

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 2022

Home-Start South and West Devon Limited
Annual Report and Financial Statements
Contents

	Page
Report of the Board of Trustees	
Independent Examiners' Report	1
Statement of Financial Activities	2
Balance sheet	3
Notes to the Financial Statements	4 to 7



Annual Report and Financial Statement

For the Year

1st April 2021 to 31st March 2022

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

Our Vision: Supporting parents to create stronger families



**South &
West Devon**

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 2022. 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:

Diane Jones – Chair

Stuart Harris – Treasurer

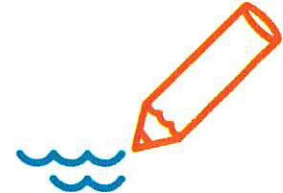
David Monk – Safeguarding Advisor

Catherine Stoate

Emma Gibson (app 27.09.2021)

Mary Tayler (app. 17.05.2021)

Nigel Ellis (resigned 05.04.2022)



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

David Carver

Margaret Stenning

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
Zoe Bell	Scheme Manager – to whom the day-to-day management is delegated

SUMMARY

The year has been extremely positive. We have detailed the impact of our work throughout this infographic.

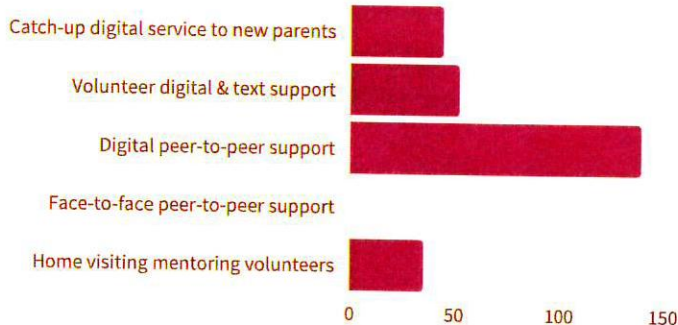
NUMBER OF FAMILIES

During the year we supported 258 families.

258

YEAR IN NUMBERS

This graph shows the number of families we reach with each activity.



Year Quotes

"Everything! My confidence and belief in myself, although I still struggle a lot, has improved massively. The way I care for myself has improved and just having someone to listen to me to know I'm not alone has made a huge difference".

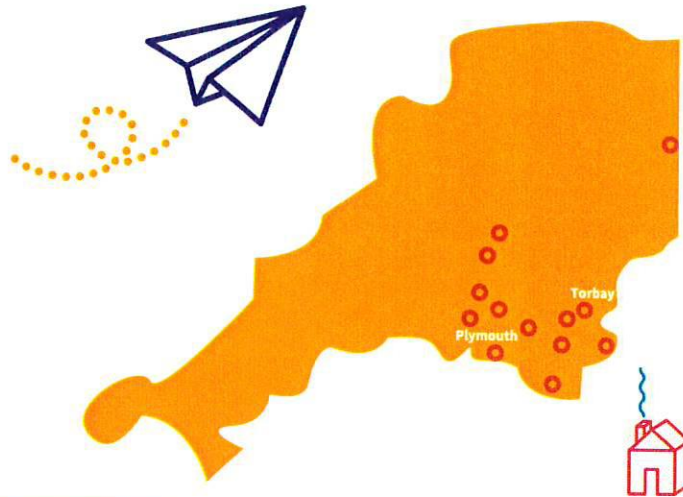
"Positive feedback from my home start built my confidence up, improved my mental health, nice to have someone to talk regarding problems and having different advice other than family and friends opinions."

Impact Infographic

AREAS WE COVERED

In the year we have reached families in dense urban areas in Plymouth and Torbay and families in more rural areas in South and West Devon.

The following maps details those areas.



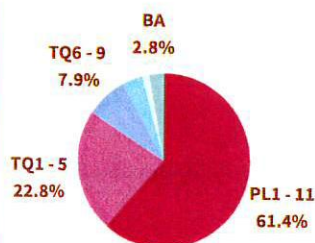
DELIVERY METHOD

% of our delivery has been digital



AREAS REACHED

This chart breaks down the top five areas we have reached, by postcode.



- PL1 - 11 - Plymouth
- TQ1 - 5 - Torbay
- TQ6 - 9 - South Hams
- PL21 - Ivybridge
- EX20 - PL19/20 - West Devon
- BA - Somerset

Year Quotes

"My confidence has grown hugely, I've felt supported and able to make decisions on my own that benefit my life. It's meant I can handle stress better and I'm a lot more self aware of what I do and why I do things or think things".

"I didn't think that simply having someone to talk to would make such a big difference but it does!"

Impact Infographic

VOLUNTEERS RECRUITEED

15

VOLUNTEERS PLACED



Number of volunteers placed in year 1 with at least one family



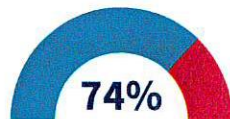
IMPACT - OUTCOME 1

% of parents who have experienced improved mental health & flexible engagement with support



IMPACT - OUTCOME 1

% of new parents who have experienced early intervention support leading to improved networks



IMPACT - OUTCOME 3

% of parents who have experienced and improvement in isolation and loneliness

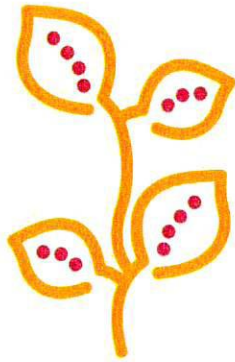


IMPACT - OUTCOME 4

% of parents who have experienced improved coping strategies

Year Quotes

"I honestly didn't expect the support to make such a huge difference to my life. Homestart has supported me through being in an unsafe house, through living in a refuge to our own home. It's helped me work out what I want (and don't want) in my life and totally changed how I view myself and life".



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, 2 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 68 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

Over the year we have adjusted our delivery methods to include 'in person' and digital delivery. In doing so, we have been able to ensure the safety of staff, stakeholders and beneficiaries, whilst continuing to provide effective support.

Valuing Volunteers

In line with our ongoing digital strategic plan we have developed a hybrid Preparation and on going training programme for volunteers. This brought together the best elements of in person and remote delivery.

Over the year we held 3 courses for new volunteers.



Case study

Pam has been providing digital, remote support for one family in 2021. She was very surprised how well online support worked for her as a volunteer and for the family. Remote support was fantastic, the matching process was better for the staff as the volunteer could be picked from a different location, distance wasn't a barrier.



Also, the digital support was more flexible, as she could be available at different times and days. As the family struggled with structure the flexibility of digital delivery helped meet their needs, allowing for several 20 minute conversations, as opposed to 1, 2 hour long home visit per week.

The positives were that the family had access to someone who was a constant and there to listen without judgement.

Pam explained, families can have poor networks and Home-Start volunteers can give them an alternative route to support and advice.

She added how much she enjoyed growing into the role and learning about the needs of the family she was working with.

Hours given over the year

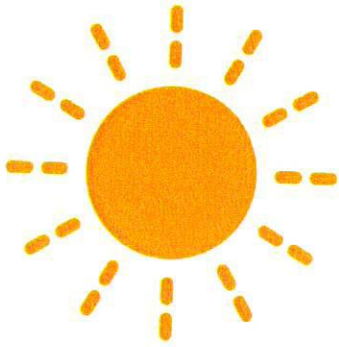


14,000 Volunteer family support hours

300 Volunteer governance hours



Review of Financial Position and Plans for 2022 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. The majority of the match funding required for the 5 years has already been secured.

We have secured grants and local authority funding.

The Community Interest Company we set up in 2019 has begun to develop income through consultancy work.

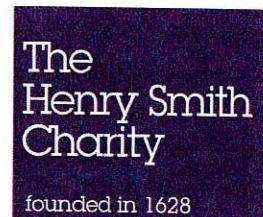
We have secured funding through partnerships with other organisations and have other partnership application in development. This is an area we will continue to pursue over the next year

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
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 2022 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.

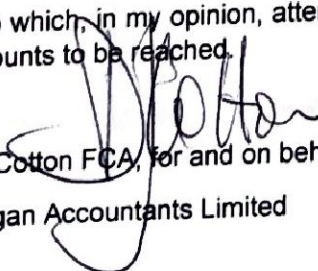
Independent examiner's statement

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 28/6/22

Home-Start South and West Devon Limited
Statement of financial activities
for the year ended 31 March 2022

	Notes	Unrestricted Funds £	Restricted £	Total 2022 £	Total 2021 £
Income from:					
Incoming resources from donors					
Gift aid and covenants		-	-	-	50
Voluntary income					
Grants		14,600	98,000	112,600	264,690
Donations		8,625	-	8,625	15,217
Charitable activities		2,218	126,430	128,648	108,521
Other income - apprentice incentive		-	-	-	-
Investment income	2	22	-	22	23
Total income		<u>25,465</u>	<u>224,430</u>	<u>249,895</u>	<u>388,501</u>
Expenditure on:					
Charitable activities					
Fund raising costs		-	-	-	-
Charitable activities	3	1,124	254,738	255,862	226,902
Total expenditure		<u>1,124</u>	<u>254,738</u>	<u>255,862</u>	<u>226,902</u>
Net income		24,341	(30,308)	(5,967)	161,599
Transfers between funds		75,118	(75,118)	-	-
Net movement in funds		99,459	(105,426)	(5,967)	161,599
Reconciliation of funds					
Total funds brought forward 1 April 2021		116,591	179,791	296,382	134,783
Total funds carried forward 31 March 2022		<u>216,050</u>	<u>74,365</u>	<u>290,415</u>	<u>296,382</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
Balance Sheet
as at 31 March 2022

Company number
05331020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Current assets					
Sundry debtors and prepayments	5	-	13,836	13,836	12,893
Cash at bank and in hand	6	<u>216,050</u>	<u>73,088</u>	289,138	293,703
		<u>216,050</u>	<u>86,924</u>	302,974	306,596
Current liabilities					
Creditors: amounts falling due within one year	7	<u>-</u>	<u>12,559</u>	12,559	10,214
Net current assets		<u>216,050</u>	<u>74,365</u>	290,415	296,382
Net assets		<u>216,050</u>	<u>74,365</u>	290,415	296,382
Funds of the charity	8				
Restricted funds					
Per note 8				74,365	179,791
Unrestricted funds					
Accumulated fund				216,050	116,591
Total Charity Funds				290,415	296,382

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

Dated... 18/7/22 .

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

Home-Start South and West Devon Limited
Notes to the Financial Statements
for the year ended 31 March 2022

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

	2022	2021
	£	£
Deposit account interest	<u>22</u>	<u>23</u>

Home-Start South and West Devon Limited
Notes to the Financial Statements
for the year ended 31 March 2022

3 Charitable Expenditure	Unrestricted Funds	Restricted Funds	2022 £	2021 £
Direct costs	-	-	-	491
Family visiting	-	551	551	62
Family support group	1,046	-	1,046	20
Salaries, employers NIC	-	217,959	217,959	190,807
Employment allowance	-	(4,000)	(4,000)	(4,000)
Employer pension costs	-	4,324	4,324	3,575
Training	-	2,008	2,008	3,675
Travel costs and expenses	158	5,832	5,990	2,725
Office expenses	-	458	458	408
Rent	-	77	77	3,960
Insurance	-	998	998	954
Printing, stationery and advertising	-	2,203	2,203	4,528
Miscellaneous	(176)	1,777	1,601	626
Office and Computer equipment	-	5,956	5,956	2,118
Computer and software support	-	2,629	2,629	3,026
Website development	-	903	903	3,207
Bank charges	96	-	96	69
	<u>1,124</u>	<u>241,675</u>	<u>242,799</u>	<u>216,251</u>

Costs of charitable activities for 2021 was £216,251 of which £1,239 was attributed to unrestricted funds and £215,012 was attributed to restricted funds.

4 Governance costs	Unrestricted Funds	Restricted Funds	2022 £	2021 £
Affiliation fees	-	6,993	6,993	4,921
Independent examiner's fees	-	1,290	1,290	1,230
Trustees' travel	-	280	280	-
Trustees' training	-	-	-	-
Evaluation of Big Lottery Project	-	4,500	4,500	4,500
	<u>-</u>	<u>13,063</u>	<u>13,063</u>	<u>10,651</u>

Governance costs for 2021 was £10,651 of which all was attributed to restricted funds.

5 Debtors	2022 £	2021 £
Debtors	10,500	10,617
Prepayments	1,336	276
Other debtors	2,000	2,000
	<u>13,836</u>	<u>12,893</u>

6 Cash at bank and in hand	2022 £	2021 £
COIF charities deposit account	28,275	28,253
CAF bank	260,863	265,351
Cash in hand	-	99
	<u>289,138</u>	<u>293,703</u>

Home-Start South and West Devon Limited
Notes to the Financial Statements
for the year ended 31 March 2022

7 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	2,770	425
Redundancy provision	8,749	8,749
Other creditors and accruals	1,040	1,040
	<u>12,559</u>	<u>10,214</u>

8 Movement of funds

	Balance 1 April 2021	Incoming resources	Resources expended	Transfer between funds	Balance 31 March 2022
Unrestricted	116,591	25,465	(1,124)	75,118	216,050
Restricted					
Postcode Trust	690			(690)	-
Lottery Extension A	21,715		(10,688)		11,027
Henry Smith	55,120				55,120
Loneliness project	10,000		(10,000)		-
EDP	4,839			(2,839)	2,000
Twin DWP	87,427	126,430	(136,050)	(71,589)	6,218
New main lottery		98,000	(98,000)		-
	<u>179,791</u>	<u>224,430</u>	<u>(254,738)</u>	<u>(75,118)</u>	<u>74,365</u>
Total funds	<u>296,382</u>	<u>249,895</u>	<u>(255,862)</u>	<u>-</u>	<u>290,415</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 01/04/2020	Incoming resources	Resources expended	Transfer between funds	Balance 31/03/2021
Unrestricted	99,383	33,451	(1,239)	(15,004)	116,591
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>134,783</u>	<u>388,501</u>	<u>(226,902)</u>	<u>-</u>	<u>296,382</u>

Home-Start South and West Devon Limited
Notes to the Financial Statements
for the year ended 31 March 2022

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 2022.

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.

	2022	2021
	£	£
Big Lottery Fund grant	98,000	133,609
Amounts included in incoming resources	<u>98,000</u>	<u>133,609</u>

12 Trustee remuneration and expenses

No Trustee received any remuneration during the year. £280 (2021 Nil) was reimbursed to three Trustees for travelling expenses during the year.

13 Staff costs

	2022	2021
	£	£
Salaries	200,927	176,096
Employer's NIC	13,032	10,711
Pension contributions	4,324	3,575
	<u>218,283</u>	<u>190,382</u>
Average number of staff	<u>8</u>	<u>8</u>

No employees earned over £60,000 per annum.

14 Analysis of net assets between funds

	General funds	Restricted funds	Total funds
	£	£	£
Current assets	216,050	86,924	302,974
Current liabilities	-	(12,559)	(12,559)
Net assets	<u>216,050</u>	<u>74,365</u>	<u>290,415</u>