

**Charity No 1106362**  
**Company No 05196432**

**HOME-START NORFOLK**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

# HOME-START NORFOLK

YEAR ENDED 31 MARCH 2024

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## HOME-START NORFOLK

YEAR ENDED 31 MARCH 2024

### CHARITY / COMPANY INFORMATION

<b>Registered charity name</b>	Home-Start Norfolk
<b>Charity number</b>	1106362
<b>Company number</b>	05196432
<b>Registered address</b>	Swaffham Community Centre Campingland Swaffham Norfolk PE37 7RB
<b>Trustees</b>	N A McClelland (Chair) D A Lefevre S Skoyles F J Fairbairn-Harvey (resigned 28/09/23) J Creaser A C Millar L J Stabler C McDougall-Richards (appointed 25/07/24) L A Townsend (appointed 25/07/24)
<b>Secretary</b>	N F Gotts
<b>Key management personnel</b>	Liz Cross (Business Manager) Natalie Spurdens (Service Manager) Helen Brown (Development Manager)
<b>Independent examiner</b>	ABC Abacus Limited Financial Accountants The Willows Ipswich Road Long Stratton Norfolk NR15 2TG
<b>Bankers</b>	HSBC 18 London Street Norwich NR2 1LG

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## HOME-START NORFOLK

### TRUSTEES' REPORT (INCORPORATING THE DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 MARCH 2024

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 31<sup>st</sup> March 2024.

Home-Start Norfolk is a charitable company limited by guarantee, merged on 1<sup>st</sup> 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 organisation proudly remains part of the federated national network of Home-Start UK as the movement celebrates its 50<sup>th</sup> year. 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 selfresilience 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 piloted PEEP child development groups across the county.

#### 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.

#### Achievements and Performance

## HOME-START NORFOLK

### TRUSTEES' REPORT (INCORPORATING THE DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 MARCH 2024

The trustees and management team entered the 2023/2024 financial year clear on their priorities to further bolster the sustainable framework of the organisation, whilst combatting a difficult economic environment, for the benefit of its families, volunteers, and communities. The priorities included:

1. ensuring the new roles and responsibilities of the management team were ratified
2. securing and developing income streams, countering the impact of a large contract coming to an end the prior year, to continue to be able to provide county-wide support;
3. retaining and developing existing volunteers whilst recruiting further;
4. growing the Board of Trustees to address skills gaps; and
5. maintaining and developing relationships with organisations across the sector.

The team have successfully achieved the priorities for the year, stabilising income streams and further building on the sustainability of Home-Start Norfolk.

Home-Start Norfolk was delighted to be awarded the Kings Award for Voluntary Service, one of the first organisations to be awarded the accolade by the King. The achievement recognises the value and impact of the charity.

Due to contracts ending and Local Authority funding priorities changing in the prior year, decisions were made that meant Home-Start Norfolk started the year operating with fewer staff hours, but with the demand for services continuing to grow. Roles were successfully diversified, and efficiencies made, but the difficult decision still had to be made to reduce the charity's capacity

During 2023/24, a total of 247 (2023: 414) families received support from Home-Start Norfolk, including:

- 202 (2023: 264) families supported by a home-visiting volunteer or staff member; and
- 45 (2023: 150) families participating in group activities such as infant massage classes and PEEP child development groups.

235 (2023: 337) new referrals for home visiting were received during the year. 74% of all referrals were received from statutory services and 23% were self-referral. The reduction in referral numbers reflects the careful management required to address overwhelming demand and capacity reduction, resulting in temporarily pausing referrals in some districts when waiting lists became excessive.

The most common reasons for referral were:

- Parental emotional wellbeing (identified in 63% of all families referred)
- Parenting skills (49%)
- Isolation and loneliness (47%)
- Children's early development and learning (42%)

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

- 92% of families reported an improvement in parental mental wellbeing
- 91% of families reported an improvement in their parenting skills
- 100% of families reported feeling less isolated

## HOME-START NORFOLK

### TRUSTEES' REPORT (INCORPORATING THE DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 MARCH 2024

- 97% of parents reported an improvement in their children's development and learning

129 (2023: 143) volunteers supported at least one family, with 57 (2023: 56) new volunteers completing 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.

During the year two new Local Authority contracts were successfully secured and initiated:

1. Ukrainian Families Befriending Project – supporting the transition of Ukrainian families from Local Authority support teams to help them integrate into their new communities.
2. Peer Support Service (Start for Life 0-2) – providing peer support, home-visiting, and groups to families with children aged 0 to 2, part of Norfolk County Council's Family Hubs initiative.

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

#### **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 meets 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. 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.

A new 2-year strategy with succinct, clear, and achievable objectives has been developed by a charity specialist, working alongside the Senior Leadership Team and Trustees, with funding secured through Home-Start UK's sustainability initiative.

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 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.

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. Frances

## HOME-START NORFOLK

### TRUSTEES' REPORT (INCORPORATING THE DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 MARCH 2024

Fairbairn-Harvey stood down during the year, having been a great support to Home-Start Norfolk during her term.

New Trustees complete a six-month probation and induction process before being appointed to the board. Anita Millar, Lynne Stabler and Joanne Creaser joined as Trustees during the year 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 in line with policies, budget, and the business plan.

The staff structure, initiated in the prior year, is established and stabilised, and the Board remain confident that the appropriate steps were taken to ensure the long-term viability of the charity. Liz Cross continues as Senior Lead, supported by the Senior Leadership Team comprising of Natalie Spurdens, Services Manager, and Helen Brown, Development Manager.

#### Financial Review

2023/24 financial year was forecast to break even. The Board are pleased to have generated a surplus whilst continuing to fulfil its contractual obligations.

Total income received for the year 2023/24 was £414,955 (2023: 473,873), a decrease of 12%, with a 1 year core grant from Norfolk County Council and sub-contract grant with Action for Children supplementing trust and fundraising income. Expenditure totalled £379,777 (2023: £511,568), a decrease of 26% on last year following the restructure and cost savings introduced. This resulted in a net surplus of £35,178 (2023: deficit £37,695).

Financial sustainability requires income to be derived from a range of sources. For Home-Start Norfolk this includes commissioned opportunities with local system partners, continued success with trust and foundation fundraising and additional fundraising streams generated within the community and corporate arenas. The Board's prudence and foresight in addressing financial sustainability, with minimum impact to front-line services, will ensure Home-Start Norfolk's countywide service remains viable and responsive when new commissioning opportunities arise.

As of 31<sup>st</sup> March 2024, the charitable company had total funds of £415,942 (2023: £380,764), which comprise of £9,482 (2023: £34,795) of restricted funds from grants awarded during the financial period, which will be expended during the next financial year and unrestricted reserves of £406,460 (2023: £345,969). Included within unrestricted reserves is £233,370 (2023: £195,000) 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 £173,090 (2023: £150,969).



## HOME-START NORFOLK

### TRUSTEES' REPORT (INCORPORATING THE DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 MARCH 2024

#### Restricted funds

Restricted funds of £9,482 (2023: £34,795) is income awarded during the financial year pertaining to specific funder requirements, comprising primarily of staff and volunteer costs, which will be expended in 2024-25.

#### Reserves Policy

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

- 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 £233,370.

#### Plans for Future Periods

Demands on our service remain strong, driven by the effects of the cost-of-living crisis and the legacy of the pandemic continuing to impact families and young children. Alongside increased demand, reduced funding levels and increased competition for diminishing funding pots add to the challenges across the charity sector.

Documented within our strategic plan, our key priorities over the next two years include:

- expand our core offer to meet local needs more flexibly;
- strengthen our staff and volunteer resources to better meet the needs of a diverse community;
- build a sustainable platform for growth by diversifying income;
- increasing and developing partnership working and visibility with key stakeholders;
- improve impact measurement and evaluation.

## HOME-START NORFOLK

### TRUSTEES' REPORT (INCORPORATING THE DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 MARCH 2024

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.

#### 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; and
- prepare the financial statements on a "going concern" basis unless it is inappropriate to assume 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 12, 2024, 4:46pm)  
N McClelland (Chair of Trustees)

12 Nov 2024  
Date:

**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 for the above charity number 1106362 for the year ended 31 March 2024 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 charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

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 Financial Accountants, 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:

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

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

Peter Bussey

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Peter Bussey (Nov 12, 2024, 4:42pm)

Peter Bussey FFA FIPA  
Institute of Financial Accountants  
ABC Abacus Ltd  
The Willows  
Ipswich Road  
Long Stratton  
NR15 2TG

**HOME-START NORFOLK****STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR  
ENDED 31 MARCH 2024**

	Notes	Unrestricted Funds 2024 £	Restricted Funds 2024	Total Funds 2024 £	Total Funds 2023 £
<b>INCOME</b>					
Donations and Fundraising	2	34,865	-	34,865	48,191
Grants	2	189,445	183,579	373,024	423,238
Other Income		-	-	-	843
Investment income		7,066	-	7,066	1,601
		_____	_____	_____	_____
<b>TOTAL INCOME</b>		231,376	183,579	414,955	473,873
		_____	_____	_____	_____
<b>EXPENDITURE</b>					
Costs of raising funds	3	22,616	696	23,312	40,723
Charitable Activities	4	148,269	208,196	356,465	470,845
		_____	_____	_____	_____
Total expenditure		170,885	208,892	379,777	511,568
		_____	_____	_____	_____
Net income / (expenditure) being net movement in funds		60,491	(25,313)	35,178	(37,695)
Transfer between funds		-	-	-	-
		_____	_____	_____	_____
Net movement in funds		60,491	(25,313)	35,178	(37,695)

# HOME-START NORFOLK

Total funds at 1 April	345,969	34,795	380,764	418,459
Total funds at 31 March	406,460	9,482	415,942	380,764

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.

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## BALANCE SHEET AS AT 31 MARCH 2024

	Notes	2024	2023
		£	£
<b>FIXED ASSETS</b>			
Tangible assets	9	8,347	16,355
<b>CURRENT ASSETS</b>			
Debtors	10	1,291	2,598
Cash at bank and in hand		495,314	422,985
		<u>496,605</u>	<u>425,583</u>
<b>CREDITORS</b>			
Amounts falling due within one year	11	(89,010)	(61,174)
		<u></u>	<u></u>
<b>NET CURRENT ASSETS</b>		407,595	364,409
<b>TOTAL ASSETS LESS TOTAL LIABILITIES</b>		<u>415,942</u>	<u>380,764</u>
<b>THE FUNDS OF THE CHARITY:</b>			
Unrestricted funds Comprising of:	13	406,460	345,969
Reserves fund		233,370	195,000
Free reserves		173,090	150,969

Restricted funds	13	9,482	34,795
<b>TOTAL FUNDS</b>		<hr/>	<hr/>
		415,942	380,764

For the year ending 31 March 2024 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 13 November 2024 and are signed on their behalf by:



.....Niall McClelland (Nov 12, 2024, 4:46pm)

N McClelland (Chair of Trustees)

**Company registration number: 05196432**

## HOME-START NORFOLK

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

#### 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.

## HOME-START NORFOLK

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

#### 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**



NOTES TO THE FINANCIAL STATEMENTS FOR  
THE YEAR ENDED 31 MARCH 2024

**1 ACCOUNTING POLICIES**

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

<b>Asset Category</b>	<b>Annual Rate</b>
Fixtures and fittings	25% Straight line

(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.

## HOME-START NORFOLK

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

#### 1 ACCOUNTING POLICIES

##### **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 2024

#### 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 2024 £	Restricted 2024 £	Total 2024 £
Donations	34,865	-	34,865
Grants	189,445	183,579	373,024
	<hr/>	<hr/>	<hr/>
	224,310	183,579	407,889

	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

In 2024 no (2023: £140,000) 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 2024

### 3 COSTS OF RAISING FUNDS

	2024 £	2023 £
Salaries of fundraising staff	21,582	37,329
Fundraising costs	1,000	3,145
Publicity and Marketing	730	249
	<hr/>	<hr/>
	23,312	40,723

In 2024 costs of raising funds were £23,312 (2023: £40,723) of which £22,616 (2023: £40,723) was expenditure from unrestricted funds and £696 (2023: £nil) was expenditure from restricted funds.

### 4 EXPENDITURE ON CHARITABLE ACTIVITIES

	Activities Undertaken	Support and governance	
	Directly	costs	Total
	2024	2024	2024
	£	£	£
Charitable activities	318,165	38,300	356,465

Activities Undertaken	Support and governance	
Directly	costs	Total
2023	2023	2023
£	£	£

# HOME-START NORFOLK

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

Charitable activities	430,760	40,085	470,845
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In 2024 expenditure on charitable activities was £356,465 (2023: £470,845) of which £148,269 (2023: £99,717) was expenditure from unrestricted funds and £208,196 (2023: £371,128) was expenditure from restricted funds.

### 5 SUPPORT COSTS

	2024	2023
Cost type	£	£
Consultancy fees	14,827	16,136
Insurance	2,061	3,195
Consumables	346	1,144
Depreciation	8,008	6,956
Sundry expenditure	1,143	1,688
HSUK fee	8,512	6,417
Bank Charges	77	115
Subscriptions	92	40
Governance costs:		
Independent Examination fee	1,800	2,550
Accountancy	1,434	1,844
<b>Total</b>	<b>38,300</b>	<b>40,085</b>

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 2024

### 6 STAFF COSTS

	2024	2023
Staff costs were as follows:		
Wages and salaries	265,604	359,497
Employer NIC	18,661	28,917
Other pension costs	14,946	19,955
<b>Total</b>	<b>299,211</b>	<b>408,369</b>

Staff restructuring costs comprise:

	2024	2023
Redundancy payments	-	2,570

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

	2024	2023
Employees	14	18

The Charity considers its key management personnel to comprise of Service Manager, Business Manager and Development Manager. 2023 also includes the Chief Executive officer, prior to the CEO role being made redundant during that year. The total staff costs including employer pension contributions of the key management personnel were £81,870 (2023: £144,710). No employee has employee benefits in excess of £60,000 (2023: none).

### 7 NET INCOME / (EXPENDITURE)

	2024 £	2023 £
This is stated after charging:		
Depreciation of tangible fixed assets	8,008	6,956
Pension costs	14,946	19,955

### 8 INDEPENDENT EXAMINER'S REMUNERATION

2024	2023
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# HOME-START NORFOLK

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

	£	£
Independent Examination fees	1,800	2,550
<b>9 TANGIBLE FIXED ASSETS</b>		
	<b>Fixtures and Equipment £</b>	<b>Total £</b>
<b>Cost</b>		
At 1 April 2023	54,061	54,061
Additions	-	-
	_____	_____
<b>At 31 March 2024</b>	<b>54,061</b>	<b>54,061</b>
<b>Depreciation</b>		
At 1 April 2023	37,706	37,706
Charge for the year	8,008	8,008
	_____	_____
<b>At 31 March 2024</b>	<b>45,714</b>	<b>45,714</b>
<b>Net Book Value</b>		
<b>At 31 March 2024</b>	<b>8,347</b>	<b>8,347</b>
At 1 April 2023	16,355	16,355
<b>10 DEBTORS</b>		
	<b>2024 £</b>	<b>2023 £</b>

## HOME-START NORFOLK

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

Accrued income	167	990
Prepayments	1,124	1,608
	<hr/>	<hr/>
	1,291	2,598

#### 11 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade creditors	-	-
Accruals and deferred income	89,010	56,566
Social security and other taxes	-	4,608
	<hr/>	<hr/>
	89,010	61,174

Deferred income	2024 £	2023 £
At 1 April	53,305	64,902
Additions during the year	87,000	30,000
Released during the year	(53,305)	(41,597)
At 31 March	<hr/>	<hr/>
	87,000	53,305

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 £4,841 (2023: £6,045) relating to



## **HOME-START NORFOLK**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

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 (2023: four) 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 2024

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STATEMENT OF FUNDS					
2024	Brought Forward	Income Expenditure Transfers			Carried forward
	£	£	£	£	£
<b>UNRESTRICTED FUNDS</b>					
General funds	345,969	231,376	(170,885)	-	406,460
<b>RESTRICTED FUNDS</b>					
Action for Children	391	-	(391)	-	-
Home-Start UK	146	-	(146)	-	-
National Lottery Community Fund	15,244	-	(14,688)	-	556
Norfolk Community Foundation	9,142	29,717	(29,085)	-	9,774
MOD Covenant Fund	2,373	-	(1,655)	-	718
Nationwide Community Grant	708	30,415	(31,123)	-	-
Nth Norfolk Sustainable Communities	6,791	-	(6,791)	-	-
Breathing Spaces	-	10,000	(10,000)	-	-
Henry Smith	-	60,000	(60,000)	-	-
NCC Start for Life	-	-	(10,583)	-	(10,583)
NCC Ukrainian Fund	-	16,500	(10,386)	-	6,114
Norwich Consolidated Charities	-	17,500	(17,500)	-	-
Postcode Places Trust	-	19,447	(16,544)	-	2,903
Total restricted funds	34,795	183,579	(208,892)	-	9,482
<b>Total Funds</b>	<b>380,764</b>	<b>414,955</b>	<b>(379,777)</b>	<b>-</b>	<b>415,942</b>

STATEMENT OF FUNDS (continued)					
2023	Brought Forward	Income Expenditure Transfers			Carried forward
	£	£	£	£	£
<b>UNRESTRICTED FUNDS</b>					
General funds	375,424	110,985	(140,440)	-	345,969
<b>RESTRICTED FUNDS</b>					
Action for Children	-	125,000	(124,609)	-	391

## HOME-START NORFOLK

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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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)	-	-
<b>Total restricted funds</b>	<b>43,035</b>	<b>362,888</b>	<b>(371,128)</b>	<b>-</b>	<b>34,795</b>
<b>Total Funds</b>	<b>418,459</b>	<b>473,873</b>	<b>(511,568)</b>	<b>-</b>	<b>380,764</b>

#### STATEMENT OF FUNDS (continued)

MOD Covenant Fund	By Your Side project 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 Community Fund	Grant to support core costs and undertake an impact review to support future sustainability.
Norfolk Community Foundation	Includes various funds: DCMS Know Your Neighbourhood to increase volunteering and reduce loneliness in Great Yarmouth; Healthy Young Minds to support early years emotional development via PEEP development groups; Household Support Fund to provide food vouchers to vulnerable families; Love Norfolk to support staff salaries 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 (ended March 2023).
Postcode Places Trust	Out of the Blue project funding supporting parental mental wellbeing.
RC Snelling Charitable Trust	Funding for new computers.
Nationwide Community Grant	Empowering Families to Thrive - providing tailored family support countywide.

## HOME-START NORFOLK

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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North Norfolk Sustainable Communities	Building Resilience in North Norfolk families - providing family support and training local volunteers In North Norfolk
Breathing Spaces Fund	Pears Foundation funding via Home-Start UK for consultancy and running costs.
Norwich Consolidated Charities	Supporting and empowering families within a 30-mile radius of Norwich.
Henry Smith	3-year funding to provide one-to-one support to vulnerable Norfolk families.
NCC Ukrainian Families	Contract to deliver a 6-month pilot befriending project for Ukrainian families with children aged 0 to 19.
NCC Start for Life	Contract to support delivery of Norfolk's Start for Life/Family Hub initiative for children aged 0 to 2.

# HOME-START NORFOLK

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 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 2024 £	Designated funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Fixed assets	-	-	8,347	8,347
Net current assets	9,482	-	398,113	407,595
	<hr/>	<hr/>	<hr/>	<hr/>
	9,482	-	406,460	415,942
	<hr/>	<hr/>	<hr/>	<hr/>

	Restricted Funds 2023 £	Designated 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/>	<hr/>
	34,795	-	345,969	380,764
	<hr/>	<hr/>	<hr/>	<hr/>

### 15 PENSION COMMITMENTS

## HOME-START NORFOLK

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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 £14,946 (2023: £19,955). No amounts are outstanding at year end (2023: £nil).

#### **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 (2023: £nil).

There were no other related party transactions (2023: none).

