

Registered Charity Number  
1108612

Registered Company Number  
05375011

**HOME-START OXFORD**

**REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**

## **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)  
Mariam Iqbal

**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**

26 Kingfisher Green  
Oxford OX4 7BX  
Telephone 01865 779991

**Charity Registered number**

1108612

**Company Registered Number**

5375011

**Employees**

**Chief Executive**

Katharine Barber

**Senior Co-ordinator**

Karen Porter

**Head of Family Support**

Kerry Center

**Family Co-ordinators**

Wendy Aldiss

Charlie Payne (from September 2021)

**Witney Family Group Co-ordinator**

Jan Chrystal (from September 2021)

**Family Support Worker**

Aline Terres

**Inclusion Co-ordinator**

Suffia Hussain (from Nov 21)

**Office Manager**

Melanie Mortimer

**Admin Assistant**

Gunilla Hickmott (from Jan 22)

**Fundraiser**

Zena Forster

**Community Fundraiser**

Paula Snow (from Jan 22)

**Growing Minds Co-ordinator**

Lucy White

**Communications Manager**

Alaine O'Brian (from Sept 22)

**The Report of the Trustees for the year ended 31 March 2022**

**Introduction**

The trustees have pleasure in submitting their report and the financial statements for the year ended 31 March 2022

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 2022**

### **Summary of Activities**

#### **Coming out of Covid**

Although Covid restrictions eased and then ended in Spring-Summer 2021, the true impact of the pandemic for babies, toddlers and parents in lockdown, has only truly come to light during this financial year.

We have seen widespread anxiety and entrenched isolation, families needing our support for longer and a need for more proactive work to reach more vulnerable families. In response, we have started to offer outreach, in addition to 1:1 home-based support and groups.

We have also hired an Inclusion Coordinator who has created the Mum's Mindful Haven group, as a small, nurturing space for mums, babies and toddlers in Blackbird Leys.

Home-Start's home-visiting support to families is the core of our service, provided by our volunteers. They are a precious and valued group of individuals, who each give 2 or more hours a week to visit a family. We are so grateful to our team of 51 volunteers.

In addition, since 2006, our Family Support Worker role has helped us offer home-based support to children and families whose needs may be especially complex.

We now have a comprehensive group programme, including 3-4 weekly sessions, including a baby group and Stay and Plays for 0-5s, in Witney. In Oxford, we run 2 weekly sessions as part of Growing Minds in Littlemore, and now also Mum's Mindful Haven in Blackbird Leys.

230 families signed up to Growing Minds in Littlemore. Our role involves contact with every family to involve them in various Growing Minds activities. We've linked with the Oxford Food Hub, to create healthy food bags with a recipe suggestion that families can take home from the Stay and Play.

We continued to coordinate the Oxfordshire Early Years Network, which we created in 2020 with partner charity Viva Doorsteps. Through the network we've provided peer support, and a platform to share expertise across voluntary, community and faith groups. The network has 150+ members and has helped us underline the needs of families in the earliest years to the Local Authority and other key players.

Our Annual Report and website provide detailed information about the activities mentioned above, as well as much more, and can be accessed at: <https://homestartoxford.org.uk/annual-report-2021-22/>

#### **Financial Report**

Reflecting back to 1920-21, the first year of Covid, we saw a 48% increase of income to £319,431. Charitable trusts, companies and individuals all responded to the increased vulnerability in many sectors of the population by increasing and accelerating donations and grants. Perhaps not surprisingly, in this past year, 2021-22, with the Covid pandemic continuing to be very significant, we saw a reduction of 15% in our income to £270,506. It might be noted that this is still considerably above the pre-Covid figure of £215,879 in 2019-20. Almost all the 15% reduction can be attributed to the ending of our Oxfordshire Consortium 3-year National Lottery grant in October 2021. Regretfully, our application to renew it in 2022 was unsuccessful.

## Home-Start Oxford

### The Report of the Trustees for the year ended 31 March 2022

#### Financial Report (cont.)

Total expenses for 2021-22 rose by 5% from £218,655 to £230,975. Within that figure, total salary costs, including National Insurance and pensions, increased from £175,506 to £192,496: this was solely due to the increased numbers of staff recruited during the year to allow the scheme to continue providing the higher levels of family support needed by the local community and which had been building in recent years. Other expenses reduced: lower premises and office admin costs while working from home became necessary; as well as lower travel costs for both staff and volunteers.

The result of the reduced income and higher expenses still led to a surplus of £39,531 compared to one of £100,776 the year before, and increased total reserves of £237,896 (2021: £198,365), of which £218,187 were unrestricted and uncommitted. This represents 94% of total expenses for the year.

#### 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 31.3.22, total unrestricted reserves:	£234,271
Prior commitments (potential redundancy payments and project funding)	-16,084
Unrestricted, uncommitted reserves	<u>£218,187</u>
Total expenditure 2021-22	£230,975

#### Investment policy

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

**The Report of the Trustees for the year ended 31 March 2022**

**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 16/12/21 and signed on their behalf, by



**Douglas Keir**  
**Director and Trustee**

.....

**Independent Examiner's Report for the year ended 31 March 2022**

I report on the financial statements of the company for the year ended 31 March 2022, 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:

16/10/2022

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**

		<b>Unrestricted Funds</b>	<b>Restricted funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	<b>Notes</b>	<b>2022 £</b>	<b>2022 £</b>	<b>2022 £</b>	<b>2021 £</b>
<b>Incoming resources</b>					
<b><i>Incoming resources from generated funds</i></b>					
<i>Voluntary Income</i>		80,776	58,208	138,983	118,531
<i>Activities for generating funds</i>		5,696	-	5,696	2,147
<i>Investment Income</i>	5	90	-	90	295
<i>Incoming resources from charitable activities</i>		-	125,737	125,737	198,459
<b>Total incoming resources</b>		<b>86,561</b>	<b>183,945</b>	<b>270,506</b>	<b>319,431</b>
<b>Resources expended</b>					
<i>Fund-raising costs</i>		25,929	205	26,134	15,439
<i>Costs of charitable activities</i>		4,670	200,171	204,841	203,216
<b>Total resources expended</b>		<b>30,599</b>	<b>200,376</b>	<b>230,975</b>	<b>218,655</b>
<b>Net incoming resources before transfers between funds</b>		<b>55,962</b>	<b>-16,431</b>	<b>39,531</b>	<b>100,776</b>
<b>Gross transfers between funds</b>	11			-	-
<b>Net incoming resources before other recognised gains and losses</b>		<b>55,962</b>	<b>-16,431</b>	<b>39,531</b>	<b>100,776</b>
<b>Other gains and losses</b>		-	-	-	-
<b>Net movement in funds</b>	3	<b>55,962</b>	<b>-16,431</b>	<b>39,531</b>	<b>100,776</b>
<b>Reconciliation of funds</b>					
<b><i>Total funds brought forward</i></b>		<b>178,309</b>	<b>20,056</b>	<b>198,365</b>	<b>97,589</b>
<b>Total funds carried forward</b>		<b>234,271</b>	<b>3,625</b>	<b>237,896</b>	<b>198,365</b>

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	2021 £	2021 £	2021 £
<b>Incoming resources</b>				
<b><i>Incoming resources from generated funds</i></b>				
<i>Voluntary Income</i>		85,383	33,147	118,531
<i>Activities for generating funds</i>		2,147	-	2,147
<i>Investment Income</i>	5	295	-	295
<i>Incoming resources from charitable activities</i>		0	198,459	198,459
<b>Total incoming resources</b>		<b>87,825</b>	<b>231,606</b>	<b>319,431</b>
<b>Resources expended</b>				
<i>Fund-raising costs</i>		12,224	3,215	15,439
<i>Costs of charitable activities</i>		-3,427	206,643	203,216
<b>Total resources expended</b>		<b>8,797</b>	<b>209,858</b>	<b>218,655</b>
<b>Net incoming resources before transfers between funds</b>		<b>79,028</b>	<b>21,749</b>	<b>100,776</b>
<b>Gross transfers between funds</b>	11			-
<b>Net incoming resources before other recognised gains and losses</b>		<b>79,028</b>	<b>21,749</b>	<b>100,776</b>
<b>Other gains and losses</b>		-	-	-
<b>Net movement in funds</b>	3	<b>79,028</b>	<b>21,749</b>	<b>100,776</b>
<b>Reconciliation of funds</b>				
<b><i>Total funds brought forward</i></b>		<b>99,281</b>	<b>-1,692</b>	<b>97,589</b>
<b>Total funds carried forward</b>		<b>178,309</b>	<b>20,056</b>	<b>198,365</b>

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 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>	270,417	319,137
Costs of turnover	230,975	218,655
<b>Operating surplus / deficit</b>	<u>39,441</u>	<u>100,482</u>
Interest receivable	90	295
Interest payable	0	0
<b>Surplus/deficit on ordinary activities before tax</b>	<u>39,531</u>	<u>100,776</u>
<b>Surplus/deficit for the year</b>	<u>39,531</u>	<u>100,776</u>
<b>Retained surplus/deficit for the financial year</b>	<u>39,531</u>	<u>100,776</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 2022**

	2022	2021
	£	£
Surplus/deficit of income over expenditure before realisation of assets	39,531	100,776
	<u>39,531</u>	<u>100,776</u>
Grants for the acquisition of fixed assets	-	-
<b>Net movement in Funds</b>	<u>39,531</u>	<u>100,776</u>

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

	Unrestricted Funds	Restricted funds	Total Funds	Total Funds
	2022	2022	2022	2021
	£	£	£	£
Accumulated funds brought forward	178,309	20,056	198,365	97,589
Recognised gains and losses before transfers	55,962	-16,431	39,531	100,776
Transfer between Funds	-	-	-	-
<b>Accumulated funds carried forward</b>	<u>234,271</u>	<u>3,625</u>	<u>237,896</u>	<u>198,365</u>
being				
Accumulated Revenue Fund	234,271	3,625	237,896	198,365
Fixed Asset Fund	-	-	-	-
	<u>234,271</u>	<u>3,625</u>	<u>237,896</u>	<u>198,365</u>

## Home-Start Oxford

### Balance Sheet as at 31st March 2022

	Note	2022 £	2021 £
<b>Fixed Assets</b>			
Tangible assets	10	7,334	3,903
<b>Current Assets</b>			
Debtors & prepayments	8	886	1,126
Cash at bank and in hand		274,298	223,298
<b>Total current assets</b>		<u>275,184</u>	<u>224,424</u>
<b>Current liabilities</b>			
amounts due within one year	9	<u>-44,621</u>	<u>-29,962</u>
<b>Net Current Assets</b>		230,562	194,463
<b>Total assets less liabilities</b>		<u>237,896</u>	<u>198,365</u>
<b>Net Assets</b>		<u><u>237,896</u></u>	<u><u>198,365</u></u>
<b>Charity funds</b>			
Unrestricted funds		234,271	178,309
Restricted funds		3,625	20,056
		<u>237,896</u>	<u>198,365</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 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 16th October 2022 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**

With the exception of fund-raising, all the activities of the company are considered to be charitable activities, and, as such, the costs have been aggregated in the income statement. This includes 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, including those related to the management and governance of the organisation. A break-down of these costs is given 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**

	2022	2021
	£	£
This is stated after crediting		
Income from ordinary activities	270,506	319,431
and after charging:-		
Depreciation of owned fixed assets	1,202	892
Indemnity Insurance for trustees and employees	720	767

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**

	2022	2021
	£	£
Other bank deposit interest received	90	295

**Home-Start Oxford**  
**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
<b>Restricted Funds</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bartlett Taylor	1,000	-	1,000	333	333
Batchworth Trust	5,000	-	5,000	10,833	10,833
BBC Children in Need	4,347	-	4,347	4,476	4,476
Home-Start UK	3,960	-	3,960	9,779	9,779
Nat'l Lottery Comm. Fund	4,066	-	4,066	-	-
Oxford Community Foundation	-	-	4,690	8,930	8,930
St. Michael's & All Saints	3,000	-	3,000	-	-
Witney Town Council	-	-	9,318	6,988	6,988
<b>Total (Restricted Funds)</b>	<b>21,373</b>	<b>-</b>	<b>21,373</b>	<b>41,340</b>	<b>41,340</b>

	2022	2021
	£	£
These deferrals are included in creditors	41,340	21,373

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**

	2022	2021
	£	£
Gross salaries	180,240	161,527
Employer's National Insurance	6,891	6,222
Employer's Pension Contributions	5,365	3,757
	<u>192,496</u>	<u>175,506</u>
	2022	2021
<b>Number of full time employees or full-time equivalents</b>	8.1	6.2

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

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

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

<b>8 DEBTORS</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade debtors	-	-
Other debtors	-	- 13
Prepaid expenses	886	1,139
	<u>886</u>	<u>1,126</u>

<b>9 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Other creditors	-	-
Accrued expenses	1,324	5,919
PAYE and NI	-	-
Pension Contributions	-	-
Copier lease creditor	1,958	2,670
Deferred income and grants in advance (see note 6)	41,339	21,373
	<u>44,621</u>	<u>29,962</u>

**10 TANGIBLE FIXED ASSETS**

	<b>2022 Office Equipment £</b>	<b>2021 Office Equipment £</b>
<b>Cost</b>		
At 1 April 2021	24,389	22,561
Additions	<u>4,634</u>	<u>1,828</u>
At 31 March 2022	<u>29,022</u>	<u>24,389</u>
<b>Depreciation</b>		
At 1 April 2021	20,486	19,594
Charge for the year	<u>1,202</u>	<u>892</u>
At 31 March 2022	<u>21,688</u>	<u>20,486</u>
 NBV at 31 March 2021	 3,903	 2,967
NBV at 31 March 2022	7,334	3,903

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

**Home-Start Oxford**  
**Notes to the Accounts**  
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**11 PARTICULARS OF INDIVIDUAL FUNDS AND ANALYSIS OF ASSETS AND LIABILITIES REPRESENTING FUNDS AT 31 MARCH 2022**

At 31 March 2022	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	7,334	-	-	7,334
Net current assets	226,937	0	3,625	230,562
<b>Total Funds</b>	<b>234,271</b>	<b>0</b>	<b>3,625</b>	<b>237,896</b>

**The individual funds included above are:-**

	Funds at 1 April 2021	Net resources	Transfers	Funds at 31 March 2022
	£	£	£	£
<b>Restricted funds</b>				
Batchworth Trust	6,098	-6,098	-	0
BBC Children in Need	1,019	-1,019	-	0
City of Oxford Charity	33	-	-	33
Holywell PCC	322	322	-	0
National Lottery Awards for All	1,000	-1,000	-	0
National Lottery Community Fund	2,002	-2,002	-	0
St Mary Magdalen Parish Charities	135	26	-	161
Oxfordshire Comm. Found'n Growing Minds	6,802	-3,371	-	3,431
Oxfordshire Comm. Found'n Step Change	2,645	-2,645	-	0
<b>Unrestricted Fund</b>	<b>178,309</b>	<b>55,962</b>	<b>-</b>	<b>234,271</b>
<b>TOTAL CHARITY FUNDS</b>	<b>198,365</b>	<b>46,648</b>	<b>0</b>	<b>237,896</b>

**12 ENDOWMENT FUNDS**

The Charity had no endowment funds in the year ended 31 March 2022.

**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.

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

**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 £	2022 Total Funds £	2021 Total Funds £
Incoming resources from generated funds				
Voluntary income	12,384	-	12,384	12,056
Legacy	-	-	-	15,808
Furlough	677	-	677	2,953
Donations from Trusts and Corporate bodies	67,701	58,208	125,908	87,674
<b>Total</b>	<b>80,762</b>	<b>58,208</b>	<b>138,970</b>	<b>118,492</b>
<b>Gifts in kind, donated services and facilities</b>				
Donated volunteer expenses	14	-	14	38
<b>Total</b>	<b>14</b>	<b>-</b>	<b>14</b>	<b>38</b>
<b>Total voluntary income</b>	<b>80,776</b>	<b>58,208</b>	<b>138,983</b>	<b>118,531</b>
<b>Activities for generating funds</b>				
Fund-raising activities	5,696	-	5,696	2,147
<b>Total of Activities for generating funds</b>	<b>5,696</b>	<b>-</b>	<b>5,696</b>	<b>2,147</b>
<b>Investment income</b>				
Bank interest received	90	-	90	295
<b>Total Investment Income</b>	<b>90</b>	<b>-</b>	<b>90</b>	<b>295</b>
<b>Incoming resources from charitable activities</b>				
Service related grants: charitable services to beneficiaries	-	125,737	125,737	198,459
<b>Total Incoming resources from charitable activities</b>	<b>-</b>	<b>125,737</b>	<b>125,737</b>	<b>198,459</b>
<b>Total incoming resources</b>	<b>86,561</b>	<b>183,945</b>	<b>270,506</b>	<b>319,431</b>

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

<b>RESOURCES EXPENDED</b>	2022	Restricted Funds 2022	Total Funds 2022	Total Funds 2021
	£	£	£	£
<b>Cost of generating funds</b>				
Gross wages and salaries including pensions	25,083	205	25,288	15,439
Other / sundry	846	-	846	
	<b>25,929</b>	<b>205</b>	<b>26,134</b>	<b>15,439</b>
<b>Cost of charitable activities</b>				
<b>Staff</b>				
Salaries	1,022	166,392	167,414	156,128
Travel and Subsistence	360	5,254	5,614	2,754
Training	-	4	1,085	1,081
Recruitment	189	1,469	1,657	459
Other	50	75	125	409
<b>Volunteers</b>				
Travel and Subsistence	55	811	866	489
Training		1,957	1,957	169
Recruitment		49	49	739
Other	812	183	994	280
<b>Groups, family events &amp; beneficiaries</b>				
Venue hire		1,154	1,154	
Resources & other	132	2,632	2,764	3,511
Beneficiaries				930
<b>Premises</b>				
Rent	-2,220		-2,220	2,960
Service charges	-1,860		-1,860	2,480
Venue hire & other	320	2,020	2,340	
<b>Office / admin</b>				
IT related, incl. depreciation	197	6,814	7,011	17,257
Postage,stationery,printing,copying	350	590	940	2,016
Telecoms	2,331	1,073	3,404	3,171
Other	642	753	1,395	109
<b>Governance &amp; scheme management</b>				
Insurance		923	923	991
Fees	2,227	100	2,327	100
H-S UK Levy		5,977	5,977	3,886
Trustees costs		37	37	60
AGM, annual report	68	825	893	570
Other				264
<b>Total</b>	<b>4,670</b>	<b>200,171</b>	<b>204,841</b>	<b>203,215</b>