

Annual Report and Financial Statement

For the Year

1st April 2020 to 31st March 2021

Our Mission: To be there for parents when they need us most

Our Vision: Supporting parents to create stronger families



Report of the Board of Trustees

The Board presents its report and financial statements for Home-Start South and West Devon for the year ending 31st March 2021. The Trustees have adopted the provisions of the 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 (FRS102) (effective January 2015). The company being incorporated on 12th January 2005 and having extended its accounting reference date to 31st March. It has no share capital and is a registered charity with the guarantee of each member being limited to £1. The governing document is the Memorandum and Articles of Association of the company and the members of the Board of Trustees are the Directors of the Company.



Name of Charity: Home-Start South and West Devon

Charity Registration No: 1108077

Company Registered No: 05331020

Principal & Registered Office: The Rees Centre, Mudge Way, Plympton,
Plymouth, PL7 2PS

Board of Trustees and Directors:

Nigel Ellis – Chair

Diane Jones – Vice Chair

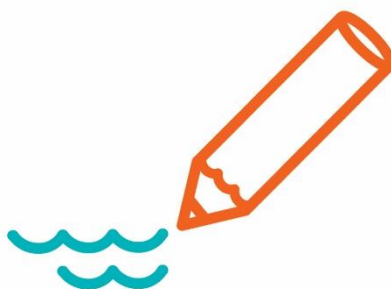
Stuart Harris – Treasurer

David Monk – Safeguarding Advisor

Catherine Stoate (appointed 05/10/20)

Lynda Chapman (resigned 14/04/20)

Shelagh May (resigned 14/04/20)



The following also serve in a representative or individual advisory capacity on the Management Committee, are members but are not Trustees:

Lady Mary Newman - Patron

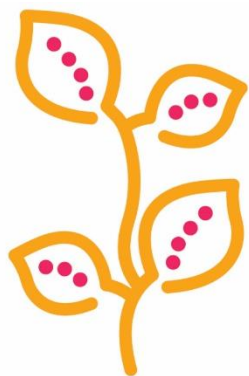
Margaret Stenning

Lucy Blackley

The following serves on the Management Committee in an advisory capacity but is neither a member nor a Trustee:

Andrea Chandler	CEO – to whom strategic management of the Charity is delegated
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Zoe Bell	Scheme Manager – to whom the day-to-day management is delegated
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**Its Bankers and Accountants are:**

CAF Bank Limited and CCLA - Bankers

Morgan Accountants Ltd - Accountants and prepare Audit Exemption Report

Structure, Governance and Management

The articles provide that the trustees shall number from four to twelve and that one third must retire at each AGM. All Trustees are members of the Charity along with the other representatives on the Management Committee as set out above. Trustees are normally appointed following a three stage recruitment process (application form, interview and shadowing). All are handed a copy of the Memorandum and Articles of Association and a Trustee Handbook. They undertake an induction including attending a volunteer Preparation Training Course. Further training is offered internally, through Home-Start UK and other local third sector support organisations.

The Charity is affiliated to Home-Start UK who provides the broad spectrum within which the charity operates and who monitor performance against set criteria.

The Trustees have delegated day to day management of the Charity to its CEO and Scheme Manager who report on the performance to the Trustees or as necessary to the Chair. The Trustees meet regularly and normally at not less than 8 weeks intervals, receiving reports from the Scheme Manager and CEO, and updated accounts showing performance to date against budget and forecast management accounts.

Risk Assessment

The Trustees review annually an assessment of the risks to which the Charity is exposed, operational and financial and have introduced procedures and reporting regimes to manage and reduce the identified risks. Trustees have agreed clear lines of delegation and authority to staff and have involved all staff and volunteers working within the organisation in recognition of risk in all their activities.

Management and Staffing

The Charity operates with a full-time CEO, full-time Scheme Manager, 2 full-time Co-ordinators, 1 part-time Co-ordinators, 1 full time Administrator, 1 part-time Administrator and 1 full time Business Development Manager.

The remaining work of the Charity is undertaken by a group of 92 volunteers supporting families for up to 2 hours each per week and by the Trustees and other the advisory members of the Committee.

Trustees Responsibilities

Company Law requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for that year. In preparing these financial statements the Trustees have:

- Selected suitable accounting policies and applied them consistently
- Made judgments and estimates that are reasonable and prudent
- Followed applicable accounting standards and statements of recommended practice without material departure or, otherwise stated the reason for such departure
- Prepared the financial statements on the going concern basis

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

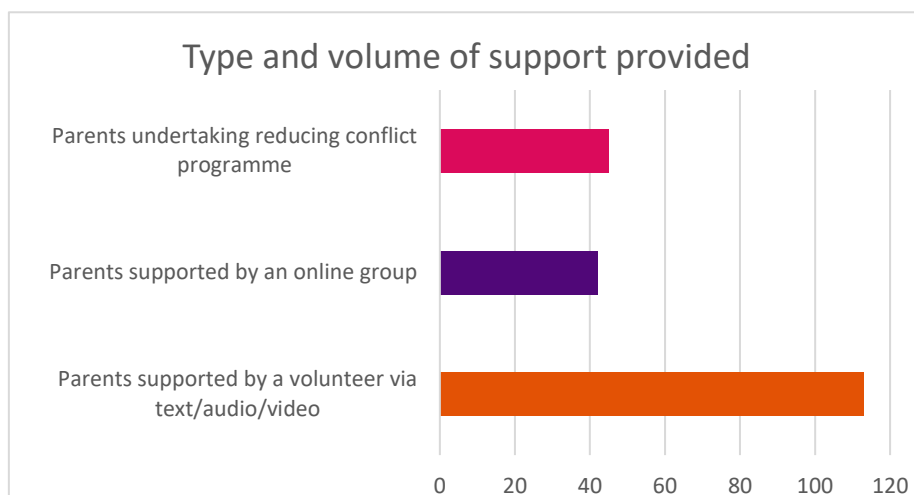
Objects and Activities

The principal object is to safeguard, protect and preserve the good health, both mental and physical of parents and their children.

The core service is to offer befriending and mentoring support to parents who are experiencing difficulties. This is done primarily in the family home and local community but over the last year via digital means (text, audio and video)

Response to Covid Pandemic

Prior to March 2020 the service was paperless and had been piloting digital support for families. As a result, it was possible to move the befriending and parent support groups and programmes to digital support methods.



Valuing Volunteers

Part of the work is the ongoing recruitment and training of volunteers. Due to the Pandemic the traditional classroom-based volunteer Preparation Course was moved online.

Over the year we held 3 courses for new volunteers.

Volunteers are key to the delivery of the work and in supporting the organisation to achieve its objectives.



Hours given over the year



15,000 Volunteer family support hours

500 Volunteer governance hours



Review of Financial Position and Plans for 2021 and beyond



The Charity was successful in obtaining a grant from Big Lottery Community Fund. The grant provides partial funding from March 2021 for 5 years. Two thirds of the match funding required for the 5 years has already been secured.

The contract work which was secured for 2 years from 2019 has been extended for a further year, providing the match funding for year 1 of the lottery grant.

We have continued to look at diversifying our funding to create long-term sustainability. In May 2020 we set up a Community Interest Company and secured funding to develop initial products and build a customer base.

The Pandemic impacted negatively on local fund-raising, however we were able to secure increased grant funding to provide additional support to families.

Reserves Policy

The Charity aims for a reserve fund equivalent to a minimum of 6 months running costs.

Funders

Thank you to our funders and supporters who this year included:



On behalf of the Board of Trustees

Home-Start South and West Devon Limited

A Charitable Company Limited by Guarantee
No 05331020

Registered Charity No. 1108077

Annual Report and Financial Statements

for the year ended

31 March 2021

Home-Start South and West Devon Limited
Annual Report and Financial Statements
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Home-Start South and West Devon Limited
Balance Sheet
as at 31 March 2021

Company number
05331020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Current assets					
Sundry debtors and prepayments	5	-	12,893	12,893	15,856
Cash at bank and in hand	6	116,591	177,112	293,703	131,749
		<u>116,591</u>	<u>190,005</u>	306,596	147,605
Current liabilities					
Creditors: amounts falling due within one year	7	-	10,214	10,214	12,822
Net current assets		<u>116,591</u>	<u>179,791</u>	296,382	134,783
Net assets		<u>116,591</u>	<u>179,791</u>	296,382	134,783
Funds of the charity	8				
Restricted funds					
Per note 8				179,791	35,400
Unrestricted funds					
Accumulated fund				116,591	99,383
Total Charity Funds				296,382	134,783

The trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under Section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records.

The trustees acknowledge their responsibilities for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

Diane Jones

Chair

Signed



Dated.....27th September 2021.....

The notes on pages 4 to 7 form part of these financial statements

Home-Start South and West Devon Limited
Statement of financial activities
for the year ended 31 March 2021

	Notes	Unrestricted Funds £	Restricted £	Total 2021 £	Total 2020 £
Income from:					
Incoming resources from donors					
Gift aid and covenants		50	-	50	75
Voluntary income					
Grants		17,960	246,730	264,690	217,331
Donations		15,217	-	15,217	18,254
Charitable activities		201	108,320	108,521	36,572
Other income - apprentice incentive		-	-	-	1,000
Investment income	2	23	-	23	167
Total income		<u>33,451</u>	<u>355,050</u>	<u>388,501</u>	<u>273,399</u>
Expenditure on:					
Charitable activities					
Fund raising costs		-	-	-	191
Charitable activities	3	1,239	225,663	226,902	275,780
Total expenditure		<u>1,239</u>	<u>225,663</u>	<u>226,902</u>	<u>275,971</u>
Net income		32,212	129,387	161,599	(2,572)
Transfers between funds		(15,004)	15,004	-	-
Net movement in funds		17,208	144,391	161,599	(2,572)
Reconciliation of funds					
Total funds brought forward 1 April 2020		99,383	35,400	134,783	137,355
Total funds carried forward 31 March 2021		<u>116,591</u>	<u>179,791</u>	<u>296,382</u>	<u>134,783</u>

All income and expenditure has arisen from continuing activities.

The notes on pages 4 to 7 form part of these financial statements

Home-Start South and West Devon Limited
Independent examiners report on the unaudited accounts
to the Home-Start South and West Devon Limited

I report on the accounts of the charity for the year ended 31 March 2021 which are set out on pages 2 to 7.

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.

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

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with 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 and to comply with section 396 of the Companies Act 2006 and with the methods and principles of 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) (effective January 2015) 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.


D J Cotton FCA, for and on behalf of:

Morgan Accountants Limited

Duke Court
Bridge Street
Kingsbridge
Devon
TQ7 1HX

Dated...11/10/21.

Home-Start South and West Devon Limited
Notes to the Financial Statements
for the year ended 31 March 2021

1 Accounting policies

Accounting convention

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared under the historical cost convention in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities' : Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015) Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' the Charities Act 2011 and the Companies Act 2006 except so far as all capital expenditure is written off in the accounts in the year of purchase.

Income

All incoming resources are included in the SOFA when the charity is legally entitled to the income.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Expenditure

All resources expended is accounted for on an accrual basis and are included on the SOFA. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Funds

Unrestricted - the Charity's general fund is to be used for the purposes of the charity and is not subject to any restriction as to its use.

Designated - represents monies set aside from the unrestricted funds for specific purposes, although such funds can be used for any purpose of the Charity. No funds have been allocated to this fund.

Restricted funds - these funds are only to be used for the operating costs of the charity as set out in the various grant applications. The funds are shown in note 8

Pension costs

The charitable company operates a defined contribution scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2 Investment income

	2021 £	2020 £
Deposit account interest	<u>23</u>	<u>167</u>

Home-Start South and West Devon Limited
Notes to the Financial Statements
for the year ended 31 March 2021

3 Charitable Expenditure	Unrestricted Funds	Restricted Funds	2021 £	2020 £
Direct costs	210	281	491	-
Family visiting	-	62	62	4,931
Family support group	-	20	20	84
Salaries, employers NIC	4,000	186,807	190,807	220,224
Employment allowance	(4,000)	-	(4,000)	(3,000)
Employer pension costs	-	3,575	3,575	3,848
Recruitment: staff and volunteers	-	-	-	-
Training	-	3,675	3,675	4,176
Travel costs	-	2,725	2,725	18,499
Office expenses	-	408	408	613
Rent	-	3,960	3,960	4,314
Insurance	-	954	954	895
Telephone and broadband	-	-	-	32
Printing, stationery and advertising	-	4,528	4,528	4,157
Miscellaneous	-	626	626	675
Office and Computer equipment	-	2,118	2,118	3,360
Computer and software support	-	3,026	3,026	2,371
Website development	960	2,247	3,207	-
Consultancy fees	-	-	-	500
Bank charges	69	-	69	60
	<u>1,239</u>	<u>215,012</u>	<u>216,251</u>	<u>265,739</u>

Costs of charitable activities for 2020 was £265,739 of which £13,620 was attributed to unrestricted funds and £252,119 was attributed to restricted funds.

4 Governance costs	Unrestricted Funds	Restricted Funds	2021 £	2020 £
Affiliation fees	-	4,921	4,921	4,404
Independent examiner's fees	-	1,230	1,230	1,344
Trustees' travel	-	-	-	558
Trustees' training	-	-	-	360
Evaluation of Big Lottery Project	-	4,500	4,500	3,375
	<u>-</u>	<u>10,651</u>	<u>10,651</u>	<u>10,041</u>

Governance costs for 2020 was £10,041 of which £3,301 was attributed to unrestricted funds and £6,740 was attributed to restricted funds.

5 Debtors	2021 £	2020 £
Debtors	10,617	10,876
Prepayments	276	4,980
Other debtors	2,000	-
	<u>12,893</u>	<u>15,856</u>

6 Cash at bank and in hand	2021 £	2020 £
COIF charities deposit account	28,253	28,219
CAF bank	265,351	103,431
Cash in hand	99	99
	<u>293,703</u>	<u>131,749</u>

Home-Start South and West Devon Limited
Notes to the Financial Statements
for the year ended 31 March 2021

7 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	425	3,033
Redundancy provision	8,749	8,749
Other creditors and accruals	1,040	1,040
	<u>10,214</u>	<u>12,822</u>

8 Movement of funds

	Balance 1 April 2020	Incoming resources	Resources expended	Transfer between funds	Balance 31 March 2021
Unrestricted	<u>99,383</u>	<u>33,451</u>	<u>(1,239)</u>	<u>(15,004)</u>	<u>116,591</u>
Restricted					
New Torbay Lottery	17,468	-	(17,468)		-
Main lottery	-	46,109	(46,109)		-
Postcode Trust	-	15,000	(14,310)		690
Lottery Extension A	-	42,500	(20,785)		21,715
Lottery Extension B	-	45,000	(45,004)	4	-
Henry Smith	-	60,000	(4,880)		55,120
Garfield Weston	-	-	(15,000)	15,000	-
Loneliness project	-	20,000	(10,000)		10,000
EDP	-	18,121	(13,282)		4,839
Twin DWP	17,932	108,320	(38,825)		87,427
	<u>35,400</u>	<u>355,050</u>	<u>(225,663)</u>	<u>15,004</u>	<u>179,791</u>
Total funds	<u>134,783</u>	<u>388,501</u>	<u>(226,902)</u>	<u>-</u>	<u>296,382</u>

All funds noted above, aside from the 'unrestricted' funds, have limitations as to how the funds can be applied and are restricted funds. These restricted funds arise because the donors have limited their use to specific projects, within the stated objects of the Charity.

The unrestricted funds may be applied by the Trustees in any manner within the stated objects of the Charity.

Movement of funds - comparative year

	Balance 01/04/2019	Incoming resources	Resources expended	Transfer between funds	Balance 31/03/2020
Unrestricted	75,299	39,190	(16,975)	1,869	99,383
New Torbay Lottery	29,236	93,468	(105,236)		17,468
Main Lottery	-	96,217	(96,217)		-
Building capabilities	23,343	-	(23,343)		-
Barnardo's	-	8,146	(8,146)		-
Baily Thomas	4,122	-	(4,122)		-
Twin DWP	3,175	36,378	(21,621)		17,932
Awards for all	2,180	-	(311)	(1,869)	-
	<u>137,355</u>	<u>273,399</u>	<u>(275,971)</u>	<u>-</u>	<u>134,783</u>

Home-Start South and West Devon Limited
Notes to the Financial Statements
for the year ended 31 March 2021

9 Controlling party and company status

The Charity is a company limited by guarantee and is controlled by the Trustees named on the Trustees Report. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

10 Related Party Transactions

There were no related party transactions for the year ended 31st March 2021.

11 Big Lottery Fund Grant - restricted funds

Included within Incoming Resources are the following amounts received from Big Lottery Fund. This income represents restricted funds.

	2021	2020
	£	£
Big Lottery Fund grant	133,609	189,185
Amounts included in incoming resources	<u>133,609</u>	<u>189,185</u>

12 Trustee remuneration and expenses

No Trustee received any remuneration during the year. (2020: £558) No reimbursements to Trustees for travelling expenses were made during the year.

13 Staff costs

	2021	2020
	£	£
Salaries	176,096	206,527
Employer's NIC	10,711	10,697
Pension contributions	3,575	3,848
	<u>190,382</u>	<u>221,072</u>
Average number of staff	<u>8</u>	<u>12</u>

No employees earned over £60,000 per annum.

14 Analysis of net assets between funds

	General funds	Restricted funds	Total funds
	£	£	£
Current assets	116,591	190,005	306,596
Current liabilities	-	(10,214)	(10,214)
Net assets	<u>116,591</u>	<u>179,791</u>	<u>296,382</u>