

HOME-START NORFOLK

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

HOME-START NORFOLK
YEAR ENDED 31 MARCH 2023

CONTENTS

	Page
Trustees' report	1
Independent Examiner's report	7
Statement of financial activities	8
Balance sheet	9
Notes to the financial statements	10

HOME-START NORFOLK

YEAR ENDED 31 MARCH 2023

CHARITY / COMPANY INFORMATION

Registered charity name	Home-Start Norfolk
Charity number	1106362
Company number	05196432
Registered address	Swaffham Community Centre Campingland Swaffham Norfolk PE37 7RB
Trustees	N A McClelland (Chair) M J Christian (Resigned 31/03/2023) F J Fairbairn-Harvey (Resigned 28/09/2023) S Glenn (Resigned 25/01/2023) D A Lefevre S Skoyles E Treadwell (Resigned 25/01/2023) J Creaser (Appointed 29/06/2023) A C Millar (Appointed 29/06/2023) L J Stabler (Appointed 29/06/2023)
Secretary	N F Gotts
Key management personnel	Liz Cross (Business Manager) Natalie Spurdens (Service Manager) Helen Brown (Development Manager)
Independent examiner	Price Bailey LLP Chartered Accountants Anglia House 6 Central Avenue St Andrews Business Park Thorpe St Andrew Norwich NR7 0HR
Bankers	HSBC 18 London Street Norwich NR2 1LG

HOME-START NORFOLK

TRUSTEES' REPORT (INCORPORATING THE DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 MARCH 2023

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report and financial statements for the year ending 31st March 2023.

Home-Start Norfolk is a charitable company limited by guarantee, merged on 1st April 2017 from the five individual Home-Start schemes operating across Norfolk. The oldest of these, Home-Start Kings Lynn and West Norfolk, registering as a charity in April 1984. The charitable company was established under a Memorandum of Association, which established its objects and powers and is governed by its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

Objectives and Activities

Home-Start Norfolk's charitable objectives and activities 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; and
- To promote the education of the public in better standards of childcare within the area of Norfolk.

Home-Start Norfolk works with families with at least one child under five who are experiencing difficulties and facing challenging circumstances. This may include families struggling to cope with disabilities or additional needs, poor mental health, social isolation, family breakdown, bereavement, or financial hardship. Home-Start's unique service provides preventative early intervention to support parents, enabling them to grow in confidence, and empowering them to make positive changes to give families the best possible pathway to improved health, wellbeing, and stability.

Home-Start Norfolk offers families a unique, non-judgemental, informal, home-visiting service, which achieves positive change. To deliver its services, the charity recruits and trains volunteers from the local community, who give their time and parenting experience to help other families. Trained volunteers are matched with a family referred for support, developing a trusted relationship which fosters self-resilience and builds confidence, successfully integrating families into their communities.

During the year, the charity also provided infant massage sessions in small groups, or one-to-one to improve attachment and wellbeing, and delivered toddler groups and new baby weigh-ins to reduce isolation and loneliness in Forces communities.

Home-Start Norfolk is proud to be part of the federated national network of Home-Start UK as the movement celebrates its 50th year.

Public Benefit

The trustees are mindful of the requirements of the Charity Commission regarding the Public Benefit test and confirm that the activities of the charity will conform with these requirements.

HOME-START NORFOLK

TRUSTEES' REPORT (INCORPORATING THE DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Achievements and Performance

During 2022/23, a total of 414 (2022: 345) families received support from Home-Start Norfolk, including:

- 264 (2022: 210) families supported by a home-visiting volunteer
- 150 (2022: 109) families participating in group activities such as infant massage classes, perinatal nurture groups, toddler groups, and baby weigh-in sessions

337 new referrals for home-visiting were received during the year (2022: 415). 24% of all referrals were received via the Early Childhood and Family Service due to our sub-contracting arrangement with them, 22% via self-referral, and 21% via the Health Visiting service.

The most common reasons for referral were:

- Parental emotional wellbeing (identified in 62% of all families referred)
- Parenting skills (53%)
- Isolation and loneliness (50%)
- Children's early development and learning (41%)

The impact of Home-Start Norfolk's work is evidenced by the data gathered during the support process:

- 82% of families reported an improvement in parental mental wellbeing
- 82% of families reported an improvement in their parenting skills
- 95% of families reported feeling less isolated
- 93% of parents reported an improvement in their children's development and learning

143 (2022: 119) volunteers supported at least one family, with 56 (2022: 55) new volunteers completing online preparation training during the year, replacing those who have moved on to new opportunities, further education, or employment. Every volunteer is taken through a comprehensive training and induction programme, helping them to bring their own lived experience to families with confidence, in addition to providing a safe and supportive environment for their own learning and development. Investing in the support and retention of volunteers with ongoing training opportunities and regular supervision has been a priority during the year.

Supported by funding from the National Lottery Community Fund, a project has taken place during the year to improve Home-Start Norfolk's ability to demonstrate its impact in order to improve sustainability, which has provided valuable learning across the team. The resulting Social Impact Report is available on our website and on request, providing greater detail on the headline statistics above and family and volunteer impact stories.

Thank you to all the volunteers, staff, referrers, funders and supporters for their continued support.

HOME-START NORFOLK

TRUSTEES' REPORT (INCORPORATING THE DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Achievements and Performance (continued)

Structure, Governance and Management

The total number of Board members shall not be less than four and not more than twenty. The Board of Trustees meet monthly (rotation of full Board meetings, Family Service sub-committee, and Personnel and Resources sub-committee), in accordance with Home-Start Norfolk's Memorandum and Articles of Association and scheme of delegations.

Trustees set an operational strategy for the charity, and this is reviewed annually. The strategy is due for refresh in 2023-24 due to the challenging external environment. An annual business plan, developed by the Senior Leadership Team in collaboration with the Trustees, ensures that the charity's strategic objectives are delivered effectively. This is supported by a comprehensive reporting framework comprising monthly management accounts and services reports, which track progress against forecasted outcomes and are scrutinised at each monthly meeting.

The sub-committee structure, comprising of a Personnel and Resources Committee, chaired by David Lefevre, with delegated responsibility for financial management, personnel and processes, and a Family Service Committee, chaired by Sue Skoyles, with oversight of services and projects, enabling trustees to bring their specific areas of expertise to support the Senior Leadership Team.

Full quarterly Board meetings, chaired by Niall McClelland, cover strategy, business planning, risk management and review, and policy adoption. Board meetings are also attended by the Senior Leadership Team.

The trustees, who are also directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements, are listed at the front of this document. Marianne Christian and Evelyn Treadwell stood down during the year, having given many years of service to Home-Start Norfolk. Sheila Glenn also resigned during the year.

New trustees complete a six-month probation and induction process before being appointed to the board. Anita Millar, Lynne Stabler and Jo Creaser joined post year end, bringing further skills and expertise to the board.

Identifying gaps using a skills audit, the board continue to seek new trustees with the knowledge and experience needed to complement and develop the board.

Day-to-day operations of the charity are delegated to the Senior Leadership Team and supporting staff in line with policies, budget, and the business plan.

Changes to the Senior Leadership Team were made during the year as the charity's income for 2023-24 was forecast to be significantly reduced due to the availability of funding and the costs of living crisis reducing charitable donations. The Board of Trustees took the difficult decision to reduce operational costs and consolidate the workforce, to bring costs more closely aligned to forecast income. Consequently, in December 2022, Daniel Williams, Chief Executive, agreed to step down. The Board wishes to thank Daniel for his contribution to the charity over the last four years.

Liz Cross, Business Manager, stepped up to become Interim Senior Lead, supported by the Senior Leadership Team comprising of Natalie Spurdens, Services Manager, and Helen Brown, Development Manager. From April 23, the staff structure was realigned, with the team agreeing to a small reduction in hours to give the charity the best chance to remain financially viable until new funding and commissioning opportunities arise. Decisions focused on ensuring that countywide services to the

HOME-START NORFOLK

TRUSTEES' REPORT (INCORPORATING THE DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 MARCH 2023

charity's beneficiaries continue, implementing cost savings at the management level and increasing internal efficiencies.

The staff structure is now established and stabilised, and the Board remain confident that the appropriate steps were taken to ensure the long-term viability of the charity.

Financial Review

Total income received for the year 2022/23 was £473,873 (2022: £356,476), an increase of 33%, with a 1-year core grant from National Lottery and sub-contract with Action for Children supplementing trust and fundraising income. Expenditure totalled £511,568 (2022: £448,123), an increase of 14% on last year. This resulted in a net deficit of £37,695 (2022: deficit £91,647).

Trustees had forecast a small deficit for 2022-23, this increased with the movement of multi-year grant funding received at the end of the year into the 23-24 financial year. Towards the end of 2022, with news of the 3-year contract with Action for Children and long-term National Lottery funding coming to an end, the Board took steps to analyse the financial sustainability of the charity, considering several different scenarios. It was clear that the current model, with its growing expenditure and uncertainty around income due to system-wide pressures, could not be sustained into the future. Therefore, the Board decided to realign the staff structure to ensure viability into the future, cutting the expenditure budget for 2023-24, by reducing the management overhead whilst maintaining front-line services for beneficiaries countywide.

Financial sustainability requires income to be derived from a range of sources, including commissioned opportunities with local system partners, continued success with trust and foundation fundraising and developing additional fundraising streams within the community and corporate arenas. The Board's prudence and foresight in addressing financial sustainability without impacting front-line services will ensure Home-Start Norfolk's countywide service remains viable when new commissioning opportunities arise from Norfolk County Council's Start for Life and Family Hub rollout over the next few years.

As of 31st March 2023, the charitable company had total funds of £380,764 (2022: £418,459), which comprise of £34,795 (2022: £43,035) of restricted funds from grants awarded during the financial period which will be expended during the next financial year and unrestricted reserves of £345,969 (2022: £375,424). Included within unrestricted reserves is £195,000 (2022: £225,000) of funds which are held in accordance with the reserves policy (as below), in respect of the potential closure costs of the charity. When excluding this, the unrestricted reserves available for use are £150,969 (2022: £150,424).

Restricted funds

Restricted funds of £34,795 (2022: £43,035) is income awarded during the financial year pertaining to specific funder requirements, comprising primarily of staff and volunteer costs, and consultancy costs incurred during the National Lottery funded Impact Project, which will be expended in 2023-24.

HOME-START NORFOLK

TRUSTEES' REPORT (INCORPORATING THE DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Reserves Policy

The Board of Trustees have set a reserves policy which requires:

- a) Reserves are maintained at a level which ensures that Home-Start's core activity could continue during a period of unforeseen difficulty; and
- b) A proportion of reserves are maintained in a readily realisable form.

The calculation of the required level of reserves is an integral part of our planning, budget and forecast cycle and considers:

- Risks associated with each stream of income and expenditure being different from that budgeted;
- Planned activity level; and
- Organisational commitments.

Having considered the risk, activity and commitments of the organisation, trustees have agreed that the scheme needs to retain a level of free reserves equating to 3 months running costs plus potential closure costs (e.g. redundancy costs) which equates to approximately £195,000.

Plans for Future Periods

Demands on our service remain strong with the impact of the pandemic and the cost-of-living crisis continuing to impact children and families across our community. The Trustees and Senior Leadership Team are working closely together to review the charity's strategic priorities in light of this and the challenging funding environment. Home-Start UK has provided funding to engage the services of an experienced Strategy and Development Consultant, who is conducting a thorough review of strategy.

Strategic priorities over the next three years include:

- Re-establishing, building relationships, and increasing visibility with key stakeholders
- Development of sustainable funding initiatives
- Diversification of service delivery by looking at the changing needs of our beneficiaries
- Developing the staff and volunteer team – increasing diversity and opportunities for personal development
- Building on the impact project to demonstrate the social value of the service
- Develop and embed Equity, Equality, Diversity and Inclusion (EEDI) policy.

The budgeted financial position for 2023-24 looks positive, with a break-even position anticipated. The charity has received a one-off grant from Norfolk County Council, and a contribution from Action for Children, along with 3-year funding from Henry Smith Charity, and the team continue to develop positive relationships and explore funding opportunities from both local and national trusts and foundations, local commissioners, corporate and community donations.

HOME-START NORFOLK

TRUSTEES' REPORT (INCORPORATING THE DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Statement of Trustees' responsibility

The trustees (who are also directors of Home-Start Norfolk for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they 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 these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

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

On behalf of the board of Trustees:



Niall McClelland (Nov 13, 2023, 12:37pm)
N McClelland (Chair of Trustees)

Date: 13 Nov 2023

HOME-START NORFOLK

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOME-START NORFOLK

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023 which are set out on pages 8 to 23.

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 company'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

Since the company's gross income exceeded £250,000 your examiner must be a member 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 member of the Institute of Chartered Accountants of England and Wales, which is one of the listed bodies.

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 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

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.



Helena Wilkinson FCA DChA
Price Bailey LLP, Chartered Accountants

Anglia House
6 Central Avenue
St Andrews Business Park
Thorpe St Andrew
Norwich, Norfolk NR7 0H

Date:.....13 November 2023....

HOME-START NORFOLK

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
INCOME					
Donations and Fundraising	2	48,191	-	48,191	67,067
Grants	2	60,350	362,888	423,238	287,996
Other Income		843	-	843	1,248
Investment income		1,601	-	1,601	165
		<u>110,985</u>	<u>362,888</u>	<u>473,873</u>	<u>356,476</u>
TOTAL INCOME					
EXPENDITURE					
Costs of raising funds	3	40,723	-	40,723	40,803
Charitable Activities	4	99,717	371,128	470,845	407,320
		<u>140,440</u>	<u>371,128</u>	<u>511,568</u>	<u>448,123</u>
Total expenditure					
		<u>140,440</u>	<u>371,128</u>	<u>511,568</u>	<u>448,123</u>
Net expenditure being net movement in funds		(29,455)	(8,240)	(37,695)	(91,647)
Transfer between funds		-	-	-	-
		<u>(29,455)</u>	<u>(8,240)</u>	<u>(37,695)</u>	<u>(91,647)</u>
Net movement in funds					
		<u>(29,455)</u>	<u>(8,240)</u>	<u>(37,695)</u>	<u>(91,647)</u>
Total funds at 1 April		375,424	43,035	418,459	510,106
Total funds at 31 March		<u>345,969</u>	<u>34,795</u>	<u>380,764</u>	<u>418,459</u>

The statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 10 to 23 form part of these financial statements.

HOME-START NORFOLK

BALANCE SHEET
AS AT 31 MARCH 2023

	Notes	£	2023 £	£	2022 £
FIXED ASSETS					
Tangible assets	9		16,355		16,572
CURRENT ASSETS					
Debtors	10	2,598		11,538	
Cash at bank and in hand		422,985		464,803	
			<u>425,583</u>	<u>476,341</u>	
CREDITORS					
Amounts falling due within one year	11	(61,174)		(74,454)	
NET CURRENT ASSETS			<u>364,409</u>	<u></u>	401,887
TOTAL ASSETS LESS TOTAL LIABILITIES			<u>380,764</u>	<u></u>	418,459
THE FUNDS OF THE CHARITY:					
Unrestricted funds	13		345,969		375,424
Comprising of:					
Reserves fund		195,000		225,000	
Free reserves		150,969		150,424	
Restricted funds	13		34,795		43,035
TOTAL FUNDS			<u>380,764</u>	<u>418,459</u>	

For the year ending 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- 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.

The financial statements were approved by the Trustees on 13th November 2023 and are signed on their behalf by:



N McClelland (Nov 13, 2023, 12:37pm)
N McClelland (Chair of Trustees)

Company registration number: 05196432

HOME-START NORFOLK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

1 ACCOUNTING POLICIES

General information

The charity is a private company limited by guarantee registered in England and Wales. The address of the registered office is Swaffham Community Centre, Campingland, Swaffham, Norfolk, England, PE37 7RB.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

Basis of preparation

The financial statements have been prepared in accordance with 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) - Charities SORP (FRS 102), and the Charities Act 2011.

Home-Start Norfolk meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The charity, being small in size, has used the exemption provided by Charities SORP (FRS 102) under which it is not required to include a cash flow statement as part of the financial statements.

The financial statements are prepared on a going concern basis under the historical cost convention.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Fund accounting

Unrestricted funds are those which are available for the general purposes of the Charity at the discretion of the Trustees in the furtherance of the charitable company's objectives.

Restricted funds are those which have been received for undertaking an activity specified by the donor.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

1 ACCOUNTING POLICIES (continued)

Designated funds comprise unrestricted funds that have been put aside at the discretion of the Trustees for particular purposes.

Income

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.

Income is generated through donations, grants and other sources. Donations are recognised when received. Income from Gift Aid tax reclaims is recognised for any donations with relevant Gift Aid certificates recognised in income for the year.

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received, and the amount can be measured reliably. If entitlement is not met, then these amounts are deferred.

Expenditure

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

- costs of raising funds comprise the apportionment of staff costs to this area on the basis of time spent raising funds;
- expenditure on charitable activities includes that which relates directly to fulfilling the charitable objectives of the Charity, as outlined in the Trustees' Report.

Allocation of support costs

Support costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. Support costs include back-office costs, finance, personnel, payroll and governance costs which support the Charity's activities. These costs have been allocated to expenditure on charitable activities.

Governance costs are included in support costs and relate to the direct running of the Charity, allowing it to operate and generate the information required for public accountability. They include the costs of accounts preparation and independent examination.

Tangible Fixed Assets

Individual fixed assets costing £500 or more are capitalised at cost and are depreciated over their estimated useful economic lives on the following basis

Asset Category	Annual Rate
Fixtures and fittings	25% Straight line

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

1 ACCOUNTING POLICIES (continued)

Redundancy and termination payments

Redundancy and termination costs are recognised as an expense in the Statement of Financial Activities and a liability on the Balance Sheet immediately at the point the Charity is demonstrably committed to either:

- terminate the employment of an employee or group of employees before normal retirement date; or;
- provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

The Charity is considered to be demonstrably committed only when it has a detailed formal plan for the termination and is without realistic possibility of withdrawal from the plan.

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure. Creditors are recognised when 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.

Cash at bank and in hand

Cash at bank and in hand includes cash held in bank accounts. There are no short-term investments.

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 at transaction value and subsequently measured at their settlement value.

Pensions

The Charity provides a defined contribution pension scheme, whereby the charity and its staff each fund the scheme, managed by a third-party provider, the assets of which are held by the provider separately from the assets of the charity. The pension charge in the financial statements represents the amounts payable by the charity to the fund in respect of the period.

Corporation tax

The Charity is exempt from taxation in respect of income and capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to the charitable purposes.

HOME-START NORFOLK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

Judgements and key sources of estimation uncertainty

In the application of the Charity's accounting policies, which are described above, the Trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from those estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The Trustees do not consider that there are any other critical judgements or sources of estimation uncertainty in the financial statements.

2 DONATIONS AND LEGACIES

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £
Donations	48,191	-	48,191
Grants	60,350	362,888	423,238
	<hr/>	<hr/>	<hr/>
	108,541	362,888	471,429
	<hr/>	<hr/>	<hr/>

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £
Donations	67,067	-	67,067
Grants	11,000	276,996	287,996
	<hr/>	<hr/>	<hr/>
	78,067	276,996	355,063
	<hr/>	<hr/>	<hr/>

In 2023 £140,000 (2022: £16,323) of government grants were received from the National Lottery Community Fund providing support to core costs and funding to undertake an impact review to support future sustainability.

HOME-START NORFOLK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

3 COSTS OF RAISING FUNDS

	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
Salaries of fundraising staff	37,329	39,998
Fundraising costs	3,145	55
Publicity and Marketing	249	750
	<hr/>	<hr/>
	40,723	40,803
	<hr/>	<hr/>

4 EXPENDITURE ON CHARITABLE ACTIVITIES

	Activities Undertaken Directly 2023 £	Support and governance costs 2023 £	Total 2023 £
Charitable activities	430,760	40,085	470,845
	<hr/>	<hr/>	<hr/>

	Activities Undertaken Directly 2022 £	Support and governance costs 2022 £	Total 2022 £
Charitable activities	374,636	32,684	407,320
	<hr/>	<hr/>	<hr/>

In 2023 expenditure on charitable activities was £470,845 (2022: £407,320) of which £99,717 (2022: £124,051) was expenditure from unrestricted funds and £371,128 (2022: £283,269) was expenditure from restricted funds.

HOME-START NORFOLK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

5 SUPPORT COSTS

Cost type	2023 £	2022 £
Consultancy fees	16,136	8,140
Insurance	3,195	3,589
Consumables	1,144	803
Depreciation	6,956	5,849
Sundry expenditure	1,688	985
HSUK fee	6,417	8,887
Bank Charges	115	87
Subscriptions	40	185
Governance costs:		
Independent Examination fee	2,550	2,400
Accountancy	1,844	1,759
Total	40,085	32,684

Support costs have been allocated to charitable activities based on actual use.

HOME-START NORFOLK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

6 STAFF COSTS

	2023	2022
	£	£
Staff costs were as follows:		
Wages and salaries	359,497	325,317
Employer NIC	28,917	21,302
Other pension costs	19,955	18,004
Total	408,369	364,623

Staff restructuring costs comprise:

	2023	2022
	£	£
Redundancy payments	2,570	-

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

	2023	2022
	No.	No.
Employees	18	16

The Charity considers its key management personnel to comprise of Service Manager, Business Manager, Development Manager and Chief Executive officer (prior to the CEO role being made redundant during the year). The total staff costs including employer pension contributions of the key management personnel were £144,710 (2022: £147,529). No employee has employee benefits in excess of £60,000 (2022: none).

7 NET INCOME / (EXPENDITURE)

	2023	2022
	£	£
This is stated after charging:		
Depreciation of tangible fixed assets	6,956	5,849
Pension costs	19,955	18,004

8 INDEPENDENT EXAMINER'S REMUNERATION

	2023	2022
	£	£
Independent Examination fees	2,550	2,400

HOME-START NORFOLK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

9 TANGIBLE FIXED ASSETS

	Fixtures and Equipment £	Total £
Cost		
At 1 April 2022	47,322	47,322
Additions	6,739	6,739
	<hr/>	<hr/>
At 31 March 2023	54,061	54,061
	<hr/>	<hr/>
Depreciation		
At 1 April 2022	30,750	30,750
Charge for the year	6,956	6,956
	<hr/>	<hr/>
At 31 March 2023	37,706	37,706
	<hr/>	<hr/>
Net Book Value		
At 31 March 2023	16,355	16,355
	<hr/>	<hr/>
At 1 April 2022	16,572	16,572
	<hr/>	<hr/>

10 DEBTORS

	2023 £	2022 £
Accrued income	990	10,545
Prepayments	1,608	993
	<hr/>	<hr/>
	2,598	11,538
	<hr/>	<hr/>

HOME-START NORFOLK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

11 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade creditors	-	679
Accruals and deferred income	56,566	67,960
Social security and other taxes	4,608	5,815
	<u>61,174</u>	<u>74,454</u>

Deferred income	2023 £	2022 £
At 1 April	64,902	33,823
Additions during the year	30,000	64,902
Released during the year	(41,597)	(33,823)
At 31 March	<u>53,305</u>	<u>64,902</u>

Grant income has been deferred, due to being received in advance of the period to which it relates.

12 CONTINGENT LIABILITY

The Pensions Trust - Growth Plan ("the scheme")

Home-Start Norfolk participates in the scheme, a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The scheme is classified as a 'last-man standing arrangement'. Therefore, the charitable company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme. Therefore Home-Start Norfolk has a contingent liability, as a result of pension funds held that sit within a growth plan administered by The Pensions Trust. There is a contingent liability of £6,045 (2022: £8,321) relating to the pension scheme, which would fall due to the scheme provider if Home-Start Norfolk had no members in the scheme, as this would trigger a cessation and crystallise the liability. There are four (2022: six) members remaining in the scheme. The amount of the liability is as advised by the Pensions Trust following their latest Scheme Valuation. The plan currently has an identified shortfall with sufficient funds to cover 82% of liabilities. Home-Start Norfolk does not contribute towards the recovery plan for the scheme as the charity has no series 1 or series 2 liabilities. The recovery plan is due to end on 31/01/2025 and is reviewed every 3 years.

HOME-START NORFOLK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

13 STATEMENT OF FUNDS

2023	Brought Forward £	Income £	Expenditure £	Transfers £	Carried forward £
UNRESTRICTED FUNDS					
General funds	375,424	110,985	(140,440)	-	345,969
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
RESTRICTED FUNDS					
Action for Children	-	125,000	(124,609)	-	391
Home-Start UK	2,339	-	(2,193)	-	146
National Lottery Community Fund	-	140,000	(124,756)	-	15,244
Norfolk Community Foundation	24,377	23,831	(39,066)	-	9,142
MOD Covenant Fund	1,292	35,000	(33,919)	-	2,373
Nationwide Community Grant	-	24,097	(23,389)	-	708
Nth Norfolk Sustainable Communities	-	12,960	(6,169)	-	6,791
Postcode Places Trust	15,027	-	(15,027)	-	-
RC Snelling Charitable Trust	-	2,000	(2,000)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total restricted funds	43,035	362,888	(371,128)	-	34,795
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Funds	418,459	473,873	(511,568)	-	380,764
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

HOME-START NORFOLK

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

13 STATEMENT OF FUNDS (continued)

2022	Brought Forward £	Income £	Expenditure £	Transfers £	Carried forward £
UNRESTRICTED FUNDS					
Designated funds	108,656	-	-	(108,656)	-
General funds	352,142	79,480	(164,854)	108,656	375,424
Total unrestricted funds	460,798	79,480	(164,854)	-	375,424
RESTRICTED FUNDS					
GYBC Community Grant	6,130	7,917	(14,047)	-	-
Action for Children	-	125,000	(125,000)	-	-
Home-Start UK	3,600	22,531	(23,792)	-	2,339
Big Lottery	33,656	16,323	(49,979)	-	-
Norfolk Community Foundation	5,922	50,441	(31,986)	-	24,377
MOD Covenant Fund	-	35,000	(33,708)	-	1,292
Postcode Places Trust	-	19,284	(4,257)	-	15,027
Yorkshire Building Society	-	500	(500)	-	-
Total restricted funds	49,308	276,996	(283,269)	-	43,035
Total Funds	510,106	356,476	(448,123)	-	418,459

HOME-START NORFOLK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

13 STATEMENT OF FUNDS (continued)

MOD Covenant Fund	Tackling loneliness & isolation in families living at RAF Marham.
Home-Start UK	DCMS Pears Resilience funding contributed to the salary costs of a Fundraising Officer.
National Lottery	Grant to support core costs and undertake an impact review to support future sustainability.
Norfolk Community Foundation	Various funds, including: Great Yarmouth & Waveney Maternity Care Fund supporting new babies, Sir Norman Lamb Health & Wellbeing Fund supporting young children's emotional wellbeing, and Saracens supporting work in South Norfolk.
Action for Children	Contract with Action for Children delivery family support under Norfolk County Council's Early Childhood and Family Service.
Postcode Places Trust	Out of the Blue project funding supporting parental mental wellbeing.
RC Snelling Charitable Trust	Funding for a new computer.
Nationwide Community Grant	Empowering Families To Thrive - providing tailored family support countywide
North Norfolk Sustainable Communities	Building Resilience in North Norfolk families - providing family support and training local volunteers In North Norfolk
GYBC Community Grant	Grant providing intensive support to families experiencing complex needs in Great Yarmouth Borough via a Family Support worker
Big Lottery	Countywide funding to provide volunteer support to mums' with children between 0 – 2 or pre-natal to improve maternal mental well-being, reduce isolation and improve parent/child attachment
Yorkshire Building Society	Funding for a new computer.

HOME-START NORFOLK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

13 STATEMENT OF FUNDS (continued)

UNRESTRICTED FUNDS

The unrestricted funds are available to be spent for any of the purposes of the charity.

14 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Fixed assets	-	16,355	16,355
Net current assets	34,795	329,614	364,409
	<hr/>	<hr/>	<hr/>
	34,795	345,969	380,764
	<hr/>	<hr/>	<hr/>

	Restricted Funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Fixed assets	-	16,572	16,572
Net current assets	43,035	358,852	401,887
	<hr/>	<hr/>	<hr/>
	43,035	375,424	418,459
	<hr/>	<hr/>	<hr/>

15 PENSION COMMITMENTS

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in independently administered funds. The total pension cost charge represents contributions payable by the charity to the funds and amounted to £19,955 (2022: £18,004). No amounts are outstanding at year end (2022: £nil).

HOME-START NORFOLK

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

16 RELATED PARTIES

In their roles as Trustees, the Trustees give their time and expertise freely without any form of remuneration or other benefit in cash or kind.

Trustees expenses were not incurred during the year for any trustees (2022: £nil).

There were no other related party transactions (2022: none).