



Richmond, Kingston
& Hounslow

Annual Report

2020 / 2021



CHAIR'S WELCOME

I joined Home-Start in the middle of a global pandemic, and it was clear to see the additional challenges, stress and isolation this created for many of our families. We responded quickly: adapting our service model from in-person contact to telephone and digital support; we created online family groups that enabled families and children to interact, when many community services ceased to operate. We also complemented our core services with doorstep activity bag drops and provided emergency grant funding on behalf of our funders, to the families in greatest need.

Our data shows that we provided important support at a time when the needs were considerable and that our input made a positive and significant difference to the families we reached. Our family survey carried out in March 2021, revealed that 92% of the families we supported during this time recognised Home-Start's regular contact and support as a trusted presence throughout the pandemic.

Sadly, we anticipate that when we return to visiting families at home, we will see a greater need and demand for our services. Financial pressure, mental health issues and the social development of children were found to be the three main post-pandemic concerns for parents of young families, according to a new report by Home-Start UK. Our local data reveals that 76% of families also have multiple and complex needs, showing increased vulnerability.

As we move out of lockdown, our volunteers will return to working with families in their homes, but the innovations that have worked so well and provided a lifeline to many families during this period will be incorporated and run alongside our traditional model. We will continue to be there for the children and families at a time when they will need us now, more than ever.

Finally, my thanks go our dedicated staff team who have shown their resourcefulness, commitment and passion in taking care of our families, our volunteers and of each other in this challenging year.

Alison Goodbrand
Chair of Trustees

**START
BREAKING
THE SILENCE**

HOME
START
Richmond, Kingston
& Merton

To celebrate our 25th year we planned to hold several vital fundraising events. To fill the huge fundraising gap that the pandemic brought, we participated in our first digital fundraising campaign, the Big Give Christmas Challenge 2020. For this appeal we developed a campaign called, **Start Breaking the Silence**.

The campaign highlighted the core struggles that confronted the most vulnerable families. Only to be increased by the pandemic, families silently lived with isolation, mental health challenges, financial hardship and limited access to educational resources before getting help from Home-Start.

We launched the campaign with a preliminary 'Sssh' message. This was a play on Start Breaking the Silence to represent the pressures parents feel from society, family members, social media, even themselves, to keep hush and be silent about the struggles they face.

Exceeding our £10,000 target, the successful campaign raised an incredible £21,290! Thank you to all of our supporters who helped us achieve this.

THE FOUR BIGGEST CHALLENGES FACING FAMILIES

Out of the 241 families we supported during 2020/2021 many faced multiple pressures, often with little or no local family support or network to rely on.

By supporting and listening to families, we have identified four common challenges they've been facing over the last 12 months: isolation, mental health, poverty and early years education. This could be new parents struggling to cope and feeling isolated during those early months, parents experiencing emotional and mental health challenges, those living in poverty with economic instability or those feeling overwhelmed by the sudden closure of educational settings. These extreme and prolonged stresses caused by the pandemic will have a lifelong impact on families and children.

Across these four core areas of need we have seen that the families who were already struggling have been affected the most by the pandemic, with these gaps only increasing. Our research highlights that 2/3 of families we supported experienced financial instability or similar.

Isolation and Loneliness

71%

parents had limited connections between partner, family, friends



73%

families needed help accessing services and their wider community



Education

92%

pre-school and school age children supported



46%

parents worried about aiding their child's learning at home



Financial Hardship

44%

of families in receipt of benefits



67%

of families with parent unemployed



Mental & Emotional Health

85%

pandemic made parents worried about their child's future



89%

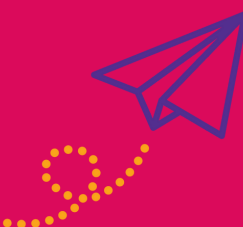
parents affected by poor emotional health



The start of Memona and Parvez's journey with us...

Memona* and her husband Parvez* have two children. They have been concerned about their older son's speech and language development and have little family support as their extended family does not live in the UK. Due to the pandemic, Parvez lost his job and the family was feeling increasingly stressed.

Their Home-Start volunteer was able to help provide support, listening to Memona's concerns and discussing ways they could help their son's development and encourage his speech. During lockdown, this support was provided over the phone and Home-Start dropped off several activity bags for the children to play with, ensuring continuity and connection with the family.



For me the human connection means a lot as we are a lonely family.

Another family supported by Home-Start

*Names have been changed for anonymity purposes.

ISING TO THE CHALLENGE

In a year like no other Home-Start delivered consistent, responsive family support to over 240 families, supporting 330 parents and 338 children who were left feeling isolated and vulnerable due to the pandemic.

The resourcefulness and adaptability of the Home-Start team meant that despite working from home, we were able to pivot to remote support, offering reliable contact and support to families consistently every week at time when they needed us most.

We worked to our strengths and also developed new and different ways of working that adhered to government guidelines and restrictions whilst also serving the needs of our families during this difficult and challenging time. Initiatives like delivering family groups digitally helped to ensure that no family felt they were on their own.

Initially we went into crisis response, pro-actively gathering and sharing information quickly on local services including mutual aid support, and access to emergency food and essentials. Weekly newsletters helped to provide trusted information as well as activities parents and children could do together at home, as months of living under lockdown took its toll.

As we listened to the worries and concerns of families and as we heard how they were being impacted by the pandemic, we adapted our support. Regular telephone check-ins were complimented by doorstep activity bags drops. Books, crafts, planting and baking kits, provided fun activities for parents and children to do together, as well as momentary face-to-face contact with parents and children. We piloted reading via video calls to support families and encourage reading and conversations at home, vital for early years development. Our March 2021 family survey revealed that 92% of families supported recognised Home-Start's regular phone calls and check-ins as a consistent and trusted presence throughout the pandemic.

Our well-established family groups met digitally, offering vital connections with other mums and toddlers whilst families were stuck indoors. This helped parents build their digital skills and confidence, whilst also providing an opportunity to share coping strategies and peer-to-peer support through this unprecedented time. In the autumn we started a new digital group for parents with new babies, providing a crucial source of information, support and reassurance during these early months.

We hugely appreciate the continued support of all of our fantastic volunteers, especially over this last year. It's been really difficult not being able to support families at home, with many volunteers also juggling their own family circumstances during this time. Volunteers have shown their resilience and adaptability through training digitally, supporting families remotely and creatively in supporting parents and children without being able to visit them at home.

Lastly, I am immensely proud of our staff team. They have been incredible in adapting and responding, rising to so many challenges along the way and overcoming them. A key strength of our support has always been direct face-to-face work with families, so supporting families remotely was a big adjustment. However, the team rose to the challenge, embraced this change and were open to trying new and different ways of working. As result both our ways of working and our services have been strengthened by this experience.

If this year has taught us anything, it is the importance of both family and connection - two things at the heart of Home-Start. Our ability to respond and adapt to the challenges faced has put us in a strong position to support families through the pandemic and beyond. As the long-term impact of the pandemic is only just beginning to unfold, it is vital that we continue to be there for parents when they need us most; because childhood can't wait.

Karen McLean
Director

HOW THE SILENCE WAS BROKEN

Having supported families at home for 25 years, we quickly had to rethink our traditional service provision with the first Covid-19 lockdown, ensuring on-going support to all families.

Families we supported across the three boroughs received consistent regular contact, guiding them through the anxieties, uncertainty and impact resulting from multiple and intermittent lockdowns.

Family Group sessions pivoted to run digitally, including a new group launched in the autumn term in response to an identified gap to enable and encourage parents with new babies to meet and support each other.

We were extremely heartened by the ongoing support, engagement and connection of our volunteers during the year. As well as direct family support, volunteers contributed to fundraising, filming, social media activity and the Family Groups.

Memona and Parvez's journey continued...

With the support of the Home-Start volunteer both Memona and Parvez were able to help their son's development flourish. He is now enrolled in Year 1.

Parvez was able to find a job and both parents are feeling more hopeful for the future.



You have really encouraged me and it has really helped. I feel much more positive about the future now.



241
families supported



338
children nurtured



7,419
contacts made with families



67
families joined online Family Groups



457
educational activity packs delivered



72%
parents felt more able to respond to their child's developmental needs after our support



£19,145
winter grants distributed to families



40%
families reported improved financial stability after our guidance



73%
parents reported improved emotional health after our support



69%
families found having someone to regularly talk to the most helpful support



Isolation and Loneliness

Education

Financial Hardship

Mental & Emotional Health

FINANCIAL OVERVIEW

I am pleased to present the Treasurer's report for Home-Start Richmond, Kingston and Hounslow in respect of the twelve months to 31st March 2021.

The annual surplus of £90,799 was greater than expected and is a substantially improved position from the prior year deficit of £17,748.

Total income received for the twelve months to 31st March 2021 was £477,705, significantly higher than the prior year at £373,537. This higher-than-expected income was due to the goodwill and generosity of our communities during the pandemic; supporting our first digital fundraising campaign and providing one-off large donations and judicious use of the HMRC Coronavirus Job Retention Scheme during the period April to December 2020.

Funding received from Achieving for Children (on behalf of the London Borough of Richmond Upon Thames and The Royal Borough of Kingston Upon Thames), and the London Borough of Hounslow continues to be our key source of funds, providing over 50% of our income.

Total expenditure during the period was £386,906, slightly reduced from the previous year at £391,284. Expense levels were very closely monitored, with indirect costs carefully controlled and as certain initiatives were delivered remotely, this contributed to some further reduced costs.

As a result of the stronger than expected financial performance this year, our reserves have increased at the year-end to slightly in excess of this policy. The Board of Trustees considers that it is prudent to hold enhanced reserves because of the on-going uncertainty of the funding and operational environments in a post pandemic world. However, the Board has approved an Investment Committee to review and approve the spending of a portion of excess reserves across our key investment areas including expansion of family services and investment in the appropriate tools and technology to optimise remote working for staff and to support further digital development.

The accounts were reviewed by an Independent Examiner, Rebecca Tweed, and have been approved by the Board of Trustees. Our thanks go to Rebecca for her work on the independent review and my sincere thanks go to our Finance Officer Ann Edes, for her dedication and support this year.

Rahel Biddle

Treasurer

PARTNERSHIPS AND COLLABORATIONS

In November 2020 we were thrilled to join a Partnership with John Lewis and Waitrose & Partners including involvement in their *Give a Little Love* Christmas campaign. Alongside benefiting from the generosity of the staff, customers and the company we have been working with John Lewis Kingston and local Waitrose stores to raise awareness of the struggles families face, and the support Home-Start offers.

Not only as this partnership helped to raise awareness of Home-Start on a national and local level, families have also benefited from donations of books and toys at Christmas and Easter eggs.

Additionally generous support of the staff and customers provided grants and donations that supported families across our communities with essential items, ensuring we responded to families quickly.



THANK YOU TO OUR FUNDERS AND FUNDRAISERS

Thanks to the kind generosity and support of our funders, fundraisers and those who give their support in kind, we have been able to help hundreds of local families over the last year, providing a reliable, empathetic source of connection and understanding during what has been a difficult and challenging time for so many. A heartfelt thank you to everyone who has supported us over the last year and helped us to provide such vital support to families

- Achieving for Children
- Barnes Fund
- Hampton Fund
- Home-Start UK
- John Lewis Partnership
- Kingston Rotary Club
- London Borough of Hounslow
- London Borough of Richmond upon Thames
- Masonic Charitable Foundation
- National Lottery Community Fund
- Postcode Community Trust Lottery
- Richmond Charities
- Richmond Parish Lands Charity
- Royal Borough of Kingston upon Thames
- Scott Greig Memorial Trust
- Snudden Family Trust
- Teddington & The Hamptons Rotary Club
- The Big Give
- The Childhood Trust
- The Mayor's Charity, Borough of Richmond upon Thames

Together with those organisations listed above, we are indebted to the many individual donors whose generosity and ongoing support through this year has been especially important in enabling us to respond quickly to families in need. Thank you.



Stay connected:

Home-Start Richmond, Kingston & Hounslow

211 Parkway House, Sheen Lane, East Sheen, London SW14 8LS

T: 020 8487 8500 E: info@homestart-rkh.org.uk W: homestart-rkh.org.uk



Registered Charity No: 1108975. Company limited by guarantee in England and Wales No: 5386801
Proud holders of Home-Start UK and Investors in Volunteers quality marks



Home-Start Richmond, Kingston & Hounslow

Charity Number 1108975

Company Number 5386801

**Report of the Trustees and
Annual Financial Statements
for the year ended 31 March 2021**



**Richmond, Kingston
& Hounslow**

Here for parents when they need us most because childhood can't wait

Home-Start Richmond, Kingston & Hounslow

Legal & Administrative Information

Charity Name	Home-Start Richmond, Kingston & Hounslow
Charity Registration Number	1108975
Company Registration Number	5386801, company limited by guarantee
Address	Parkway House, Room 211, Sheen Lane, East Sheen, SW14 8LS
Telephone, email and website	T: 080 8487 8500 E: info@homestart-rkh.org.uk W: homestart-rkh.org.uk
Governing Documents	Memorandum and Articles of Association dated 8 th July 2020
Objects	<ol style="list-style-type: none">1. To safeguard, protect and preserve the good health, both mental and physical of children and parents of children2. To prevent cruelty and maltreatment of children3. To relieve sickness, poverty and need amongst children and parents of children4. To promote the education of the public in better standard of child care within the areas of the London Boroughs of Richmond upon Thames, Hounslow and the Royal Borough of Kingston upon Thames and their environs
Trustees	Alison Goodbrand (Chair; appointed 26 th October 2021) Nancy Jo Baldwin (appointed 25 th June 2020) Rahel Biddle (Treasurer) Janet Barbara Callow Stephanie Campbell Helen Margaret Edward Louise Kerr (previously Chair; resigned 31 st July 2020) Michele Harris (appointed 29 th April 2020) Margaret Annette O'Connor Jacqueline Leila Oppenheimer (resigned 21 st April 2021) Gerard Adrien Ring (resigned 21 st April 2021) Gina Vyvyan Roughan Miranda Jane Tottman
Director	Karen McLean
Key Management Personnel	The Director is in charge of directing, controlling, running and operating the charity on a day to day basis
Bankers	CAF Bank Ltd 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ
Independent Examiner	Rebecca Tweed ACA, 5 Well Lane, East Sheen, SW14 7AJ

Report of the Trustees for the year ended 31 March 2021

The trustees, who are also directors of the charity for the purpose of the Companies Act, present their annual report and the financial statements of the company for the year ended 31st March 2021. The trustees have adopted the provisions of the statement of recommended practices (SORP) “accounting and reporting by charities” issued in July 2014, in preparing the report and the financial statements.

About us

Home-Start Richmond, Kingston & Hounslow is a vibrant family charity that makes an essential contribution to the well-being of our communities. We provide vital support to parents during the important and challenging early years of raising a child, working with families that have a child up to the age of 5 years old. At the heart of our charity are our volunteers, whom we train and supervise, and who bring with them their own experiences and passion to provide both emotional and practical support for families at home, in community spaces and online.

A statement from Alison Goodbrand, the Chair of Trustees

I joined Home-Start in the middle of a global pandemic, and it was clear to see the additional challenges, stress and isolation this created for many of our families. We responded quickly: adapting our service model from in-person contact to telephone and digital support; we created online family groups that enabled families and children to interact, when many community services ceased to operate. We also complemented our core services with doorstep activity bag drops and provided emergency grant funding on behalf of our funders, to the families in greatest need.

Our data shows that we provided important support at a time when the needs were considerable and that our input made a positive and significant difference to the families we reached. Our family survey carried out in March 2021, revealed that 92% of the families we supported during this time recognised Home-Start’s regular contact and support as a trusted presence throughout the pandemic.

Sadly, we anticipate that when we return to visiting families at home, we will see a greater need and demand for our services. Financial pressure, mental health issues and the social development of children were found to be the three main post-pandemic concerns for parents of young families, according to a new report by Home-Start UK. Our local data shows that 76% of families also have multiple and complex needs, showing increased vulnerability.

As we move out of lockdown, our volunteers will return to working with families in their homes, but the innovations that have worked so well and provided a lifeline to many families during this period will be incorporated and run alongside our traditional model. We will continue to be there for the children and families at a time when they will need us now, more than ever.

Finally, my thanks go our dedicated staff team who have shown their resourcefulness, commitment and passion in taking care of our families, our volunteers and of each other in this challenging year.

A snapshot of our achievements

- Support provided to 241 families with 338 children
- 67 families participated the digital family group sessions
- 457 activity bags delivered to doorsteps
- Circa £25,000 of grants distributed to 57 families on behalf of funders
- 27 newsletters distributed, providing information on local resources and ideas for keeping families active and learning
- 75 volunteers trained to deliver telephone support for families, with a further 122 attending digital training about safeguarding, neglect, perinatal mental health and reading with children remotely
- Successful delivery our first ever digital fundraising campaign 'Breaking the Silence'
- Diversity and Inclusion training delivered to all trustees and staff
- Participation in the John Lewis Waitrose "Give a Little Love" campaign which raised the profile of our family support work across the community

Structure and Governance

The charity is constituted as a company limited by guarantee and is therefore governed by a Memorandum and Articles of Association.

The Board of Trustees ensures the charity operates in line with the objectives stated in the Memorandum and Articles of Association. Together with the charity's Director, the Board is responsible for setting the charity's strategic direction.

The Board is reviewed regularly to ensure the diversity and skill mix is fit for purpose. As a family support charity, all trustees are required to undertake safeguarding training.

Trustees serve for a term of three years. After a term of three years, trustees can be re-elected for a maximum of two more terms. Any trustee reaching nine years of service is required to retire.

Prospective trustees are recruited through an advertisement followed by an application and interview with a minimum of two trustees. Trustees receive a comprehensive induction based on the Home-Start UK trustee induction framework.

Quality Assurance

As a member of the national Home-Start UK network, Home-Start Richmond, Kingston & Hounslow works to the Home-Start Quality Assurance framework, developed based on the PQASSO framework. In the latest quality assurance audit undertaken by Home-Start UK in 2019, a 99% performance rating was achieved: Demonstrating High Quality across all areas.

Home-Start has clear, regularly updated policies across all aspects of its operations including for example safeguarding and health and safety. Home-Start UK provides template policies and updates, which are reviewed and adopted at a local level.

Financial summary

The annual surplus of £90,799 was greater than expected and is a substantially improved position from the prior year deficit of £17,748.

Total income received for the twelve months to 31st March 2021 was £477,705, significantly higher than the prior year at £373,537. This higher-than-expected income was due to the goodwill and generosity of our communities during the pandemic; supporting our first digital fundraising

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Total expenditure during the period was £386,906, slightly reduced from the previous year at £391,284. Expense levels were very closely monitored, with indirect costs carefully controlled and as certain initiatives were delivered remotely, this contributed to some further reduced costs.

Reserves

Our reserves policy complies with the Accounting and Reporting Standards for charities set out in the Statement of Recommended Practice, SORP (FRS 102). The Board of Trustees has adopted a reserves policy that the unrestricted funds held by the charity should be equivalent to at least three but not more than six months expenditure at the current average monthly rate.

As a result of the stronger than expected financial performance this year, our reserves have increased at the year-end to slightly in excess of this policy. The Board of Trustees considers that it is prudent to hold enhanced reserves because of the on-going uncertainty of the funding and operational environments in a post pandemic world. However, the Board has approved an Investment Committee to review and approve the spending of a portion of excess reserves across our key investment areas including expansion of family services and investment in the appropriate tools and technology to optimise remote working for staff and to support further digital development.

Thank you to our funders and fundraisers

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Achieving for Children • Barnes Fund • Hampton Fund • Home-Start UK • John Lewis Partnership • Kingston Rotary Club • London Borough of Hounslow • London Borough of Richmond Upon Thames • Masonic Charitable Foundation • National Lottery Community Fund • Postcode Community Trust Lottery • Richmond Parish Lands Charity • Scott Greig Memorial Trust • Snudden Family Trust • Teddington & The Hamptons Rotary • The Big Give • The Childhood Trust • The Mayor's Charity, London Borough of Richmond upon Thames • The Richmond Charities • The Royal Borough of Kingston Upon Thames

Together with those organisations listed above, we are indebted to the many individual donors whose generosity and ongoing support through this year has been especially important in enabling us to respond quickly to families in need. Thank you.

Independent Examiner's Report to the Trustees of Home-Start Richmond, Kingston & Hounslow

I report to the trustees on my examination of the accounts of Home-Start Richmond, Kingston & Hounslow for the year ended 31st March 2021.

Responsibilities and basis of report

This report is made solely to the charity's trustees who, as a body, are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants of Scotland (ICAS). I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

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.

R. J. Tweed.

2/7/21

Rebecca J Tweed ACA

Institute of Chartered Accountants of Scotland (ICAS)

Home-Start Richmond, Kingston & Hounslow

Statement of Financial Activities
For the year ended 31 March 2021

		Year ended 31 March 2021			Year ended 31/03/2020
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Prior year funds £
Income from:	2				
Donations		44,379	2,500	46,879	24,889
Charitable activities		47,840	352,150	399,990	330,601
Other trading activities		28,649	0	28,649	15,039
Investments		2,187	0	2,187	3,008
Total		123,055	354,650	477,705	373,537
Expenditure on:	3				
Raising funds		26,176	0	26,176	22,231
Charitable activities		20,449	340,035	360,484	368,909
Governance costs		246	0	246	145
Total		46,871	340,035	386,906	391,284
Net income/(expenditure)		76,184	14,615	90,799	(17,748)
Transfers between funds	9	0	0	0	0
Net movement in funds		76,184	14,615	90,799	(17,748)
Balance of funds brought forward		207,716	72,849	280,565	298,313
Total funds carried forward		283,900	87,464	371,364	280,565

Home-Start Richmond, Kingston & Hounslow

Balance Sheet As at 31 March 2021

	Note	£	2021 £	£	2020 £
Fixed Assets					
Tangible fixed assets	4		<u>878</u>		<u>1,182</u>
Current Assets					
Cash at bank and at hand	5	405,221		300,478	
Prepayments		901		1,585	
Debtors	6	<u>5,737</u>		<u>19,259</u>	
Total Current Assets			<u>411,859</u>		<u>321,323</u>
Creditors: amounts falling due within one year	7	2,273		3,839	
Income received in advance	8	39,100		38,100	
			<u>41,373</u>		<u>41,939</u>
Net Current Assets			<u>370,486</u>		<u>279,383</u>
Total Net Assets			<u>371,364</u>		<u>280,565</u>
Funds of the Charity	9				
Unrestricted Reserves			283,900		207,716
Restricted Reserves			<u>87,464</u>		<u>72,849</u>
			<u>371,364</u>		<u>280,565</u>

For the year ending 31/3/2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476. The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

They were approved by the Trustees on 7th July 2021 and signed on their behalf by:

Rahel Biddle - Treasurer



Company Number: 5386801

Notes to the Financial Statements
For the year ended 31 March 2021

1 Accounting Policies

Statutory Information

Home-Start Richmond, Kingston & Hounslow is a charitable company and is incorporated in England & Wales. The charity is limited by guarantee and has no share capital. The registered office is Parkway House, Room 211, Sheen Lane, East Sheen, SW14 8LS.

Basis of accounting

The financial statements have been prepared in accordance with 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 (Charities SORP (FRS 102), effective 1 January 2019) and the Companies Act 2006.

Going Concern

The Trustees believe that the Charity is a going concern in accordance with Charities SORP (FRS 102), effective 1st January 2019.

Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Tangible Fixed Assets

Depreciation is charged on a straight-line basis method over the estimated useful life of the asset. The depreciation rates in use are as follows: - office equipment 25% and computer equipment 33%.

Small capital items (cost of under £500 each) are written off in the year of purchase.

2 Income

	Unrestricted	Restricted	2021	2020
	£	£	£	£
Charitable Activities				
Grants and Contract Income				
Achieving For Children - Family Support Services		180,000	180,000	180,000
Barnes Fund		5,250	5,250	5,250
Hampton Fund		35,000	35,000	35,000
HMRC - Coronavirus Job Retention Scheme Grant	47,840		47,840	-
Home-Start UK: Loneliness Project (DCMS)		15,000	15,000	-
Home-Start UK: COVID Emergency Grants		2,000	2,000	-
Home-Start UK: John Lewis "Give A Little Love"		4,900	4,900	-
Hounslow CCG - Future in Mind			-	7,000
Isleworth & Hounslow Charity			-	595
London Borough of Hounslow Community Partnerships			-	7,156
London Borough of Hounslow - Early Years		60,000	60,000	60,000
London Borough of Richmond upon Thames - CWGF		7,200	7,200	-
Masonic Charitable Foundation; Big Hopes, Big Future		10,000	10,000	-
National Lottery Community Fund		5,000	5,000	-
Postcode Community Trust Lottery			-	20,000
Richmond Parish Lands Charity		20,600	20,600	15,600
The Royal Borough of Kingston upon Thames - CWGF		7,200	7,200	-
	<u>47,840</u>	<u>352,150</u>	<u>399,990</u>	<u>330,601</u>
Donations				
Featherstone Leigh Estate Agents	900		900	900
John Lewis Partnership/Waitrose	2,606		2,606	-
Kingston Rotary Club		500	500	-
Mortlake Parish Church			-	1,819
Munro Charitable Trust			-	1,000
Royal Borough of Kingston			-	2,750
RFU Community Engagement			-	1,500
The Freshwater Foundation			-	1,500
The Mayor's Charity, Richmond	18,169		18,169	-
The Richmond Charities		2,000	2,000	-
Other donations	18,416		18,416	10,720
Volunteers expenses donated			-	3,390
Gift Aid refunded	4,288		4,288	1,309
	<u>44,379</u>	<u>2,500</u>	<u>46,879</u>	<u>24,889</u>
Other trading activities				
Fundraising and events	28,649	-	28,649	15,039
Investment Income				
Bank interest	2,187		2,187	3,008
Total Income	<u>123,055</u>	<u>354,650</u>	<u>477,705</u>	<u>373,537</u>

3 Expenditure

	Unrestricted	Restricted	2021	2020
	£	£	£	£
Raising Funds				
Staff & personnel costs	24,674		24,674	19,042
Publicity	1,167		1,167	1,161
Events	335		335	1,200
Fundraising			-	828
	<u>26,176</u>	<u>-</u>	<u>26,176</u>	<u>22,231</u>
Charitable Activities				
Staff & personnel costs	20,449	272,595	293,044	312,081
Volunteer training & support		245	245	7,857
Direct grants to families		21,156	21,156	595
Direct support to families and family events		4,188	4,188	1,200
Office costs		9,471	9,471	13,508
Premises costs		24,749	24,749	26,387
Affiliations and fees		7,631	7,631	7,280
	<u>20,449</u>	<u>340,035</u>	<u>360,484</u>	<u>368,909</u>
Governance costs				
Management Committee expenses	124		124	97
Other	122		122	48
	<u>246</u>	<u>-</u>	<u>246</u>	<u>145</u>
Total Expenditure	<u>46,871</u>	<u>340,035</u>	<u>386,906</u>	<u>391,284</u>

3a Staff Costs

Included within expenditure are the following staff costs:

	Unrestricted	Restricted	2021	2020
	£	£	£	£
Wages & salaries	41,098	238,532	279,630	281,013
Employer's national insurance	1,518	17,901	19,420	20,535
Employment allowance		(4,000)	(4,000)	(3,000)
Pension contributions	1,676	18,006	19,681	20,583
	<u>44,292</u>	<u>270,439</u>	<u>314,732</u>	<u>319,131</u>
Of which the following staff costs were in respect of key management personnel	<u>-</u>	<u>40,305</u>	<u>40,305</u>	<u>40,326</u>

No employees received emoluments in excess of £60,000 in the current or the previous financial year.

The average number of employees of the Charity in the year was 15 (8.9 full-time equivalent). In 2020, it was 15 staff and 9.3 FTE.

The Charity also pays two hourly-rate workers who run the weekly family groups which have been delivered on zoom this year.

3b Direct grants to families

Included within expenditure are the following direct grants to families that were distributed as goods, supermarket vouchers or payments made directly to the family's utility provider:

	Grants to families	Grants to institutions	Total
London Borough of Richmond upon Thames - Coronavirus Winter Crisis Grant	5,400	1,800	7,200
Royal Borough of Kingston upon Thames - Coronavirus Winter Crisis Grant	7,200		7,200
The Richmond Charities	170		170
National Lottery	2,975		2,975
John Lewis/Home-Start UK - Caring for Families	3,611		3,611
	<u>19,356</u>	<u>1,800</u>	<u>21,156</u>

Grants were made to 57 families at an average of £340 per family. Support costs allocated to grant making activities were not material as grants were made to families already in receipt of our support.

At the direction of the funder, £1800 was paid to Crossroads Care, Richmond & Kingston, a separate charity (charity no. 1053224) to support other local families not affiliated to Home-Start Richmond, Kingston & Hounslow.

4 Fixed Assets	Office Equipment £	Computers £	Total £
Cost			
At 1 April 2020	10,589	26,661	37,250
Additions	-	646	646
Disposals	-	(8,126)	(8,126)
At 31 March 2021	10,589	19,181	29,770
Depreciation			
At 1 April 2020	9,690	26,378	36,068
Charge	450	500	950
Disposals		(8,126)	(8,126)
At 31 March 2021	10,140	18,752	28,892
Net Book Value At 31 March 2021	449	429	878
As at 31 March 2020	899	283	1,182

5 Cash at Bank and in Hand	2021 £	2020 £
Bank accounts	405,143	300,401
Petty cash	77	77
	405,221	300,478

6 Debtors	2021 £	2020 £
Achieving for Children	-	15,000
HMRC Gift Aid	4,287	1,309
Sundry debtors	1,450	2,950
	5,737	19,259

7 Creditors: amounts falling due for payment within one year	2021 £	2020 £
Grants payable to families	-	1,183
Trade creditors	2,273	2,656
Total	2,273	3,839

8 Income received in advance

Funding received during the current period relating to the following year

	2021 £	2020 £
Hampton Fund	17,500	17,500
London Borough of Hounslow	6,000	-
Richmond Parish Lands Charity	15,600	20,600
	39,100	38,100

9 Movement in Funds

	1 April 2020 Opening Balance £	Income £	Expenditure £	Transfers £	31 March 2021 Closing Balance £
Restricted Funds					
Home Visiting and Family Support	71,718	354,650	(338,904)		87,464
Innovation	1,131		(1,131)		0
	<u>72,849</u>	<u>354,650</u>	<u>(340,035)</u>	<u>0</u>	<u>87,464</u>
Unrestricted Funds					
General Fund	207,716	123,055	(46,871)	(15,000)	268,900
Designated Fund				15,000	15,000
Total	<u>280,565</u>	<u>477,705</u>	<u>(386,906)</u>	<u>0</u>	<u>371,364</u>

10 Description of Funds

Home Visiting and Family Support - Funds received to further the core purpose of Home-Start Richmond, Kingston & Hounslow which is to provide a network of trained home visiting volunteers, who together with expert staff, support families with children under five years old who are experiencing challenging times.

Innovation - Funds received to implement a paperless office solution, including the required technology and training for staff, allowing the organisation to become more efficient and provide better outcomes for the families we support.

Designated Reserve - a portion of unrestricted funds set aside to invest in appropriate tools and technologies to optimise remote working for staff, support digital and organizational development and enhance sustainability.

11 Trustee Remuneration and Related Party Transactions

Gerard Ring, a trustee, received £0 (2020: £200) during the year for services relating to safeguarding training of volunteers and staff.
Miranda Tottman, a trustee, received £0 (2019: £215) during the year for paid summer cover family support.

The expenses of the trustees amounting to £124 (2020: £97) in relation to costs incurred in fulfilling their duties, including for training, travel and subsistence, accommodation, equipment and other expenses were met during the year.

No trustee or person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

£6,724 (2020: £6938) was paid to Home-Start UK to cover the annual membership levy for centralised services provided, such as branding, policy guidance and legal services.

The funds from the Masonic Charitable Foundation for the Big Hopes, Big Future programme, were received via Home-Start UK.

Independent Examiner's Report to the Trustees of Home-Start Richmond, Kingston & Hounslow

I report to the trustees on my examination of the accounts of Home-Start Richmond, Kingston & Hounslow for the year ended 31st March 2021.

Responsibilities and basis of report

This report is made solely to the charity's trustees who, as a body, are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants of Scotland (ICAS). I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

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.

R. J. Tweed. 2/7/21

Rebecca J Tweed ACA

Institute of Chartered Accountants of Scotland (ICAS)