

HOME-START MANCHESTER

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

Registered Charity No. 1105353
Company Registration No. 05183477

HOME-START MANCHESTER

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HOME-START MANCHESTER

The trustees present their annual directors' report and financial statements of the charity for the year ended 31st March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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

The purposes of the charity as set out in the Memorandum and Articles of Association are:

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

Home-Start in Manchester is an empowering, visionary family support service built on trusted relationships and rooted in the community. We exist to improve outcomes for children in Manchester through volunteer-led home visiting support.

Vision

A child's early years are critical to their future. Home-Start wants to see a society in which every parent has the support they need to give their children the best possible start in life.

Values

We work in trust and believe in a spirit of openness, encouragement and enjoyment

We value and champion the power of peer support through volunteering – harnessing lived experience as an asset to helping others

We believe in empowerment and growth – we should all be able to reach our full potential

We believe in choice - we are flexible and responsive to the needs of families and children

We work in partnership – with each other, with families and with other people who care about families

We strive for excellence in everything we do - we are voluntary and always professional

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Chairs Report

2020 has been a strange, stressful and scary year. A deadly pandemic has swept around the globe resulting in millions of deaths and a profound disruption to daily life. We have endured numerous lockdowns, endless restrictions and been separated from our loved ones. Everyone has been affected by this pandemic but some have been worse hit than others, none more so than those who have lost relatives and friends.

The families supported by Home-Start will have been among those hardest hit by the pandemic. They have faced the challenge of home schooling their children, being isolated from the extended family and support structure. Many have been trying to cope with limited money, insecure employment, inadequate housing and mental health issues.

I am immensely proud that our scheme has maintained its support for our families, whilst keeping our staff and volunteers safe. Before the first national lockdown was announced on March 23rd, our CEO had instructed staff to work from home. Staff were told they could adopt flexible hours so they could accommodate caring for their own families and regular meetings were held virtually, to ensure staff felt supported. Likewise, volunteers were contacted regularly by their staff member and they were given the chance to meet virtually as a group. The scheme managers were creative in ensuring that new volunteers were recruited and trained.

In spite of the restrictions, our scheme supported 160 families, including 294 children, this year. Our staff dropped off 200 packages of food and essential items. 55 volunteers were recruited and retained. I was delighted that the work of Home-Start was acknowledged when we were adopted as one of the John Lewis & Partners Charities of 2020.

Whilst nothing can adequately substitute home visiting and direct support, I am certain that our staff and volunteers will have been a vital lifeline for our families in this most trying year. Their determination to remain a presence in their families' lives, to offer practical help and emotional support, demonstrates their commitment and their passion.

Jo Calladine

Chair

HOME-START MANCHESTER

CEO report

It's a pleasure to be writing my 14th report for Home-Start Manchester. Every year I start my report with the words 'challenge and achievement'. Little did we know how poignant those words would be in this financial year!

It goes without saying that the pandemic has brought a huge amount of change and limitation to our organisation. We have not been able to home visit families for over 12 months and this has been incredibly difficult for families, volunteers and staff. Our face to face training and peer support for volunteers has been limited, and our staff team have needed to adjust to home working and lone working, in the greatest sense.

The level and complexity of needs our families have is unprecedented. Unsurprisingly, levels of poor mental health, isolation, domestic abuse, financial difficulties has sky rocketed. Families' resilience has been tested beyond all imagination. However, this will not be news to anyone and I want to use my report to highlight some of the incredible activity and response I have had the privilege to nurture, encourage and witness this year.

- The adaptability and collaboration of the staff and volunteer team has been inspiring. Within a matter of days staff adjusted to working from home, making sense of virtual meeting platforms and, with my support, re-designed our whole service. We very quickly ensured that families had access to support via telephone and video, in line with ever changing guidance, flexed our offer of socially distanced meet ups, garden visits and door step drop offs. We consulted with families about the real impact of lockdown so that we could shape our support to best meet their immediate needs.
- We fast-tracked our implementation of volunteer e-learning with extremely tight deadlines and are really proud that all of our volunteers this year have been successfully trained using the new format. We also launched virtual and socially distanced volunteer training and peer support.
- We launched a weekly virtual stay and play group for 'lockdown babies' and a weekly evening virtual parents-only meet and chat.
- Nationally we secured a corporate support partnership with John Lewis and Waitrose which, alongside the pandemic, inspired our staff and volunteers to fundraise and be ambassadors for our cause; and also attracted a record number of new volunteers.

Looking forward we are excited about how our learning and experience of the pandemic will filter into more flexible and innovative practice. We have some really exciting projects launching, including our BAME PIMH work and our Thriving Babies project, in partnership with statutory partners.

Shelley

Service delivery in 2020-21**Home-visiting**

All home visiting support ceased in response to the pandemic. Families accessing all of our projects were able to instead access a variety of different types of support:

- Doorstep socially distanced visits and emergency item provision, including food banks, activity packs and other essential items
- Socially distanced outdoor meet ups
- Telephone and/or video support
- Weekly video stay and play group
- Weekly parents' evening video peer support group
- Access to support and resources via our social media

We continued to match volunteers with families to provide this support. Volunteers are recruited, trained and, uniquely, matched with a family. This matching process ensures positive, supportive, non-judgemental relationships are quickly developed.

Families are referred to this service by professionals or a family can self-refer. Each family is contacted by an employed Coordinator and then matched to a volunteer. The needs and goals of the family are established and a plan agreed between Home-Start and the family. Support is reviewed, at the same time as volunteers receive supervision, to ensure support remains safe and effective.

Direct family work

Our Family Support Workers complemented our volunteer offer by providing support to families with more complex needs or those requiring a specific response.

Asylum and Immigration

We offered all of our volunteers additional training in the Asylum process, including an overview of immigration law and processes. We worked closely with services providing specialist support to this group to ensure we reach those families as early as possible. Greater Manchester Immigration Aid has delivered our volunteer training and is a source of support and guidance. We also actively recruited volunteers with lived experience of seeking asylum (often who now have Refugee or British citizenship status) to support families within this project.

Big Manchester

Big Manchester is a Barnardos-led VCS partnership involving Manchester Women's Aid, Manchester Mind and Change Grow Live. The partnership works with families with complex needs relating to the toxic trio – domestic abuse, mental illness and substance mis-use, working with children of primary school age. Home-Start is funded by the local authority to provide volunteer step-down support for families.

BActive Mcr

This project is an extension of the Big Manchester partnership and involves supporting families with complex needs into regular, whole family physical activity. Our Volunteer Coordinator trained and supports a team of physical activity coaches who support families individually, at sessions and events.

Parent Infant Mental Health

This project is in partnership with the Children and Parent's Service (pre-school Clinical Psychology), supporting parents, particularly those with mild to moderate mental health issues, to understand the needs of their baby and to develop secure attachments in the crucial 0-2 period. As well as developing specialist staff skills through additional training and regular clinical Supervision, we also deliver a comprehensive 4-day PIMH volunteer training course which is co-delivered with colleagues from Health Visiting and CAPS. In its 2nd year this project has grown and is a huge success, with referrals accounting for half of the overall scheme's demand.

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Sahara

New in October 2019, working in partnership with Manchester Women's Aid (The Pankhurst Trust), our Volunteer Coordinator recruits, trains and supports a team of volunteers who provide support to Black and Minority Ethnic victims, and their children, of domestic abuse. Support is provided as part of a wider Sahara support offer and volunteers are carefully matched with families when risk has been removed or significantly reduced and families are re-building their lives.

First 1000 Days

We launched an extension of our Asylum project, working closely with migrant support charity Rainbow Haven, focusing on reaching families during pregnancy and the first 2 years of their child's life.

We also launch a new project in partnership with Manchester MIND, providing support to families in North Manchester, from conception to the child's 2nd birthday. This project also includes co-delivery of MIND's Mum's Matter course.

Meet up Mumsday (MUM) group

A weekly virtual stay and play group delivered by our Family Support Worker and accessible by any families also receiving one to one support.

Lockdown Lounge

A weekly evening post-bedtime group for parents to meet, chat and relax.

Achievements and Performance

Referrals

We received a total of 87 referrals in the reporting year – a 58% decrease on last year. We also launched a new referral system in September 2020, enabling referrers and families to submit an enquiry rather than a full referral, so we can reduce the initial paperwork and better manage demand. This is proving very effective.

Health Visitor	19
Early Help	2
Self-referral	5
Children's Services	12
Children's Centre's	6
Other Charity	7
Women's Aid	9
School	3
Midwifery Services	3
Mums Matter	1
IAPT/ Specialist perinatal team	10
CAPS	1
Rainbow Haven	3
Other	6

Health Visitors continue to be our predominant referrer and we are proud to be a service that contributes to the Healthy Child Programme.

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The needs of the families referred

Whilst we primarily support children under five years, our support is tailored to meet the needs of all family members.

Referrals were made to us in 2020-21 because of concerns over the child/ren's:

Mental Health (23%)

Physical wellbeing (34%)

Behaviour (39%)

Development (57%)

The support we provide is often with the parent/s with the aim of supporting them to improve outcomes for their children. Home-Start support was sought for parents in 2020-21 who are struggling with:

Mental Health (75%)

Physical wellbeing (38%)

Isolation (68%)

Money management (30%)

Family conflict (25%)

Use of services (40%)

Home management (34%)

THE DIFFERENCE WE MAKE TO FAMILIES

In 2020-21 we supported 160 families, including 294 children.

The evidence of our work with families continues to demonstrate that parents are better able to cope following Home-Start intervention across all domains of family life.

In addition to the impact within the home, our data shows that Home-Start increases families' use of other services. This type of support encourages self-efficacy and therefore long term stability for the family within their community.

2020-21 data also shows significant changes for child-specific outcomes.

The table below demonstrates the % of families reporting an improvement...

Managing children's behaviour	91%
Involvement in children's learning and development	92%
Parents' Mental Health	92%
Parents' Physical Health	83%
Isolation	89%
Accessing local services	93%
Managing money	91%
Conflict in the family	86%

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Self Esteem and confidence	88%
Children's emotional health	89%
Children's physical health	90%

VOLUNTEERS

We recruited and trained 32 new home-visiting volunteers and retained 22 volunteers from the previous year, totalling 55.

Each volunteer is interviewed, provides references and completes an Enhanced DBS before attending the Course of Preparation. An active volunteer can expect to receive on-going training, 6 weekly Supervision, regular contact with a designated Coordinator and, following 6 month's service, support with employment (references, job searching, application).

For a number of volunteers working with Home-Start is a step to returning to work or changing careers to work in childcare or family support. For others it's a way of staying active and engaged after retirement.

This year we launched our new Course of Preparation e-learning format, which increases the amount of self-taught training, with a reduced 2 day face to face wrap around training delivered by our Coordinators. This has proven a great success so far and the benefits include recruitment of volunteers for whom a 6 week course didn't fit into their other commitments, and a quicker turn around.

This year volunteers received additional training in Asylum and Immigration, Parent Infant Mental Health, Domestic Abuse, Substance mis-Use, and Adverse Childhood Experiences. We also continued to meet with volunteers for drops in, either face to face or via video.

Outcomes and impact

Home-Start's volunteering package has a significant impact on the well-being, confidence and employability of local parents.

Volunteers tell us that completing the Course of Preparation alone positively affects their confidence, self-worth, knowledge and understanding. After 6 months active volunteering with a family this impact is even more significant.

We are also proud to have members of our staff team who have started their journey as volunteers!

Since joining Home-Start this year...

- 90% have new skills
- 90% are now keen to do more formal training
- 80% report improved overall well-being
- 60% report improved sense of purpose
- 40% report an increased understanding and acceptance of others
- 80% report increased confidence

The team that made it happen

The Trustee Board and Advisors have overseen the performance of the scheme over the year, and have responsibility for strategic development, sustainability and compliance.

Volunteers are the backbone of the scheme and provide the majority of support to our families. When families require a little more support, especially when their situation and needs become more complex, Coordinators and Family Support Workers may step in to help.

Staff

Shelley Roberts CEO

Sophie Healey – Administrator, and Finance Marketing Assistant

Marina Donnellan – Family Support Coordinator for families seeking asylum

Clare Blomley – Senior PIMH Family Support Coordinator

Kate Shatliff – Family Support Coordinator

Tracy Richards – Family Support Coordinator

Lara Aspin – Family Support Worker/Coordinator

Sadia Sacranie – Family Support Worker (until May 2020)

Claire Thompson – Sahara Family Support Coordinator (until October 2020)

Lea Sawicki – BAM Volunteer Coordinator

Eleanor Hacking – Asylum Family Support Coordinator (from March 2021)

Hannah Richardson – Fundraising Manager

Nicola Halford – Family Support Worker

Volunteers

Afshan, Aisatu, Amna, Angela, Angela I, Anthony, Barbara, Carolyn, Chana, Chloe, Demmi, Eleanor, Fatimata, Hazel, Heather, Jade, Janet, Jean, Jenny, Jessica, Johana, Juliet, Kate, Kersha, Kirsty, Laura, Lisa A, Lisa K, Lisa Ke Maria, Meerim, Mike, Nichatte, Nicola, Nour, Paula, Rachael, Rachel, Raquel, Rebecca, Rosemary, Sadie, Samra, Sarah, Shekiba, Sofia, Tracey, Vanessa, Yasmin, Zoe

Financial Review***Treasurer report***

The previous development of flexible and evolving financial forecasting enabling rapid and appropriate responsive action to a developing situation has stood the organisation in good stead over the past year where the ability to react and respond in a Covid changing landscape has sorely tested the sector as a whole. Going forward will have significant challenges notably on, I suspect, increasing demand as lockdown restrictions are eased and what the future implications on funding will be as the true cost of the public expenditure on the pandemic is realised.

Investment powers and policy

The trustees, having regard to the liquidity requirements of operating the charity, have kept available funds in interest bearing deposit accounts.

Reserves policy and going concern

The balance held in unrestricted reserves at 31st March 2021 was £60,194 of which £59,985 are free reserves, after allowing for funds tied up in tangible fixed assets.

The trustees aim to maintain ring-fenced reserves at a minimum of 3 months and a maximum of 9 months of unrestricted charitable expenditure, and to cover liabilities including potential maternity leave, redundancy costs and I.T equipment leases.

The Charity's main source of income is grants and donations. The Trustees consider that it is appropriate to prepare the accounts on a going concern basis and, consequently, the accounts do not include any adjustments that would be necessary if these sources of income should cease.

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Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

Plans for Future Periods

Home-Start's overarching vision is to ensure every child has the best possible start in life. On a local level, our scheme has strengthened, expanded and diversified to make this a reality for the children of Manchester. Over the next 12 months we will adjust to further change, as we re-establish home visiting support post-Covid19. Our key priorities for 2021-22 are:

- launch the Thriving Babies project in partnership with Manchester City Council, and explore other opportunities for joint working with statutory and public sector services
- extend our current PIMH offer to include a dedicated BAME Coordinator and volunteers
- learn from adapting our services during Covid-19 and consider alternative longer-term options for volunteer training and virtual support
- continue to recruit and retain volunteers from a wide range of backgrounds, skills and experience
- Implement our Marketing and Fundraising strategies to raise our profile and increase unrestricted income other than from grants and foundations

Structure, governance and management

Home-Start Manchester is a company limited by guarantee governed by its Memorandum and Articles of Association dated 19th July 2004. It is registered as a charity with the Charity Commission and is constituted under a trust deed dated 5th August 2004. Formerly known as Home-Start Manchester South it merged with Home-Start Manchester North on 1st January 2018.

Appointment of trustees

New trustees complete an online application form and are interviewed by the Chair.

Trustee induction and training

All trustees have completed induction which includes Safeguarding Training, undertaken a DBS check (which is renewed every three years as a minimum) and provided 2 satisfactory references. They are also invited to all volunteer training and encouraged to attend meetings and activities of the service to familiarise themselves with the work of the charity and the context in which it operates.

Organisation

At the end of the financial year there were 10 active Trustees including a Chair, Vice Chair and Treasurer. The Committee are responsible for the strategic direction of the organisation and policies and procedures, however, a scheme of delegation is in place and the day to day responsibilities for the provision of services rests with the CEO.

Related parties and co-operation with other organisations

The organisation is guided by both local and national policy and by the Home-Start agreement with Home-Start UK. The purpose of the agreement is:

- To define the principles of and core values of Home-Start.
- To uphold and safeguard the good name, ethos and practice of Home-Start on behalf of all in the Home-Start network and for the benefit of families.
- To protect and safeguard the Home-Start name, logo and intellectual property and to control its use.
- To ensure and support good practice through Home-Start in the interests of families, staff, volunteers and other stakeholders in accordance with quality standards.
- To outline the rights and responsibilities of Home-Start UK and the scheme.

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- To set out the process and responsibilities for remedial action when either party has concerns.

Reference and administrative information

Charity Name: Home-Start Manchester

Charity Number: 1105353

Company Registration Number: 05183477

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

Key management personnel: Trustees and Directors

Joanne Calladine	Chair	
Richard Bealing	Treasurer	
Lorna Jones		
Graham Gordon	Vice-Chair	(resigned July 2021)
Eleanor Hacking		(resigned February 2021)
Alexander Henley		
Deborah Robinson		(resigned December 2020)
Karin Connell		(appointed April 2020)
Emile Pinel		(appointed April 2020)
Carly Tait		(appointed July 2020)
Rebecca Wright		(appointed July 2020)
Emma Schneider		(appointed July 2021)

Chief Executive

Shelley Roberts

Registered Office

Woodville Children's Centre
Shirley Road
Cheetham
M8 0NE

Independent Examiners

Community Accountancy Service Limited
The Grange
Pilgrim Drive
Beswick
Manchester
M11 3TQ

HOME-START MANCHESTER**Bankers**

Shawbrook Bank

Lutea House

Warley Hill Business Park

The Drive, Great Warley

Brentwood

Essex

CM13 3BE

CAF Bank Limited

25 Kings Hill Avenue

Kings Hill,

West Malling,

Kent

ME19 4JQ

Virgin Money

Jubilee House

Gosforth

Newcastle Upon Tyne

NE3 4PL

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Trustees responsibilities in relation to the financial statements

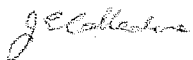
The charity trustees (who are also the directors of Home-Start Manchester for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

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

By order of the board of trustees



Joanne Calladine
Chair

Date: 3rd September 2021

Independent examiner's report to the trustees of HOME-START MANCHESTER

I report on the accounts of the company for the year ended 31st March 2021, which are set out on pages 14 to 25.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act ;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

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

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
 - with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

AM King FCCA *A.M. King*
 Community Accountancy Service Ltd
 The Grange, Pilgrim Drive, Beswick, Manchester, M11 3TQ

Date: 3rd September 2021

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED
31 MARCH 2021

		Unrestricted Funds	Restricted Funds	Total Funds Year Ended 31 March 2021	Total Funds Year Ended 31 March 2020
	Further Details	£	£	£	£
Income from:					
Donations and legacies	(3)	7,632	-	7,632	11,811
Charitable Activities	(4)	-	365,702	365,702	314,031
Investment Income		1,216	-	1,216	1,419
Miscellaneous Income		-	-	-	140
Total		8,848	365,702	374,550	327,401
Expenditure on:					
Raising Funds	(5)	-	1,254	1,254	2,245
Charitable Activities	(5)	(263)	326,831	326,568	307,868
Total		(263)	328,085	327,822	310,113
Net income/(expenditure)		9,111	37,617	46,728	17,288
Transfers between funds	(13)	(2,055)	2,055	-	-
Net movement in funds		7,056	39,672	46,728	17,288
Reconciliation of funds					
Total funds brought forward	(13)	247,932	59,977	307,909	290,621
Total funds carried forward	(13)	254,988	99,649	354,637	307,909

The charity's negative unrestricted funds are as a result of the £4,000 employment allowance.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 17 to 25 form part of these accounts.

BALANCE SHEET AS AT 31 MARCH 2021

	Notes	2021 £	2020 £
Fixed assets:			
Tangible assets	(9)	1,497	1,610
Total fixed assets		<u>1,497</u>	<u>1,610</u>
Current assets:			
Debtors	(10)	67,501	45,947
Cash at Bank & in Hand		323,502	316,223
Total current assets		<u>391,003</u>	<u>362,170</u>
Liabilities:			
Creditors: Amounts falling due within one year	(11)	37,863	55,871
Net current assets or liabilities		<u>353,140</u>	<u>306,299</u>
Total assets less current liabilities		354,637	307,909
Total net assets or liabilities		<u><u>354,637</u></u>	<u><u>307,909</u></u>
The funds of the charity:			
Restricted income funds	(13)	99,649	59,977
Unrestricted income funds	(13)	254,988	247,932
Total charity funds		<u><u>354,637</u></u>	<u><u>307,909</u></u>

For the year in question the company was entitled to the exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required The company to obtain an audit of its accounts for the year in question in accordance with section 476.
- The directors 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.

Approved by the trustees on 3rd September 2021

Joanne Calladine Chair

The notes on pages 17 to 25 form part of these accounts.

Statement of Cash Flows for the year ending 31 March 2021

	Notes	Year Ended 31 March 2021 £	Year Ended 31 March 2020 £
Net cash used in operating activities	(17)	7,551	(49,795)
Cash flows from investment activities:			
Interest		1,216	1,419
Purchase of fixed assets		(1,488)	(1,517)
Net cash provided by investing activities		<u>(272)</u>	<u>(98)</u>
Increase/(decrease) in cash and cash equivalents during the year		7,279	(49,893)
Cash and cash equivalents brought forward		316,223	366,116
Cash and cash equivalents carried forward		<u>323,502</u>	<u>316,223</u>

Notes to the accounts

1. Accounting policies**(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes 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) issued on 16th July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

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

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

(b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There are 27 restricted funds.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Further details of each fund are disclosed in note 13.

(c) Income recognition

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

Grants are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a grant is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

(d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on type of expense. The allocation of support and governance costs is analysed in note 8.

(g) Costs of raising funds

The costs of raising funds consists of events and activities.

(h) Charitable Activities

Costs of charitable activities include governance costs and an apportionment of support costs as shown in note 7.

(i) Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised and valued at historical cost. Depreciation is charged on the following basis:

Computer Equipment	33.33% on cost
Fixtures and Fittings	20% on cost

(j) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their varying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

(k) Pensions

All staff have the option to pay into a pension scheme with NEST. Contributions are tiered on the gross salary as detailed below. Staff are automatically enrolled into the scheme and are given the option of opting out within a 28 day period.

Employee Contribution	Employer Contribution
4%	4%
5%	6%
6%	8%
7%+	8%

(l) Debtors

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

(m) Creditors and provisions

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

(n) Cash at bank and in hand

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

2. Related party transactions and trustees' expenses and remuneration

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2020: £nil). Expenses paid to the trustees in the year totalled £22 (2020: £12). This was an expense for 1 trustee. One trustee gave unconditional donations of £100 during the year (2020: £960).

3. Donations and Legacies

	Unrestricted Year Ended 31 March 2021 £	Restricted Year Ended 31 March 2021 £	Total Funds Year Ended 31 March 2021 £	Total Funds Year Ended 31 March 2020 £
Donations	7,632	-	7,632	11,811
	<u>7,632</u>	<u>-</u>	<u>7,632</u>	<u>11,811</u>
Previous reporting period	11,811	-	11,811	

4. Income from charitable activities

	Unrestricted Year Ended 31 March 2021 £	Restricted Year Ended 31 March 2021 £	Total Funds Year Ended 31 March 2021 £	Total Funds Year Ended 31 March 2020 £
Secondment	-	-	-	2,729
Restricted grants:				
Children in Need	-	28,904	28,904	29,520
Children in Need Booster	-	2,230	2,230	-
Dolly Parton Imagination Library	-	-	-	752
The Henry Smith Charity (North)	-	3,888	3,888	30,687
Forever Manchester	-	-	-	200
Garfield Weston	-	4,583	4,583	11,667
GM Lottery	-	45,000	45,000	22,500
GMMF	-	500	500	-
Big Lottery Fund (North)	-	-	-	29,792
Our Manchester Fund	-	-	-	32,111
One Manchester Zumbini	-	-	-	1,000
Home-Start UK Loneliness Fund	-	20,000	20,000	-
Bactive MWA	-	18,339	18,339	10,545
MWA Sahara	-	34,535	34,535	14,145
CAPS PIMH	-	28,500	28,500	37,000
Rainbow Haven	-	17,580	17,580	-
John Lewis	-	3,840	3,840	-
Starting Well	-	58,376	58,376	-
Manchester City Council Safe Sleeping Equipment	-	-	-	5,577
Manchester MIND	-	44,185	44,185	-
Tudor Trust	-	4,375	4,375	21,875
The Brian Kennedy Trust	-	1,788	1,788	-
Big Manchester Covid 19	-	14,609	14,609	-
Big Lottery Fund (South)	-	-	-	44,104
We Love Manchester	-	9,175	9,175	-
Restricted charitable foundations:				
Lloyds Bank Foundation Continuation Funding	-	25,295	25,295	19,827
Lloyds Bank Foundation (North)	-	-	-	-
	-	365,702	365,702	314,031
Previous reporting period	3,429	310,602	314,031	

5. Expenditure

	Year Ended 31 March 2021	Year Ended 31 March 2020
Home-Start Family Support £	Total Funds £	Total Funds £
Expenditure on raising funds:		
Events, Roadshows and Trips	-	656
Fundraising Costs	-	396
Advertising and marketing	1,254	1,193
	<u>1,254</u>	<u>2,245</u>
Expenditure on charitable activities:		
Employment Costs	226,371	246,347
Training	675	510
Subcontracted Services	35,863	10,099
Home-Start UK Annual Fee	5,893	6,389
Recruitment	689	2,704
Volunteers Training Costs	7,702	269
Travel Expenses	3,165	12,447
Dolly Parton Imagination Library Charges	1,252	2,000
Volunteers Travel Costs	145	1,587
Hospitality	451	1,552
Minor Equipment	2,704	1,763
Bad Debts	27	-
Bank Charges	69	53
IT Maintenance	4,200	2,942
Family Costs	13,966	-
Telephone	4,348	2,695
Rent	2,266	2,472
Insurance	1,399	611
Governance	12,515	10,242
Post, Printing & Stationery	1,267	2,079
Depreciation	1,601	1,107
	<u>326,568</u>	<u>307,868</u>
Total Expenditure	<u>327,822</u>	<u>310,113</u>
Unrestricted funds	(263)	2,004
Restricted funds	328,085	308,109
	<u>327,822</u>	<u>310,113</u>

6. Allocation of governance and support costs

The breakdown of support costs and how these were allocated between governance and other support costs is shown below:

	General Support	Governance	Total	Basis of apportionment
Payroll Bureau Charges	1,373	-	1,373	type of expense
Freelance Administration Fees	5,286	-	5,286	type of expense
Consultancy Fees	4,500	-	4,500	type of expense
Accountancy Support	276	-	276	type of expense
Accountancy Fees	-	1,080	1,080	type of expense
	<u>11,435</u>	<u>1,080</u>	<u>12,515</u>	

7. Analysis of staff costs

	Year Ended 31 March 2021	Year Ended 31 March 2020
	£	£
Wages and Salaries	203,244	212,509
Redundancy Costs	-	7,455
Social Security Costs	13,127	15,250
Pension Costs	10,000	11,133
	<u>226,371</u>	<u>246,347</u>
Charitable Activities	226,371	246,347
Support Costs	-	-
	<u>226,371</u>	<u>246,347</u>

The average number of employees during the year was 9 (previous year: 10).

The charity considers its key management personnel comprises the trustees and Chief Executive Officer. The total employment benefits, including employer pension contributions of the key management personnel were £44,888 (previous year: £43,569), No employee has benefits in excess of £60,000 (previous year: none).

8. Independent Examiner Fees

	Year Ended 31 March 2021	Year Ended 31 March 2020
	£	£
Independent examination fees	1,080	1,110
	<u>1,080</u>	<u>1,110</u>

9. Tangible Fixed Assets

	Computers	Total
	£	£
Cost		
At 1 April 2020	3,517	3,517
Additions	1,488	1,488
At 31 March 2021	<u>5,005</u>	<u>5,005</u>
Depreciation		
At 1 April 2020	1,907	1,907
Charge for Year	1,601	1,601
At 31 March 2021	<u>3,508</u>	<u>3,508</u>
NET BOOK VALUE		
At 31 March 2021	<u>1,497</u>	<u>1,497</u>
At 31 March 2020	<u>1,610</u>	<u>1,610</u>

10. Analysis of debtors

	2021	2020
	£	£
Debtors	58,376	43,618
Prepayments	9,125	2,329
	<u>67,501</u>	<u>45,947</u>

Debtors and prepayments related to restricted funds £67,501 (2020: £44,986) and unrestricted funds £nil (2020: £961).

11. Creditors: amounts falling due within one year

	2021	2020
	£	£
Creditors	1,425	2,099
Short-term compensated absences (holiday pay)	4,363	760
Other creditors and accruals	1,080	1,080
Deferred income	30,995	51,932
	<u>37,863</u>	<u>55,871</u>

12. Deferred income

Deferred income comprises grants relating to a period beyond the year end.

Balance as at 1 April 2020	51,932
Amount released to income earned from charitable activities	(51,932)
Amount deferred in year	30,995
Balance at 31 March 2021	<u>30,995</u>

13. Analysis of charitable funds**Analysis of movements in unrestricted funds**

	Balance at 1 April 2020	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£
General Fund	52,822	8,848	263	(1,739)	60,194
Designated Funds	195,110	-	-	(316)	194,794
	<u>247,932</u>	<u>8,848</u>	<u>263</u>	<u>(2,055)</u>	<u>254,988</u>

Previous reporting period

	Balance at 1 April 2019	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2020
	£	£	£	£	£
General Fund	130,167	16,799	(2,004)	(92,140)	52,822
Designated Funds	109,169	-	-	85,941	195,110
	<u>239,336</u>	<u>16,799</u>	<u>(2,004)</u>	<u>(6,199)</u>	<u>247,932</u>

Name of unrestricted fund:

General Fund
Designated Funds

Description, nature and purpose of the fund

The "free reserves" after allowing for all designated funds
For future redundancy and closure costs

Analysis of movements in restricted funds

	Balance at 1 April 2020	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£
The Henry Smith Charity (North)	2,023	3,888	(3,990)	-	1,921
The Henry Smith Charity (South)	6,623	-	-	-	6,623
Children in Need	-	28,904	(28,421)	-	483
Children in Need Booster	-	2,230	(2,230)	-	-
Dolly Parton Imagination Library	252	-	(252)	-	-
Manchester City Council	17,000	-	-	-	17,000
Forever Manchester	221	-	-	-	221
Garfield Weston	-	4,583	(3,333)	-	1,250
GM Lottery	-	45,000	(44,674)	-	326
GMMF	-	500	-	-	500
Big Lottery Fund (North)	591	-	(591)	-	-
Our Manchester Fund	1,100	-	(416)	-	684
Home-Start UK Loneliness Fund	-	20,000	(19,322)	-	678
Bactive MWA	376	18,339	(18,286)	-	429
MWA Sahara	385	34,535	(26,123)	-	8,797
CAPS PIMH	707	28,500	(17,811)	-	11,396
Rainbow Haven	-	17,580	(17,065)	-	515
John Lewis	-	3,840	(2,843)	1,666	2,663
Starting Well	-	58,376	(48,355)	-	10,021
Manchester City Council Safe Sleeping Equipment	14,877	-	(9,899)	-	4,978
Manchester MIND	-	44,185	(43,756)	-	429
Tudor Trust	-	4,375	(4,375)	-	-
The Brian Kennedy Trust	-	1,788	(2,177)	389	-
Big Manchester Covid 19	11,346	14,609	-	-	25,955
Big Lottery Fund (South)	4,375	-	(182)	-	4,193
We Love Manchester	-	9,175	(8,856)	-	319
Lloyds Bank Foundation Continuation Funding	101	25,295	(25,128)	-	268
	59,977	365,702	(328,085)	2,055	99,649

Previous reporting period

	Balance at 1 April 2019	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2020
	£	£	£	£	£
The Henry Smith Charity (North)	1,760	30,687	(30,424)	-	2,023
The Henry Smith Charity (South)	6,623	-	-	-	6,623
Children in Need	-	29,520	(29,520)	-	-
Dolly Parton Imagination Library	1,500	752	(2,000)	-	252
Manchester City Council	17,000	-	-	-	17,000
Forever Manchester	-	200	-	21	221
Garfield Weston	-	11,667	(11,667)	-	-
GM Lottery	-	22,500	(22,500)	-	-
Big Lottery Fund (North)	90	29,792	(29,291)	-	591
Our Manchester Fund	1,079	32,111	(32,090)	-	1,100
One Manchester Zumbini	-	1,000	(1,000)	-	-
Bactive MWA	376	10,545	(10,545)	-	376
MWA Sahara	-	14,145	(16,489)	2,729	385
CAPS PIMH	351	37,000	(36,644)	-	707
Manchester City Council Safe Sleeping Equipment	10,000	4,877	-	-	14,877
Tudor Trust	-	21,875	(21,875)	-	-
Big Manchester Covid 19	11,346	-	-	-	11,346
Big Lottery Fund (South)	4,558	44,104	(44,287)	-	4,375
Lloyds Bank Foundation Continuation Funding	51	19,827	(19,777)	-	101
Lloyds Bank Foundation (North)	(3,449)	-	-	3,449	-
	51,285	310,602	(308,109)	6,199	59,977

Name of restricted fund:	Description, nature and purpose of the fund
The Henry Smith Charity (North)	for salary and on costs for full time co-ordinator
The Henry Smith Charity (South)	for salary and on costs for full time co-ordinator
Children in Need	for Family Support worker salary and on-costs
Children in Need Booster	Covid support for families and £1,000 for Dolly Parton Imagination Library
Dolly Parton Imagination Library	for the Dolly Parton Imagination Library and book purchasing
Manchester City Council	for salary and on costs
Forever Manchester	for emergency items for families in response to Covid-19
Garfield Weston	for core costs/overheads
GM Lottery	for core costs/overheads
GMMF	for a new laptop
Big Lottery Fund (North)	for a full time co-ordinator, part time administrator and on costs
Our Manchester Fund	for Coordinator salary and on-costs
Home-Start UK Loneliness Fund	for Family Support worker salary and on-costs
Bactive MWA	for Coordinator salary and on-costs
MWA Sahara	for co-ordinator salary, on-costs and project costs
CAPS PIMH	for Senior Coordinator salary and on-costs
Rainbow Haven	for Co-ordinator, Asylum project and core costs/overheads
John Lewis	for items for families
Starting Well	for BAME PIMH project costs
Manchester City Council Safe Sleeping Equipment	for the administration and purchase of safe sleeping equipment
Manchester MIND	for Co-ordinator and 1000 days project and core costs/overheads
Tudor Trust	for salary and on costs for Rapid Response Worker and Volunteer Recruitment Co-ordinator
The Brian Kennedy Trust	for purchases for families
Big Manchester Covid 19	for Coordinator salary and on-costs
Big Lottery Fund (South)	for a manager, administrator and a full time co-ordinator
We Love Manchester	for Covid costs and salary and on-costs
Lloyds Bank Foundation Continuation Funding	for Coordinator salary and on-costs

14. Analysis of net assets between funds

	Unrestricted funds	Designated Funds	Restricted funds	Total 2021
	£	£	£	£
Tangible fixed assets	209	-	1,288	1,497
Cash at bank and in hand	65,617	194,794	63,091	323,502
Other net current assets/(liabilities)	(5,632)	-	35,270	29,638
Total	60,194	194,794	99,649	354,637

Previous reporting period

	Unrestricted funds	Designated Funds	Restricted funds	Total 2020
	£	£	£	£
Tangible fixed assets	419	-	1,191	1,610
Cash at bank and in hand	53,523	195,110	67,590	316,223
Other net current assets/(liabilities)	(1,120)	-	(8,804)	(9,924)
Total	52,822	195,110	59,977	307,909

15. Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised on a transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at an amortised cost using the effective interest method.

16. Reconciliation of net movement in funds to net cash flow from operating activities

	Year Ended 31 March 2021 £	Year Ended 31 March 2020 £
Net movement in funds	46,728	17,288
Add back depreciation	1,601	1,107
Deduct investment income	(1,216)	(1,419)
Decrease/(increase) in debtors	(21,554)	(11,599)
Increase/(decrease) in creditors	(18,008)	(55,172)
Net cash used in operating activities	7,551	(49,795)

17. Operating leases

The total of future minimum lease payments under non-cancellable operating leases are:

	Equipment Leases 2021 £	Equipment Leases 2020 £
Payable within one year	1,752	3,048
Payable between 2 and five years	-	1,752
	1,752	4,800

Lease payments recognised as expenses are £2,220 within telephone costs and £438 within IT Maintenance and £438 within Post, Printing & Stationery.

Income and Expenditure Account

	Year Ended 31 March 2021 £	Year Ended 31 March 2020 £
Income		
Donations	7,632	11,811
Investment Income	1,216	1,419
Miscellaneous Income	-	140
Secondment	-	2,729
Restricted grants:		
Children in Need	28,904	29,520
Children in Need Booster	2,230	-
Dolly Parton Imagination Library	-	752
The Henry Smith Charity (North)	3,888	30,687
Forever Manchester	-	200
Garfield Weston	4,583	11,667
GM Lottery	45,000	22,500
GMMF	500	-
Big Lottery Fund (North)	-	29,792
Our Manchester Fund	-	32,111
One Manchester Zumbini	-	1,000
Home-Start UK Loneliness Fund	20,000	-
Bactive MWA	18,339	10,545
MWA Sahara	34,535	14,145
CAPS PIMH	28,500	37,000
Rainbow Haven	17,580	-
John Lewis	3,840	-
Starting Well	58,376	-
Manchester City Council Safe Sleeping Equipment	-	5,577
Manchester MIND	44,185	-
Tudor Trust	4,375	21,875
The Brian Kennedy Trust	1,788	-
Big Manchester Covid 19	14,609	-
Big Lottery Fund (South)	-	44,104
We Love Manchester	9,175	-
Restricted charitable foundations:		
Lloyds Bank Foundation Continuation Funding	25,295	19,827
Lloyds Bank Foundation (North)	-	-
Total Income	374,550	327,401
Expenditure		
Events, Roadshows and Trips	-	656
Fundraising Costs	-	396
Advertising and marketing	1,254	1,193
Employment Costs	226,371	246,347
Training	675	510
Subcontracted Services	35,863	10,099
Home-Start UK Annual Fee	5,893	6,389
Recruitment	689	2,704
Volunteers Training Costs	7,702	269
Travel Expenses	3,165	12,447
Dolly Parton Imagination Library Charges	1,252	2,000
Volunteers Travel Costs	145	1,587
Hospitality	451	1,552
Minor Equipment	2,704	1,763
Bad Debts	27	-
Bank Charges	69	53
IT Maintenance	4,200	2,942
Family Costs	13,966	-
Telephone	4,348	2,695
Rent	2,266	2,472
Insurance	1,399	611
Governance	12,515	10,242
Post, Printing & Stationery	1,267	2,079
Depreciation	1,601	1,107
Total Expenditure	327,822	310,113
Surplus/(deficit for year)	46,728	17,288