

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 2022



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) Nancy Jo Baldwin Rahel Biddle (Treasurer) Janet Barbara Callow (resigned 20 th October 2021) Stephanie Campbell (resigned 28 th February 2022) Helen Margaret Edward (resigned 20 th March 2022) Michele Harris 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	Cristiana Camisotti (appointed 1 st November 2021)
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 2022

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 2022. 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

The first 1001 days of a child’s life are essential to their life-long development and our goal is to give every child the best start in life. Through 1:1 and group support in the home, in community spaces and online, we partner with families and help them to get the most from being parents. Each family’s situation and needs are unique and so is their Home-Start support, grounded in a non-judgmental ethos that meets every family where they are. We support families to build attachment and confidence, create nurturing home environments and connect to their community. At the core of our charity is our network of 120 highly trained and experienced volunteers who provide life-changing support to the families we serve: families with children under the age of five and mothers in the third trimester of pregnancy.

A statement from Alison Goodbrand, our Chair of Trustees

It has been another year of turbulence in the world, but I’m pleased to say that our Home-Start RKH team rose to the challenges they faced and delivered excellent support to our families this year. The number of families we supported increased by 15% from 2020-21, with positive impacts demonstrated across all key areas of family wellbeing.

Covid has continued to cast a long shadow. Our children have been affected by the lack of opportunities to socialise, to attend school in some cases and have spent time with adults in face masks, all of which impacts on young minds. Our youngest children do not know any other world and the great challenge for us all, is to minimise the legacy of the pandemic for our most vulnerable families.

We have positioned ourselves well in this new world. Our fantastic volunteers continued to work alongside families in the home, providing invaluable support, as well as in group settings and via Zoom. We are now working in a hybrid way, finding the best of both worlds, for our own staff and for our families. Our new Director, Cristiana Camisotti, arrived in November and immediately demonstrated her passion for Home-Start and her ambition to achieve the best for our families. We are also appointing new trustees to ensure we have a diverse and representative Board that reflects our local community and we have reviewed our services to ensure that we reach more families as demand increases.

I would like to thank our talented team of staff, volunteers, and trustees for everything they have done for our children and families in this last year. I also want to thank our supporters and fundraisers; we could not do any of this work without your generous help.

There will be new challenges to negotiate in the year ahead, including the cost-of-living crisis and the impact of the war in Ukraine. We are already working with our Local Authorities to help displaced families, and we are fundraising hard to meet this extra demand. Our Home-Start RKH team have proved to be resilient and agile in responding to the changing environment we face; working together under Cristiana’s leadership, I know that we will continue to deliver life-changing support to our families. This is needed now, more than ever.

A snapshot of our achievements

Families

- Support provided to **277 families** with **432 children**, through face-to-face and remote contact that flexed to meet the needs of families through the challenges of the year
- Total hours of support to families **increased by over 50%** on 2020-21 to **3,722 hours** with the return of home-visiting and increased walk-and-talk support
- **77 families** participated in over **680 hours of Family Group activities** in person and online
- **48%** of families supported identify as **BAME**
- Improvements achieved in all 10 **measures of family life and wellbeing** from 2020-21 to 2021-22.
- **238 activity bags** delivered and **£4,061 distributed to families** in grants for emergency essentials
- Referrals into our service increased by over **130%** from 2020-21 levels

Volunteers

- **21 new volunteers** joined the team of 120
- **32 volunteers** trained in Big Hopes, Big Future school-readiness program and further **98 volunteers** participated in specialist training sessions on the return to home-visiting, safeguarding, speech and language and energy costs

Funding & Operations

- Agile operations model enabled successful shift from in-person to **online fundraising events** during the pandemic, with two innovative digital campaigns, run in conjunction with The Big Give, raising £30,000
- Improvements and investment of £12,000 in technology provided our team with new tools to work efficiently and flexibly, embedding all the benefits of operational changes over the last two years in **hybrid working**, online training and remote support.

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 deficit of £5,271 was a strong performance in the second year of the pandemic, during which in-person fundraising activities were not possible. Our ability to deliver a good performance was due to significant enhancements to the senior staff team and tight control of expenses.

Total income received for the twelve months to 31st March 2022 was £394,484, £20,981 less than the previous year (excluding furlough monies received and local authority one-off COVID grants). 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 60% of our income.

Total expenditure during the period was £399,354, slightly increased from the previous year at £386,906, reflecting our investment in the senior team to strengthen our fundraising capability in the coming years. Other expenses were very closely monitored, with indirect costs carefully controlled.

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.

Our reserves at the year-end are slightly in excess of this policy, at around seven months. The Board of Trustees considers that it is prudent to hold enhanced reserves at this time to mitigate the uncertain funding and inflationary environment.

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 • Barclays Bank • Barnes Fashion Show • Barnes Fund • GlaxoSmithKline • Goldman Sachs Gives • Hampton Fund • Home-Start UK • John Lewis Partnership • London Borough of Hounslow • Masonic Charitable Foundation • Richmond Parish Lands Charity • Scott Greig Memorial Trust • Stella Symons Charitable Trust • St Margaret's Fair • Surbiton Farmers Market • Teddington Methodist Playgroup • The Big Give • The Childhood Trust

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 2022.

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.

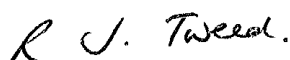
Independent examiner's statement

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.



Signed:

Date: 1st July 2022

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 2022

		Year ended 31 March 2022			Year ended 31/03/2021
	Note	Unrestricted funds	Restricted funds	Total funds	Prior year funds
		£	£	£	£
Income from:	2				
Donations		33,557	300	33,857	46,879
Charitable activities		0	325,729	325,729	399,990
Other trading activities		33,216	0	33,216	28,649
Investments		1,282	0	1,282	2,187
Total		68,055	326,029	394,084	477,705
Expenditure on:	3				
Raising funds		48,460	0	48,460	26,176
Charitable activities		19,129	329,736	348,865	360,484
Governance costs		2,029	0	2,029	246
Total		69,618	329,736	399,354	386,906
Net income/(expenditure)		(1,563)	(3,707)	(5,271)	90,799
Transfers between funds	9	0	0	0	0
Net movement in funds		(1,563)	(3,707)	(5,271)	90,799
Balance of funds brought forward		283,900	87,464	371,364	280,565
Total funds carried forward		282,337	83,757	366,093	371,364

Home-Start Richmond, Kingston & Hounslow

Balance Sheet As at 31 March 2022

	Note	£	2022 £	£	2021 £
Fixed Assets					
Tangible fixed assets	4		<u>8,764</u>		<u>878</u>
Current Assets					
Cash at bank and at hand	5	388,802		405,221	
Prepayments		5,819		901	
Debtors	6	<u>4,698</u>		<u>5,737</u>	
Total Current Assets			<u>399,319</u>		<u>411,859</u>
Creditors: amounts falling due within one year	7	6,991		2,273	
Income received in advance	8	35,000		39,100	
			<u>41,991</u>		<u>41,373</u>
Net Current Assets			<u>357,329</u>		<u>370,486</u>
Total Net Assets			<u>366,093</u>		<u>371,364</u>
Funds of the Charity	9				
Unrestricted Reserves			282,337		283,900
Restricted Reserves			<u>83,757</u>		<u>87,464</u>
			<u>366,093</u>		<u>371,364</u>

For the year ending 31/3/2022 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 6th July 2022 and signed on their behalf by:

Rahel Biddle - Treasurer



Company Number: 5386801

Home-Start Richmond, Kingston & Hounslow

Notes to the Financial Statements

For the year ended 31 March 2022

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	2022	2021
Charitable Activities	£	£	£	£
Grants and Contract Income				
Achieving For Children - Family Support Services		180,000	180,000	180,000
Barnes Fund		6,050	6,050	5,250
DWP - Access to Work		2,013	2,013	-
Hampton Fund		35,000	35,000	35,000
HMRC - Coronavirus Job Retention Scheme Grant			-	47,840
Home-Start UK: Loneliness Project (DCMS)			-	15,000
Home-Start UK: COVID Emergency Grants			-	2,000
Home-Start UK: John Lewis "Give A Little Love"			-	4,900
Kingston Charitable Foundation		340	340	-
London Borough of Hounslow - Early Years		60,000	60,000	60,000
London Borough of Hounslow - MINT		12,000	12,000	-
London Borough of Hounslow - Thriving Communities		4,726	4,726	-
London Borough of Richmond upon Thames - CWGF			-	7,200
Masonic Charitable Foundation; Big Hopes, Big Future		10,000	10,000	10,000
National Lottery Community Fund			-	5,000
Richmond Parish Lands Charity		15,600	15,600	20,600
The Royal Borough of Kingston upon Thames - CWGF			-	7,200
	<hr/>	<hr/>	<hr/>	<hr/>
	-	325,729	325,729	399,990

	Unrestricted	Restricted	2022	2021
	£	£	£	£
Donations				
Featherstone Leigh Estate Agents	900		900	900
John Lewis Partnership/Waitrose	2,001		2,001	2,606
Kingston Rotary Club			-	500
St Margaret's Fair	2,000		2,000	-
Surbiton Farmers Market	1,100		1,100	-
The Mayor's Charity, Richmond			-	18,169
The Richmond Charities			-	2,000
Other donations	22,795	300	23,095	18,416
Gift Aid refunded	4,761		4,761	4,288
	<u>33,557</u>	<u>300</u>	<u>33,857</u>	<u>46,879</u>
Other trading activities				
Fundraising and events	<u>33,216</u>	<u>-</u>	<u>33,216</u>	<u>28,649</u>
Investment Income				
Bank interest	<u>1,282</u>		<u>1,282</u>	<u>2,187</u>
Total Income	<u>68,055</u>	<u>326,029</u>	<u>394,084</u>	<u>477,705</u>

3 Expenditure

	Unrestricted	Restricted	2022	2021
	£	£	£	£
Raising Funds				
Staff & personnel costs	47,603		47,603	24,674
Publicity	541		541	1,167
Events	316		316	335
	<u>48,460</u>	<u>-</u>	<u>48,460</u>	<u>26,176</u>
Charitable Activities				
Staff & personnel costs	19,129	268,762	287,891	293,044
Volunteer training & support		2,100	2,100	245
Direct grants to families		4,061	4,061	21,156
Direct support to families and family events		3,267	3,267	4,188
Office costs		13,491	13,491	9,471
Premises costs		28,741	28,741	24,749
Affiliations and fees		9,314	9,314	7,631
	<u>19,129</u>	<u>329,736</u>	<u>348,865</u>	<u>360,484</u>
Governance costs				
Management Committee expenses	1,892		1,892	124
Other	136		136	122
	<u>2,029</u>	<u>-</u>	<u>2,029</u>	<u>246</u>
Total Expenditure	<u>69,618</u>	<u>329,736</u>	<u>399,354</u>	<u>386,906</u>

3a Staff Costs

Included within expenditure are the following staff costs:

	Unrestricted	Restricted	2022	2021
	£	£	£	£
Wages & salaries	59,096	235,378	294,474	279,630
Employer's national insurance	3,818	17,112	20,931	19,420
Employment allowance	(730)	(3,270)	(4,000)	(4,000)
Pension contributions	3,704	16,793	20,497	19,681
	<u>65,888</u>	<u>266,013</u>	<u>331,902</u>	<u>314,732</u>
Of which the following staff costs were in respect of key management personnel	<u>13,077</u>	<u>19,615</u>	<u>32,692</u>	<u>40,305</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 (9 full-time equivalent). In 2021, it was 15 staff and 8.9 FTE.

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:

Funds received from:	Grants to families
Kingston Charitable Foundation	340
The Richmond Charities (prior year funding)	990
Grants made from prior year reserves	2,731
	4,061

Grants were made to 23 families at an average of £177 per family. Support costs allocated to grant making activities were not material as grants were made to families already in receipt of our support.

4 Fixed Assets	Office Equipment £	Computers £	Total £
Cost			
At 1 April 2021	10,589	19,181	29,770
Additions	945	11,763	12,708
Disposals	(3,489)	(9,574)	(13,063)
At 31 March 2022	8,045	21,370	29,415
Depreciation			
At 1 April 2021	10,140	18,752	28,892
Charge	686	4,136	4,822
Disposals	(3,489)	(9,574)	(13,063)
At 31 March 2022	7,337	13,314	20,651
Net Book Value			
At 31 March 2022	708	8,056	8,764
As at 31 March 2021	449	429	878
5 Cash at bank and in hand	2022 £	2021 £	
Bank accounts	388,740	405,143	
Petty cash	61	77	
	388,802	405,221	
6 Debtors	2022 £	2021 £	
HMRC Gift Aid	3,248	4,287	
Sundry debtors	1,450	1,450	
	4,698	5,737	
7 Creditors: amounts falling due for payment within one year	2022 £	2021 £	
Trade creditors	1,232	2,273	
Other	5,759		
Total	6,991	2,273	

8 Income received in advance

Funding received during the current period relating to the following year

	2022	2021
	£	£
Hampton Fund		17,500
London Borough of Hounslow		6,000
Richmond Parish Lands Charity	35,000	15,600
	<u>35,000</u>	<u>39,100</u>

9 Movement in funds

	1 April 2021 Opening Balance £	Income £	Expenditure £	Transfers £	31 March 2022 Closing Balance £
Restricted funds					
Home visiting and family support	87,464	326,029	(329,736)		83,757
	<u>87,464</u>	<u>326,029</u>	<u>(329,736)</u>	<u>0</u>	<u>83,757</u>
Unrestricted funds					
General fund	268,900	68,055	(57,578)		279,377
Designated fund	15,000		(12,040)		2,960
Total	<u>371,364</u>	<u>394,084</u>	<u>(387,314)</u>	<u>0</u>	<u>366,093</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.

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 organisational development and enhance sustainability.

11 Trustee remuneration and related party transactions

The expenses of the trustees amounting to £1892 (2021: £124) 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.

£8599 (2021: £6724) 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.