements

Home-Start South West Kent

Notes to the Financial Statements **for the Year Ended 31 March 2023**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Changes in accounting policies

There have been no changes in the accounting policies adopted by the charity in either the current or previous years.

Incoming resources

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for the services donated by the volunteers.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is as estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Resources expended

All expenditure is accounted for on an accrual basis and has been included under the expense categories that aggregate all costs for allocation activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year-end are noted as a commitment, but not accrued as expenditure.

Expenditure includes Value Added Tax and is reported as part of the expenditure to which it relates.

Governance costs comprise the costs involving the public accountability of the charity (including independent examination costs) and costs in respect to its compliance with regulation and good practice.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 20% on cost
Fixtures and fittings	- 20% on cost

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

The gain or loss arising on disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Taxation

As a charity, Home-Start South West Kent is generally exempt from taxation with the exception of Value Added Tax. Where appropriated, all expenditure is stated inclusive of the related Value Added Tax.

Home-Start South West Kent

Notes to the Financial Statements - continued for the Year Ended 31 March 2023

1. ACCOUNTING POLICIES - continued

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

Critical accounting estimates and judgements

In application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue to adopt the going concern basis of accounting in preparing the financial statements.

Functional currency

The functional currency used by the charity is £ sterling.

Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received. Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	1,366	12,351
	<u> </u>	<u> </u>

3. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	615	-
	<u> </u>	<u> </u>

Home-Start South West Kent

Notes to the Financial Statements - continued for the Year Ended 31 March 2023

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £
Charitable Activities	127,215

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023 £	2022 £
Depreciation - owned assets	968	869
Hire of equipment	442	442

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

7. STAFF COSTS

	2023 £	2022 £
Wages and salaries	88,886	72,500
Social security costs	1,215	752
Other pension costs	825	558
	<u>90,926</u>	<u>73,810</u>

The average monthly number of employees during the year was as follows:

	2023	2022
Administration and marketing	4	4

No employees received emoluments in excess of £60,000.

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - VERSUS 2022

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	12,351	-	12,351
Charitable activities			
Grants receivable	28,600	84,634	113,234
Total	<u>40,951</u>	<u>84,634</u>	<u>125,585</u>
EXPENDITURE ON			
Raising funds	12,374	-	12,374

Home-Start South West Kent

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - VERSUS 2022 - continued

	Unrestricted fund £	Restricted fund £	Total funds £
Charitable activities			
Charitable Activities	21,455	82,634	104,089
Total	<u>33,829</u>	<u>82,634</u>	<u>116,463</u>
 NET INCOME	 7,122	 2,000	 9,122
 RECONCILIATION OF FUNDS			
Total funds brought forward	103,223	352	103,575
 TOTAL FUNDS CARRIED FORWARD	 <u>110,345</u>	 <u>2,352</u>	 <u>112,697</u>

9. TANGIBLE FIXED ASSETS

	Improvements to property £	Fixtures and fittings £	Totals £
COST			
At 1 April 2022	3,673	7,608	11,281
Additions	-	1,018	1,018
At 31 March 2023	<u>3,673</u>	<u>8,626</u>	<u>12,299</u>
 DEPRECIATION			
At 1 April 2022	2,969	6,179	9,148
Charge for year	241	727	968
At 31 March 2023	<u>3,210</u>	<u>6,906</u>	<u>10,116</u>
 NET BOOK VALUE			
At 31 March 2023	<u>463</u>	<u>1,720</u>	<u>2,183</u>
At 31 March 2022	<u>704</u>	<u>1,429</u>	<u>2,133</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Prepayments	<u>2,707</u>	<u>2,591</u>

Home-Start South West Kent

Notes to the Financial Statements - continued for the Year Ended 31 March 2023

11. CASH AT BANK AND IN HAND

	General fund	Restricted fund	2023 Total funds	2022 Total funds
	£	£	£	£
Cash in hand	119	-	119	110
Bank current & deposit accounts	126,561	1,647	128,208	117,487
Total	126,680	1,647	128,327	117,597

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and over bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Social security and other taxes	1,455	2,226
Accounts payable	1,663	1,782
Deferred income	-	2,352
Accrued expenses	3,721	3,264
	6,839	9,624

13. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	112,685	12,046	124,731
Restricted funds			
Restricted fund	2,352	(705)	1,647
TOTAL FUNDS	115,037	11,341	126,378

Home-Start South West Kent

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

13. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	45,731	(33,685)	12,046
Restricted funds			
Restricted fund	103,505	(104,210)	(705)
TOTAL FUNDS	<u>149,236</u>	<u>(137,895)</u>	<u>11,341</u>

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	103,223	7,122	110,345
Restricted funds			
Restricted fund	352	2,000	2,352
TOTAL FUNDS	<u>103,575</u>	<u>9,122</u>	<u>112,697</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	40,951	(33,829)	7,122
Restricted funds			
Restricted fund	84,634	(82,634)	2,000
TOTAL FUNDS	<u>125,585</u>	<u>(116,463)</u>	<u>9,122</u>

Home-Start South West Kent

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

13. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.21 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	103,223	19,168	122,391
Restricted funds			
Restricted fund	352	1,295	1,647
TOTAL FUNDS	<u>103,575</u>	<u>20,463</u>	<u>124,038</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	86,682	(67,514)	19,168
Restricted funds			
Restricted fund	188,139	(186,844)	1,295
TOTAL FUNDS	<u>274,821</u>	<u>(254,358)</u>	<u>20,463</u>

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

Home-Start South West Kent
Detailed Statement of Financial Activities
for the Year Ended 31 March 2023

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	1,366	12,351
Investment income		
Deposit account interest	615	-
Charitable activities		
Grants receivable	147,255	113,234
Total incoming resources	149,236	125,585
EXPENDITURE		
Raising donations and legacies		
Fundraising costs	10,680	12,374
Charitable activities		
Wages	88,886	72,500
Employer's national insurance	1,215	752
Pensions	825	558
Hire of equipment	442	442
Rent, rates & utilities	10,205	9,941
Telephone & communications	1,674	1,811
Advertising & marketing	17	90
Accounting	5,503	5,027
Meeting expenses	93	163
Home-Start fees & subscriptions	2,781	4,813
Insurance	1,265	915
Computer & IT costs	2,461	319
Printing, postage & stationery	693	319
Staff travel and subsistence	1,889	1,666
General administrative expense	196	279
Health & safety	55	34
Miscellaneous project costs	-	290
Family support costs	2,900	-
Volunteer expenses	4,277	2,274
Staff training & welfare	461	706
Depreciation - property	241	241
Depreciation - equipment	727	628
Bank charges	409	321
	127,215	104,089
Total resources expended	137,895	116,463
Net income	11,341	9,122

This page does not form part of the statutory financial statements