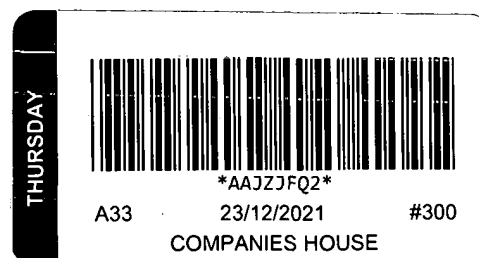


Registered Charity Number
1108612

Registered Company Number
05375011

HOME-START OXFORD

REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021



HOME-START OXFORD

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**HOME-START OXFORD
COMPANY INFORMATION**

Directors and Trustees

Prue Reynolds (Chair)
Linda McDiarmid (Deputy Chair)
Douglas Keir (Treasurer)
Sally Bagenal
Rachel Bailey-Williams
Charlotte Beatson
Catharine Gilson
Lucy Noble
Sarah Wood
Alison Scott (Resigned April 2021)

Independent Examiner

Alder Demain & Akers
2 Michael Court
Hanney Road
Southmoor
Oxfordshire OX13 5HR

Bankers

CAF Bank Ltd
25, Kings Hill Avenue,
West Malling
Kent ME19 4JQ
Telephone: 0845 072 5555

Virgin Money
Jubilee House,
Gosforth,
Newcastle upon Tyne, NE3 4PL.

Registered office

Blackbird Leys Youth and Community Centre
Blackbird Leys Road
Oxford OX4 6HW
Telephone 01865 779991

Charity Registered number

1108612

Company Registered Number

5375011

Employees

Chief Executive

Katharine Barber

Senior Co-ordinator

Karen Porter

Acting Senior Co-ordinator

Kerry Center

Family Co-ordinators

Wendy Aldiss

Charlie Payne (from September 2021)

Lisa West (until June 2021)

Witney Family Group Co-ordinator

Jan Chrystal (from September 2021)

Family Support Worker

Aline Terres

Office Manager

Melanie Henry

Fund-Raiser

Zena Forster

Growing Minds Co-ordinator

Lucy White (from April 2020)

Communications Manager

Emma Duckett (from August 2020)

Home-Start Oxford

The Report of the Trustees for the year ended 31 March 2021

Introduction

The trustees have pleasure in submitting their report and the financial statements for the year ended 31 March 2021

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. Their responsibilities include all the responsibilities of directors under the Companies Acts and trustees under the Charities Act.

Structure, governance and management

Home-Start Oxford, a company limited by guarantee and not having a share capital, is governed by the conditions contained in its Memorandum and Articles of Association. In accordance with the governing documents, the Board is made up of no fewer than four and no more than twelve trustees. Copies of these documents are available from the Registered Office listed on the Information page. In the event of a winding up, the liability of each member or any person who has ceased to be a member in the last 12 months is limited to one pound sterling. The Board has the power to fill any vacancies arising in the year, any such appointments to be confirmed by members at the next Annual General Meeting.

New trustees are briefed on their obligations under charity and company law, on the Board's decision-making process and strategy and the recent financial performance of the charity.

The employees of the charity are listed on the Information page.

Objects, vision and purpose

The objects for which the charity is established are:

- To safeguard, protect and preserve the good health, both mental and physical, of children and their parents.
- To prevent cruelty to, or maltreatment of, children
- To relieve sickness, poverty and need amongst children and parents of children
- To promote the education of the public in better standards of child care within the areas of West and Mid-Oxfordshire and the environs.

Public benefit statement.

The trustees confirm that they have had due regard, in all their decision making, as to the guidance published by the Charity Commission on public benefit.

Home-Start Oxford works to support families who are isolated and vulnerable and to give children the very best start in life. It is committed to equal opportunities and provides an inclusive service across central and west Oxfordshire. It works closely with other agencies and partners and contributes to building stronger communities through its commitment to the wellbeing of families and training and support of volunteers. Its cumulative experience is available to contribute to the ongoing development of services for early years.

The Report of the Trustees for the year ended 31 March 2021

Summary of Activities

2020-21 was a year like no other. The Covid pandemic and lockdown meant some rapid changes had to be made to our service to ensure that we could continue to support families despite the restrictions, during a time which presented huge challenges to parents' mental wellbeing and financial stability.

We quickly switched to digital support – our volunteers adapted swiftly and although our support became telephone and video call based, it did not stop. Aware of the digital divide, we were able to access funded devices for families, ensuring that all families were able to access our support.

Just before lockdown our Witney groups were providing vital support to families with young children in West Oxfordshire, and a switch to online groups meant that we could continue to provide parents with routine, friendly faces, and that all important peer-to-peer support. We ran 3 online groups per week which enabled us to reach new families, and also provide parents with vital information that was not easily accessible due to the redeployment of health visitors and other health services.

Although operating digitally during the year, our collaborations blossomed, and we worked with a number of partner organisations to deliver information to parents, as well as co-founding the Oxfordshire Early Years Network.

Social media was crucial to our engagement with families during the year, and was a key route to reaching new families. We also launched a revamped, mobile-friendly website with a quick 'get help' form enabling parents to reach out for help easily.

Our collaborative work within the Home-Start Oxfordshire consortium was strengthened - with the launch of a consortium website, including an interactive online map making it easy for parents to find their local Oxfordshire Home-Start. Another notable highlight was winning 'Brand the Bus' as a consortium entry, which means that we have a branded double decker bus on the local streets.

The year saw further development of the ground-breaking Growing Minds project, which started in January 2020, working with families from birth, to address the disadvantage gap in education for families in Littlemore, Oxford. A sub-project, 'Play:full' was launched to engage with parents through cooking during lockdowns. While meeting a real practical need, delivering a bag of ingredients each week enabled our Coordinator to have valuable doorstep conversations helping relationships and trust to flourish. The project encouraged parents to participate in more activities with their children, helped them better understand the value of the home-learning environment, and increased confidence in the kitchen, understanding of nutrition, and skills for budgeting.

There was also a need for more practical support during the period, and meal deliveries from 'COOK', wet weather gear, and activity packs were all important in supporting families' wellbeing, and sustaining our connections at a time of extreme isolation.

We benefitted from ongoing support from the National Lottery Communities Fund and Children in Need, and a renewed and increased three-year grant from The Henry Smith Charity, in autumn 2020, provided a significant boost to the delivery of our core support.

Home-Start UK's success in securing corporate partnerships, including a partnership with John Lewis & Waitrose, provided a boost financially, as well as helping raise our profile.

The Report of the Trustees for the year ended 31 March 2021

Summary of Activities (cont.)

We were grateful to secure new support from Witney Town Council, and a developing funding relationship with West Oxfordshire District Council. However overall income from statutory sources remains a small proportion of total income.

For more detailed information on our work with families, please visit our website for our Annual Report and further details - <https://homestartoxford.org.uk/annual-report-2020-21/>

49 volunteers supported families and the charities work during the year. In total we supported 275 families, of which 65 received 1:1 supported, 82 were supported through community outreach (including our Growing Minds project), and 128 benefitted from support through groups. In total during the year we helped 316 children to thrive. Our volunteers, and the staff who support them, are the backbone of our work and no report on our activities can be made without expressing our enormous appreciation to them for their dedication and professionalism, especially during what was a challenging year for everyone.

Financial Report

Against our expectations in this first year of the Coronavirus (Covid-19) pandemic, our total income again rose substantially, from £215,879 to £319,431, the increase of 48% being largely as a result of Oxford Community Foundation's funding of two new projects (Growing Minds and Step Change), full year's funding for our BBC Children in Need project, a legacy of £15,000, and substantially increased restricted grants received from a number of charitable trusts. The National Lottery Community Fund continued to be one of our major funders both in support of our personal family support work as well as in providing funds for IT equipment for both our staff and supported families.

It was particularly gratifying to receive a substantial legacy from a former supporter, and we will be exploring how best to bring this way of helping us to wider attention within the local community.

To put the increase in our income, and associated ability to provide support, into perspective, our total revenue of £319,431 is 275% of the same figure 5 years ago (2015-16: £85,101). In keeping with the aims of one of our funders (StepChange), we are laying the foundations of a major change in our size and ability to provide support for local families. Progress was unfortunately delayed by the Covid pandemic which materially restricted our ability to recruit the staff we sought, visit families personally (one of our unique and much-valued services) and run the increasingly popular parent and child play groups. The continuing challenge now is to make this higher level of income sustainable, and to ensure that we can provide commensurately higher amounts of support to local families. Since the end of the financial year, we have successfully recruited more family support staff and are busy seeking administrative and fund-raising staff at the time of writing. (November 2021).

Not surprisingly, total expenses also rose, although by a lot less than income. They totalled £219,000 (2020: £192,000), mainly through increased expenditure on staff, (both new staff and increased working hours of existing staff).

Home-Start Oxford

The Report of the Trustees for the year ended 31 March 2021

Financial Report (cont.)

The resulting surplus for the year of £100,776 (2019-20: £24,242) allowed us to strengthen our year-end reserves to £198,365 (2019-20: £97,589). The unrestricted reserves represent just over 72% of the year's expenses, which provides some security against our expectation of future financial uncertainty and income volatility, aggravated not least by the Covid pandemic. We are also anticipating an increase in expenses as our family visiting and baby groups support services gradually return to 'normal'.

Part of our increased revenue was received through the generosity of charitable trusts and other donors responding to the Covid pandemic by distributing funds which might otherwise have been available for the future. We were fortunate to receive some of these, but realise that one effect might be a reduction in, or increased competition for, future funding.

Risk Assessment

The trustees recognise and accept their responsibility for ensuring that the risks to which the charitable company is exposed are reviewed and steps taken to mitigate potential damage by use of appropriate preventative controls and corrective actions. Trustees are aware of the Charities Statement of Recommended Practice (SORP) and accept the requirement, in relation to all aspects of their work, for regular assessments of operating strengths and weakness. To this end the risk management strategy comprises an annual review of the risks which the charity may face, the establishment of systems and procedures to mitigate those risks identified; and the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.

Reserves Policy

The trustees have reviewed the level of the charity's reserves which are freely available for financing continuing operations. The trustees consider that unrestricted reserves adequate to meet the charity's immediate commitments, and in addition an amount of approximately 3 months' operating expenses is the practical minimum in order to protect the continued existence of the charity and ensure that obligations of current service users can be safely fulfilled. In the current situation of extreme financial uncertainty, however, unrestricted reserves of at least 6 months' operating expenditure are felt to be more appropriate to ensure that obligations to current service users can be safely met.

At 31.3.21, total unrestricted reserves:	£178,309
Prior commitments (potential redundancy payments and project funding)	-19,370
Unrestricted, uncommitted reserves	<u>£158,939</u>
Total expenditure 2020-21	£218,655

Investment policy

All funds are held in current or interest-bearing bank accounts.

The Report of the Trustees for the year ended 31 March 2021

Trustees' responsibilities statement

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015.

Company and Charity Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those 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;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts 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 of fraud and other irregularities.

The trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining and ensuring that, on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

Method of preparation of accounts

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, and in accordance with the Financial Reporting Standard 102, (effective 1 January 2016.)

These financial statements have been prepared in accordance with the provisions in part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

This report was approved by the trustees on the 30th November, 2021, and signed on their behalf, by



Douglas Keir
Director and Trustee
30 November 2021

Home-Start Oxford

Independent Examiner's Report for the year ended 31 March 2021

I report on the financial statements of the company for the year ended 31 March 2021, which are set out on pages 2 - 22.

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 financial statements. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

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

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

Basis of independent examiner's report

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

Independent examiner's statement

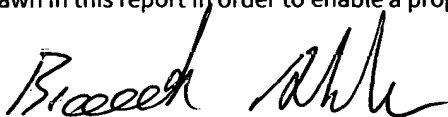
In connection with my examination, no matter has come to my attention:

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
- to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- the financial statements have not been prepared in accordance with the Charities SORP (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.

Signed:



Dated:

21/12/2021

Brook Alder

Alder Demain & Akers Ltd

2 St Michael's Court, Southmoor

Oxfordshire, OX13 5HR

Home-Start Oxford
Statement of Financial Activities for the year ended 31 March 2021

		Unrestricted Funds	Restricted funds	Total Funds	Total Funds
	Notes	2021 £	2021 £	2021 £	2020 £
Incoming resources					
Incoming resources from generated funds					
Voluntary Income		85,383	33,147	118,531	70,325
Activities for generating funds		2,147	-	2,147	4,146
Investment Income	5	295	-	295	494
Incoming resources from charitable activities		-	198,459	198,459	140,914
Total incoming resources		87,825	231,606	319,431	215,879
Resources expended					
Fund-raising costs		12,224	3,215	15,439	14,319
Costs of charitable activities		-3,714	110,584	106,870	102,605
Support costs		287	91,509	91,795	70,842
Governance costs		-	4,551	4,551	3,872
Total resources expended		8,797	209,858	218,655	191,637
Net incoming resources before transfers between funds		79,028	21,749	100,776	24,242
Gross transfers between funds	11			-	-
Net incoming resources before other recognised gains and losses		79,028	21,749	100,776	24,242
Other gains and losses		-	-	-	-
Net movement in funds	3	79,028	21,749	100,776	24,242
Reconciliation of funds					
Total funds brought forward		99,281	-1,692	97,589	73,347
Total funds carried forward		178,309	20,056	198,365	97,589

The notes on pages 13-19 form an integral part of these accounts
All activities derive from continuing operations.

Home-Start Oxford
Statement of Financial Activities for the year ended 31 March 2021
Prior year's figures

		Unrestricted Funds	Restricted funds	Total Funds
	Notes	2020 £	2020 £	2020 £
Incoming resources				
<i>Incoming resources from generated funds</i>				
<i>Voluntary Income</i>		54,082	16,243	70,325
<i>Activities for generating funds</i>		4,146	-	4,146
<i>Investment Income</i>	5	494	-	494
<i>Incoming resources from charitable activities</i>		300	140,614	140,914
Total incoming resources		<u>59,022</u>	<u>156,857</u>	<u>215,879</u>
Resources expended				
<i>Fund-raising costs</i>		14,319	-	14,319
<i>Costs of charitable activities</i>		819	101,785	102,605
<i>Support costs</i>		16,368	54,474	70,842
<i>Governance costs</i>		248	3,624	3,872
Total resources expended		<u>31,754</u>	<u>159,883</u>	<u>191,637</u>
Net incoming resources before transfers between funds		<u>27,268</u>	<u>-3,026</u>	<u>24,242</u>
Gross transfers between funds	11	6,036	-6,036	-
Net incoming resources before other recognised gains and losses		<u>33,304</u>	<u>-9,062</u>	<u>24,242</u>
Other gains and losses		-	-	-
Net movement in funds	3	<u>33,304</u>	<u>-9,062</u>	<u>24,242</u>
Reconciliation of funds				
<i>Total funds brought forward</i>		65,977	7,370	73,347
Total funds carried forward		<u>99,281</u>	<u>-1,692</u>	<u>97,589</u>

The notes on pages 13-19 form an integral part of these accounts.
All activities derive from continuing operations.

Home-Start Oxford
Statement of Financial Activities for the year ended 31 March 2021

Income and Expenditure Account as required by the Companies Act for the year ended 31 March 2021

	2021	2020
	£	£
Turnover	319,137	215,385
Direct costs of turnover	122,309	116,924
Gross Surplus	<u>196,828</u>	<u>98,461</u>
Administration and Governance costs	96,346	74,687
Operating surplus / deficit	<u>100,482</u>	<u>23,774</u>
Interest receivable	295	494
Interest payable	0	27
Surplus/deficit on ordinary activities before tax	<u>100,776</u>	<u>24,242</u>
Surplus/deficit for the year	<u>100,776</u>	<u>24,242</u>
Retained surplus/deficit for the financial year	<u>100,776</u>	<u>24,242</u>

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the income and expenditure account have been adapted to reflect the special nature of the charity's activities.

The notes on pages 13-19 form an integral part of these accounts

Home-Start Oxford
Statement of Financial Activities for the year ended 31 March 2021

Statement of Total Recognised Gains and Losses
for the year ended 31 March 2021

	2021	2020
	£	£
Surplus/deficit of income over expenditure before realisation of assets	100,776	24,242
	<u>100,776</u>	<u>24,242</u>
Grants for the acquisition of fixed assets	-	-
Net movement in Funds	<u>100,776</u>	<u>24,242</u>

Movements in revenue and capital funds
for the year ended 31 March 2021

	Unrestricted Funds	Restricted funds	Total Funds	Total Funds
	2021	2021	2021	2020
	£	£	£	£
Accumulated funds brought forward	99,281	-1,692	97,589	73,347
Recognised gains and losses before transfers	79,028	21,749	100,776	24,242
Transfer between Funds	-	-	-	-
Accumulated funds carried forward	<u>178,309</u>	<u>20,056</u>	<u>198,365</u>	<u>97,589</u>
being				
Accumulated Revenue Fund	178,309	20,056	198,365	97,589
Fixed Asset Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	178,309	20,056	198,365	97,589

Home-Start Oxford

Balance Sheet as at 31st March 2021

	Note	2021 £	2020 £
Fixed Assets			
Tangible assets	10	3,903	2,967
Current Assets			
Debtors & prepayments	8	1,126	1,619
Cash at bank and in hand		223,298	135,132
Total current assets		<u>224,424</u>	<u>136,751</u>
Current liabilities			
amounts due within one year	9	<u>-29,962</u>	<u>-42,129</u>
Net Current Assets		194,463	94,622
Total assets less liabilities		<u>198,365</u>	<u>97,589</u>
Net Assets		<u>198,365</u>	<u>97,589</u>
Charity funds			
Unrestricted funds		178,309	99,280
Restricted funds		20,056	- 1,691
		<u>198,365</u>	<u>97,589</u>

The financial statements have been prepared in accordance with the provisions relating to companies subject to the small companies regime part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities.

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

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 7.

The financial statements have been prepared in accordance with the provisions in part 15 of the Companies Act 2006 applicable to companies subject to the small company regime.

The financial statements were approved by the trustees on 30th November 2021 and signed on their behalf by:



Douglas Keir (Trustee and Director)

The notes on pages 13-19 form an integral part of these accounts

Home-Start Oxford
Notes to the accounts
for the year ended 31 March 2021

1. ACCOUNTING POLICIES

Basis of preparation of the accounts

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, and all other applicable accounting standards, as modified by the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005. The accounts have been drawn up in accordance with the provisions of the Charities Act and the Companies Act.

In so far as the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005 requires compliance with specific Financial Reporting Standards other than the FRSSE then the specific Financial Reporting Standards have been followed where their requirements differ from those of the FRSSE.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

The particular accounting policies adopted are set out below.

Risks and future assumptions

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

Accounting convention

The financial statements are prepared on a going concern basis, under the historical cost convention as modified by the revaluation of freehold land and buildings and fixed asset investments.

The charity is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid.

Incoming Resources

Incoming resources are accounted for on a receivable basis, but will be deferred where appropriate in line with the policy stated below.

Investment Income

Bank Interest received is included on an actual receipts basis.

Home-Start Oxford
Notes to the accounts
for the year ended 31 March 2021

1. ACCOUNTING POLICIES - CONTINUED

Deferred income

In accordance with the Statement of Recommended Practice for Accounting and Reporting (effective April 2005) issued by the Charity Commissioners for England & Wales grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

Recognition of liabilities

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting (effective April 2005) issued by the Charity Commissioners for England & Wales .

Resources Expended

The policy for including items within the relevant activity of categories of resources expended is that the direct costs of providing services to beneficiaries, the training and support of volunteers and the salary and pension costs of employees involved in facilitating the above are shown as being the costs of charitable activities.

All other costs are the indirect costs of running the charity and are shown as governance and management and administration. Specific statutory governance costs are shown separately on page 20 from other administration costs. Employees whose role is partly directly charitable and partly management and administration are apportioned on the basis of the hours worked on each area and the financial effect disclosed in the notes to the accounts.

Fixed assets and depreciation

All tangible fixed assets, except freehold land and buildings, are stated at cost less depreciation. Freehold land and buildings, where held, are stated at a valuation arrived at by a professionally qualified firm of valuers, who valued the assets on the basis of open market value in current use.

Items of less than £1,000 are not capitalised.

Depreciation has been provided at the following rates in order to write off the assets (less their expected residual value) over their estimated useful economic lives.

Plant and machinery 25% straight line

A regular annual review of the likelihood of asset impairment is undertaken.

Home-Start Oxford
Notes to the accounts
for the year ended 31 March 2021

1. ACCOUNTING POLICIES - CONTINUED

Capital grants

The board of trustees consider that, in order to comply with the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales (effective October 2005), gifts of tangible fixed assets or grants of a capital nature given for specific purposes and fully utilised in the furtherance of the objects of the charity should be credited to the relevant fixed asset fund after the sums have been properly expended on the restricted purpose. The related asset is shown in the balance sheet at the full cost of acquisition or subsequent revaluation.

If the related assets are subject to restrictions by the grant making organisation on their use and disposal, then these restrictions are noted in the fixed asset section of these accounts. In such circumstances, the fixed asset fund created is treated as a restricted fixed asset fund. As the related assets are depreciated, then a transfer is made from restricted fixed asset funds to unrestricted revenue reserves to reflect the diminution in the asset subject to the restriction.

If the related assets are not subject to restrictions by the grant making organisation on their use and disposal, then the fixed asset fund created is treated as a designated fixed asset fund. As the related assets are depreciated, then a transfer is made from designated fixed asset funds to unrestricted revenue reserves to reflect the diminution in the asset.

Any residual liability to the donor arising from, for example, the asset's future sale, is disclosed as a contingent liability unless the event that would trigger repayment of the grant becomes probable in which case a liability for repayment is recognised.

Insofar as this policy relates to Government grants and to the extent that it may be a departure from the Statement of Standard Accounting Practice Number 4, such departure is justified on the basis that it is in order to comply with the Statement of Recommended Practice for Accounting and Reporting (effective April 2005) issued by the Charity Commissioners for England & Wales.

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

Funds structure policy

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

Home-Start Oxford
Notes to the accounts
for the year ended 31 March 2021

1 ACCOUNTING POLICIES - CONTINUED

Funds structure policy (continued)

A fixed asset fund is maintained which represents the written down value of tangible fixed assets, and is divided into a restricted fixed asset fund representing the written down value of those assets subject to restrictions, with the balance being in a designated fund representing the written down value of those assets free of restrictions. The detailed operation of these funds is described under the accounting policy 'Capital grants'.

Any surplus on a Restricted Fund which has ceased and where the donor has confirmed full completion with the service criteria and which relates to estimated apportionment of charitable or governance and administration costs will be transferred to the Unrestricted Fund to support the remaining costs and disclosed in the notes to the accounts.

2 WINDING UP OR DISSOLUTION OF THE CHARITY

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debt and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

3 SURPLUS FOR THE FINANCIAL YEAR

	2021	2020
	£	£
This is stated after crediting		
Income from ordinary activities	319,431	215,879
and after charging:-		
Depreciation of owned fixed assets	180	-
Indemnity Insurance for trustees and employees	767	729

Funds belonging to the charity have been used for the purchase of insurance to protect the charity from loss arising from the neglect or defaults of its trustees, employees or agents, or to indemnify its trustees, employees or agents, against the consequences of any neglect or default on their part.

4 STATEMENT THAT NO FEES WERE PAID TO TRUSTEES OR CONNECTED PERSONS

There were no fees or other remuneration paid to trustees. Trustees' training and business-related travel and other expenses were paid.

5 INVESTMENT INCOME

	2021	2020
	£	£
Other bank deposit interest received	295	494

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Notes to the Accounts
for the year ended 31 March 2021

6 DEFERRED INCOMING RESOURCES & RESERVES - RESTRICTED FUNDS

	Opening deferrals	Released from prior years	Gross Income received	Additional deferrals	Closing deferrals
Restricted Funds	£	£	£	£	£
Awards for All	5,000	-	5,000	-	-
Bartlett Taylor	-	-	1,000	1,000	1,000
Batchworth Trust	10,000	-	10,000	5,000	5,000
BBC Children in Need	4,221	-	4,221	4,347	4,347
Gregg's	2,000	-	2,000	-	-
Home-Start UK	-	-	16,960	3,960	3,960
Nat'l Lottery Comm. Fund	4,302	-	4,302	4,066	4,066
Oxford Community Foundation	6,038	-	6,038	-	-
St. Michael's & All Saints	-	-	10,500	3,000	3,000
Tambour Trust	6,250	-	6,250	-	-
Total (Restricted Funds)	37,811	-	37,811	21,373	21,373

	2021	2020
	£	£
These deferrals are included in creditors	<u>21,373</u>	<u>37,811</u>

The deferrals included in creditors relate to those grants and donations specified by the donors as relating to specific periods and represent those parts of the grants or donations which relate to periods subsequent to the accounting year-end and are treated as grants in advance, or alternatively where there are conditions which must be fulfilled prior to entitlement or use of the grant or donation by the charity.

7 STAFF COSTS AND EMOLUMENTS

	2021	2020
	£	£
Gross salaries	161,527	125,551
Employer's National Insurance	10,222	7,464
Employer's Pension Contributions	3,757	2,916
	<u>175,506</u>	<u>135,930</u>
	2021	2020
Number of full time employees or full-time equivalents	6.2	5.0

There were no employees that received remuneration amounting to more than £60,000 per annum.

The charity has a closed, auto-enrolment non-compliant, defined contribution pension scheme. An auto-enrolment compliant, defined contribution, pension scheme open to new members was set up in 2016. The assets of both schemes are held separately from the assets of the charity, being invested with an insurance company and a master trust pension fund respectively. Pension costs charged in the SOFA represent the contributions payable by the charity in the year.

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Notes to the Accounts
for the year ended 31 March 2021

8 DEBTORS	2021 £	2020 £
Trade debtors	-	-
Other debtors	-13	-
Prepaid expenses	1,139	1,619
	<u>1,126</u>	<u>1,619</u>

9 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2021 £	2020 £
Other creditors	-	-
Accrued expenses	5,919	1,499
PAYE and NI	-	-
Pension Contributions	-	-
Copier lease creditor	2,225	2,818
Deferred income and grants in advance (see note 6)	21,373	37,811
	<u>29,517</u>	<u>42,129</u>

10 TANGIBLE FIXED ASSETS

	2021 Office Equipment £	2020 Office Equipment £
Cost		
At 1 April 2020	22,561	19,594
Additions	1,828	2,967
At 31 March 2021	<u>24,389</u>	<u>22,561</u>
Depreciation		
At 1 April 2020	19,594	19,594
Charge for the year	892	-
At 31 March 2021	<u>20,486</u>	<u>19,594</u>
 NBV at 31 March 2020	 2,967	 -
NBV at 31 March 2021	3,903	-

The Net Book Values above represent the whole of the assets, however funded.

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Notes to the Accounts
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11 PARTICULARS OF INDIVIDUAL FUNDS AND ANALYSIS OF ASSETS AND LIABILITIES REPRESENTING FUNDS AT 31 MARCH 2021

At 31 March 2021	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	3,903	-	-	3,903
Net current assets	174,406	0	20,056	194,463
Total Funds	178,309	0	20,056	198,365

The individual funds included above are:-

	Funds at 1 April 2020	Net resources	Transfers	Funds at 31 March 2021
	£	£	£	£
Restricted funds				
Batchworth Trust	-	6,098		6,098
BBC Children in Need	-	1,019		1,019
City of Oxford Charity	33	-		33
Holywell PCC	322	-	-	322
National Lottery Awards for All	-	1,000		1,000
National Lottery Community Fund	-	2,002		2,002
St Mary Magdalen Parish Charities	55	81		135
Oxfordshire Comm. Found'n Growing Minds	-2,102	8,905		6,802
Oxfordshire Comm. Found'n Step Change	-	2,645		2,645
Unrestricted Fund	99,281	79,028		178,309
TOTAL CHARITY FUNDS	97,589	93,660	0	198,365

12 ENDOWMENT FUNDS

The Charity had no endowment funds in the year ended 31 March 2021.

13 SHARE CAPITAL

The charity is incorporated under the Companies Act 2006 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding one pound as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

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Notes to the Accounts
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Status of this schedule to the Statement of Financial Activities

The schedules on the following pages are required by the disclosure requirements of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005

As such, they form a part of the accounts required by the Charities (Accounts and Reports) Regulations 2008.

They do not form a part of the accounts required by the provisions of the Companies Acts, but to some extent they may duplicate information found elsewhere in the accounts.

INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	2021 Total Funds	2020 Total Funds
	£	£	£	£
Incoming resources from generated funds				
Voluntary income	12,056	-	12,056	49,701
Legacy	15,808	-	15,808	
Furlough	2,953	-	2,953	
Donations from Trusts and Corporate bodies	54,527	33,147	87,674	19,689
Total	85,345	33,147	118,492	69,390
Gifts in kind, donated services and facilities				
Donated volunteer expenses	38	-	38	935
Total	38	-	38	935
Total voluntary income	85,383	33,147	118,531	70,325
Activities for generating funds				
Fund-raising activities	2,147	-	2,147	4,146
Total of Activities for generating funds	2,147	-	2,147	4,146
Investment income				
Bank interest received	295	-	295	494
Total Investment Income	295	-	295	494
Incoming resources from charitable activities				
Service related grants: charitable services to beneficiaries	-	198,459	198,459	140,914
Total Incoming resources from charitable activities	0	198,459	198,459	140,914
Total incoming resources	87,825	231,606	319,431	215,879

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Notes to the Accounts
for the year ended 31 March 2021

RESOURCES EXPENDED

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2021	2021	2021	2020
	£	£	£	£
Cost of generating funds				
Cost of fundraising activities	12,224	3,215	15,439	14,319
	12,224	3,215	15,439	14,319
Cost of charitable activities				
Gross wages and salaries including pensions	-4,000	97,765	93,765	75,979
Employee Recruitment Costs	-	459	459	1,052
Travel and Subsistence - Employees	78	3,151	3,229	3,940
Volunteer Recruitment	-	739	739	2,495
Training and Preparation Courses	-	3,508	3,508	5,092
Volunteer Travel and Subsistence	21	467	489	3,843
Events and Outings for Beneficiaries	-	1,076	1,076	20
Direct support for families	-	3,146	3,146	1,450
Venues and equipment for drop-in groups	55	164	220	3,347
Safe Harbour Domestic Abuse Project: other expens	132	108	240	5,387
	-3,714	110,584	106,870	102,605

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Notes to the Accounts
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RESOURCES EXPENDED (CONTINUED)

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2021	2021	2021	2020
	£	£	£	£
Governance and Support Costs				
Specific Statutory and Governance Costs				
Trustees' expenses	-	60	60	292
Affiliation Fees	-	3,886	3,886	3,046
Other fees	-	35	35	35
AGM and annual report	-	570	570	499
	0	4,551	4,551	3,872
Support costs				
Employee costs:				
Gross salaries and pensions - support staff	-	62,363	62,363	41,186
Employee sundry costs	-	215	215	-
Training	-	145	145	-
Premises costs				
Rent payable		5,440	5,440	5767.54
insurance	-12	1,003	991	929
cleaning	1	-	1	-
Premises repair and maintenance	-	-	-	-
General administrative expenses:				
Telephone, internet, website	-	6,570	6,570	2,979
Stationery, postage, printing and advertising	185	1,332	1,517	529
Subscriptions	-	65	65	0
Small equipment and IT expenses and support	- 875	13,454	12,579	18,683
Copier lease interest	133	-	133	27
Depreciation	712	180	892	
Bank charges	-	74	74	60
Payroll agency	108	540	648	594
Project review costs	-	-	-	-
Sundry expenses	35	129	163	87
	287	91,508	91,795	70,842