

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 2023**



**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: 020 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 childcare 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 Ian Andrew Bellinger (appointed 2 nd November 2022) Rahel Biddle (Treasurer) Laura Ferreira (appointed 2 nd November 2022) Anupa Damle Grant (appointed 2 nd November 2022) Michele Harris (resigned 21 st November 2022) Helen Hodges (appointed 2 nd November 2022) Frances Houston (appointed 2 nd November 2022) Margaret Annette O'Connor Gina Vyvyan Roughan Miranda Jane Tottman
Chief Executive Officer (CEO)	Cristiana Camisotti
Key Management Personnel	The CEO is responsible for managing 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 2023

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 2023. The trustees have adopted the provisions of the Statement of Recommended Practices (SORP) "Accounting and Reporting by Charities" 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 one-to-one 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

This has been another tough year for Home-Start families. The cost-of-living crisis affects the poorest families the hardest and for the most vulnerable in our community the impact has been enormous. Our volunteers see high levels of mental health problems in 66% of families, and parental emotional wellbeing remains the most common area of need in 93% of families. Alongside the practical support to meet the changing needs of our families, we prioritised demonstrating the unique role of Home-Start in our community. We wanted to highlight the value of being alongside families and children in their earliest years and how Home-Start meets this need.

We started the year with a prestigious event at the Houses of Parliament supported by a cross party group of politicians, all passionate about the importance of early years. We heard from Cristiana, our CEO, about the way a Home-Start volunteer transformed her experience of motherhood and I talked about the many ways our work improves the lives of children and families in Richmond, Kingston and Hounslow. We were proud to host our supporters, celebrity ambassadors, families, volunteers, trustees and staff in such historic surroundings, and raised funds to support our work.

Continuing the theme of reaching out, we were delighted to recruit five new trustees to our Board and they took up post in November. The range of backgrounds, skills and experience of our new trustees means that we are well placed to meet the challenges ahead. Cristiana has also made some excellent appointments to her team and we have been able to develop effective relationships to ensure that Home-Start is seen as a key player in the local children and family support network. This focus on partnerships and collaborative working across a range of statutory and voluntary organisations means the work we do is recognised by the key stakeholders in Richmond, Kingston and Hounslow.

However, we have also experienced a turbulent funding environment this year. We can no longer rely on statutory funders who have supported us previously and we have worked hard to diversify our funding base. This will continue to be a pressing theme as the funding landscape is changing and we need to secure income to support our vital work. The needs in the community are increasing at the same time as our resources are under the greatest pressure. Next year we will continue to prioritise funding partnerships, look out into our communities and embed ourselves further in the early years landscape.

A huge thank you as always to our volunteers, staff, trustees and generous supporters. With your help we will ensure that a child's earliest years continue to be a priority and Home-Start will be here, providing life- changing support for parents, when they need us most.

A snapshot of our achievements

Families

- Support provided to 286 families with 476 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 from 3722 in 21-22, to 4321 in 22-23. Face to face contact increased from 1910 hours to 3215 hours
- 87 families participated in Family Groups in person and online, with group contact hours increasing from 686 in 21-22, to 842 in 22-23
- 37% of families supported identify as Black, Asian and minority ethnic, an 11% decrease on 21-22
- Referrals into our service stabilised, with 289 received (288 in 2020-21), with 8% more referrals from health sources
- Improvements achieved in all measures of family life and wellbeing from 2021-22, except financial stability
- 14 summer events and activities attended by 43 families / 80 children; Christmas Party attended by 57 families / 100 children; 8 Chromebooks loaned to families; and £1,815 distributed to families in grants for emergency essentials

Volunteers

- 34 new volunteers joined the team of 120
- 15 volunteers trained in perinatal / infant mental health; and 87 volunteers participated in specialist training sessions on autism parental support, financial wellbeing, positive parenting, safeguarding and services offered by Citizens Advice

Funding & Operations

- Innovative approach to funding and fundraising to target more sustainable and diverse funding streams: we are working with a grant writer and funding advisor to develop a pipeline of multi-year national and local funding opportunities across a wider funding base including philanthropic donors, charity brokerages and established funders, as well as investing in our long-term relationships with current funders. We are also evolving and growing our community fundraising efforts, using match funding and digital fundraising around core events and campaigns to leverage and maximise donations through The Big Give.
- We have standardised family support journey processes, introducing templates and online tools to improve efficiency. We have innovated our approach to data and impact by standardising and bringing increased rigour to surveys and feedback mechanisms. We have introduced regular team retrospectives and 'Lunch & Learns' to review and iterate service delivery design, and increasingly bring service users into service development.

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 CEO, 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 (QA) framework, based on the Practical Quality Assurance System for Small Organisations (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 UK are currently piloting a new QA framework, and we expect to be audited in 2024/25.

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

Financial summary

The annual surplus of £20,783 (previous year £5,270 deficit) was a very strong performance in a competitive fundraising environment. Our ability to deliver a strong financial result was due to our high-performing senior management team, a well-designed and executed fundraising strategy and tight control of expenses.

Total income received for the 12 months to 31st March 2023 was £489,899, £95,815 more than the previous year. 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 a key source of funds, providing over 50% of our income.

Total expenditure during the period was £469,116, increased from the previous year at £399,354, reflecting our investment in the staff team and an increase in fundraising activities. 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 more than this policy, at just over seven and a half months. The Board of Trustees considers that it is prudent to hold enhanced reserves 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 • Barnes Fashion Show • Champions Funds • Department for Culture, Media and Sport • GlaxoSmithKline • Goldman Sachs Gives • Ham Open Gardens • Hampton Fund • Home-Start UK • John Lewis Partnership • Kew Midsummer Fete • Kingston Charitable Foundation • London Borough of Hounslow • Richmond Parish Lands Charity • Teddington & The Hamptons Rotary • 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 2023.

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.

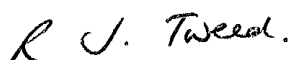
Independent examiner's statement

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: 24th June 2023

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 2023

		Year ended 31 March 2023			Year ended 31/03/2022
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Prior year funds £
Income from:	2				
Donations		39,915	500	40,415	33,857
Charitable activities		0	331,803	331,803	325,729
Other trading activities		114,455	0	114,455	33,216
Investments		3,225	0	3,225	1,282
Total		157,596	332,303	489,899	394,084
Expenditure on:	3				
Raising funds		80,361	0	80,361	48,460
Charitable activities		19,628	368,941	388,569	348,865
Governance costs		186	0	186	2,029
Total		100,175	368,941	469,116	399,354
Net income/(expenditure)		57,421	(36,638)	20,783	(5,270)
Transfers between funds	9	0	0	0	0
Net movement in funds		57,421	(36,638)	20,783	(5,270)
Balance of funds brought forward		282,337	83,757	366,094	371,364
Total funds carried forward		339,758	47,119	386,877	366,094

Home-Start Richmond, Kingston & Hounslow

Balance Sheet

As at 31 March 2023

	Note	£	2023 £	£	2022 £
Fixed Assets					
Tangible fixed assets	4		<u>4,391</u>		<u>8,764</u>
Current Assets					
Cash at bank and at hand	5	436,209		388,802	
Prepayments		1,507		5,820	
Debtors	6	<u>2,717</u>		<u>4,698</u>	
Total Current Assets			<u>440,434</u>		<u>399,320</u>
Creditors: amounts falling due within one year	7	5,759		6,991	
Income received in advance	8	52,189		35,000	
			<u>57,947</u>		<u>41,991</u>
Net Current Assets			<u>382,486</u>		<u>357,330</u>
Total Net Assets			<u>386,877</u>		<u>366,094</u>
Funds of the Charity	9				
Unrestricted Reserves			339,758		282,337
Restricted Reserves			<u>47,119</u>		<u>83,757</u>
			<u>386,877</u>		<u>366,094</u>

For the year ending 31/3/2023 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 5th July 2023 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 2023

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	2023	2022
Charitable Activities	£	£	£	£
Grants and Contract Income				
Achieving For Children - Family Support Services		180,000	180,000	180,000
Barnes Fund			-	6,050
DWP - Access to Work		366	366	2,013
Hampton Fund		35,000	35,000	35,000
Home-Start UK: Empowering Women Grant		4,779	4,779	-
Kingston Charitable Foundation		970	970	340
London Borough of Hounslow - Borough Based Partnerships		3,689	3,689	-
London Borough of Hounslow - Early Years		60,000	60,000	60,000
London Borough of Hounslow - MINT		12,000	12,000	12,000
London Borough of Hounslow - Thriving Communities			-	4,726
Masonic Charitable Foundation; Big Hopes, Big Future			-	10,000
Richmond Parish Lands Charity		35,000	35,000	15,600
	<hr/>	<hr/>	<hr/>	<hr/>
	-	331,803	331,803	325,729

	Unrestricted	Restricted	2023	2022
Donations	£	£	£	£
Barnes Charity Fashion Show	3,500		3,500	-
Featherstone Leigh Estate Agents	675		675	900
Ham Open Gardens	6,000		6,000	-
John Lewis Partnership/Waitrose	334		334	2,001
Kew Midsummer Fete	1,094		1,094	-
St Margaret's Fair			-	2,000
Surbiton Farmers Market			-	1,100
Teddington & The Hamptons Rotary		500	500	-
Other donations	19,162		19,162	23,095
Gift Aid refunded	9,150		9,150	4,761
	<u>39,915</u>	<u>500</u>	<u>40,415</u>	<u>33,857</u>
Other trading activities				
Fundraising and events	<u>114,455</u>	<u>-</u>	<u>114,455</u>	<u>33,216</u>
Investment Income				
Bank interest	<u>3,225</u>		<u>3,225</u>	<u>1,282</u>
Total Income	<u>157,596</u>	<u>332,303</u>	<u>489,899</u>	<u>394,084</u>

3 Expenditure

	Unrestricted	Restricted	2023	2022
Raising Funds	£	£	£	£
Staff & personnel costs	68,400		68,400	47,603
Publicity	280		280	541
Events	11,681		11,681	316
	<u>80,361</u>	<u>-</u>	<u>80,361</u>	<u>48,460</u>
Charitable Activities	£	£	£	£
Staff & personnel costs	19,628	318,987	338,615	287,891
Volunteer training & support		2,539	2,539	2,100
Direct grants to families		1,815	1,815	4,061
Direct support to families and family events		1,980	1,980	3,267
Office costs		14,609	14,609	13,491
Premises costs		21,548	21,548	28,741
Affiliations and fees		7,463	7,463	9,314
	<u>19,628</u>	<u>368,941</u>	<u>388,569</u>	<u>348,865</u>
Governance costs	£	£	£	£
Management committee expenses	95		95	1,892
Other	91		91	136
	<u>186</u>	<u>-</u>	<u>186</u>	<u>2,029</u>
Total Expenditure	<u>100,175</u>	<u>368,941</u>	<u>469,116</u>	<u>399,354</u>

3a Staff Costs

Included within expenditure are the following staff costs:

	Unrestricted	Restricted	2023	2022
	£	£	£	£
Wages & salaries	72,453	276,057	348,510	294,474
Employer's national insurance	5,238	22,146	27,384	20,931
Employment allowance	(956)	(4,044)	(5,000)	(4,000)
Pension contributions	4,842	20,143	24,985	20,497
Consultants	5,560	800	6,360	-
	<u>87,137</u>	<u>315,102</u>	<u>402,239</u>	<u>331,902</u>

Of which the following staff costs including pension contributions and employer's national insurance were in respect of key management personnel

	<u>11,693</u>	<u>35,079</u>	<u>46,771</u>	<u>32,692</u>
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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 17.4, or 10.5 full-time equivalent (FTE). In 2022, it was 15 staff and 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 made £
Kingston Charitable Foundation	970
The Richmond Charities (prior year funding)	696
Grants made from prior year reserves	149
	1,815

Grants were made to 6 families at an average of £303 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 2022	8,045	21,370	29,415
Additions	-	-	-
Disposals	-	-	-
At 31 March 2023	8,045	21,370	29,415
Depreciation			
At 1 April 2022	7,337	13,314	20,651
Charge	237	4,136	4,373
Disposals	-	-	-
At 31 March 2023	7,574	17,450	25,024
Net Book Value			
At 31 March 2023	471	3,920	4,391
As at 31 March 2022	708	8,056	8,764
5 Cash at bank and in hand	2023	2022	
	£	£	
Bank accounts	436,148	388,740	
Petty cash	61	61	
	436,209	388,802	
6 Debtors	2023	2022	
	£	£	
HMRC Gift Aid	1,717	3,248	
Sundry debtors	1,000	1,450	
	2,717	4,698	
7 Creditors: amounts falling due for payment within one year	2023	2022	
	£	£	
Trade creditors		1,232	
Other	5,759	5,759	
Total	5,759	6,991	

8 Income received in advance

Funding received during the current period relating to the following year

	2023	2022
	£	£
London Borough of Hounslow	3,689	
National Lottery Community Fund	10,000	
Richmond Parish Lands Charity	38,500	35,000
	<u>52,189</u>	<u>35,000</u>

9 Movement in funds

	As at 31 March 2022	Income	Expenditure	Transfers	As at 31 March 2023
	£	£	£	£	£
Restricted funds					
Home visiting and family support	83,757	332,303	(368,941)		47,119
	<u>83,757</u>	<u>332,303</u>	<u>(368,941)</u>	<u>0</u>	<u>47,119</u>
Unrestricted funds					
General fund	279,377	157,596	(100,175)	2,960	339,758
Designated fund	2,960			(2,960)	0
Total	<u>366,094</u>	<u>489,899</u>	<u>(469,116)</u>	<u>0</u>	<u>386,877</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 £95 (2022: £1,892) 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.

£7,092 (2022: £8,599) was paid to Home-Start UK to cover the annual membership levy for centralised services provided, such as branding, policy guidance and legal services.