

Charity registration number 1114199

Company registration number 5624606 (England and Wales)

**HOME-START SURREY HEATH**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# HOME-START SURREY HEATH

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Ros McGibbon: Chair Chris Foster Olive Proudfoot Shantha Thiruchelvam: Treasurer Y P Buluma-Samba R Scarborough A Reynolds (Appointed 14 March 2022)
<b>Secretary</b>	Stephnie Waight (Senior Organiser)
<b>Charity number</b>	1114199
<b>Company number</b>	5624606
<b>Principal address</b>	Unit 1 Stuart House Plantation Row Camberley Surrey GU15 3ER
<b>Registered office</b>	Unit 1 Stuart House Plantation Row Camberley Surrey
<b>Independent examiner</b>	Frances Wilde FCCA DChA Warner Wilde Chartered Certified Accountants 4 Marigold Drive Bisley Surrey GU24 9SF
<b>Bankers</b>	Lloyds TSB 19-23 Obelisk Way Camberley Surrey GU15 3SE

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# HOME-START SURREY HEATH

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# HOME-START SURREY HEATH

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

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The trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: 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 (FRS 102) (effective 1 January 2019)".

### **Objectives and activities**

Our Charity's purposes as set out in the objects contained in the company's memorandum of association are essentially to help parents build better lives for their children by offering support and friendship in the home.

The policies adopted in furtherance of these objects are to recruit and train volunteers, who are usually parents themselves, to visit families in order to offer informal confidential friendship and practical help. There has been no change in these during the year.

The trustees have paid due regard to guidance on public benefit issued by the Charity Commission in deciding what activities the charity should undertake.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. The charity has adopted a range of policies which set out best practice for identifying and dealing with risks.

### **Structure, governance and management**

The charity is a company limited by guarantee.

Members are elected at the Annual General Meeting.

None of the trustees have any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Indemnity insurance is provided by the charity for the Board of Trustees.

Surrey Heath Home-Start (the Scheme) is administered by a Management committee, made up of members who are directors for the purposes of company law and trustees for the purposes of charity law.

The board is responsible for the overall governance of the Scheme including;

- \* Management of the budget
- \* Employment of staff
- \* Policies
- \* Premises
- \* Health & Safety

The Scheme employs a part time Scheme Manager and Co-ordinator who are engaged in the recruitment, preparation and support of the group of volunteers who directly support the families. The scheme also employs a part time Administrator.

The Trustees and all staff receive on-going training from Home-Start UK as well as using other external training opportunities as appropriate.

The Board of Management meets every two months and has sub committees dealing with Finance/ Fundraising, Health and Safety, and Personnel. Each committee having an individual Chair meets as necessary reporting back to the main board.

## **HOME-START SURREY HEATH**

### **TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)**

***FOR THE YEAR ENDED 31 MARCH 2022***

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#### **What we do**

Founded in 1989, Home-Start Surrey Heath offers a unique service, recruiting and training volunteers to visit families at home. Families, who have at least one child under 5, are offered informal, friendly and confidential, practical and emotional support. Our volunteers work alongside parents, in their own homes, to help them cope with the stresses and strains of family life and make sure they have the skills, confidence and strength they need to nurture their children. Our volunteers are caring and non-judgemental.

We also provide two groups - a Pram Walk & Talk on a Thursday at Frimley Lodge Park and a Best Start in Life Group every Tuesday at High Cross Church, to support play, parenting, early learning and well-being.

Parents may be struggling with the demands of parenting for any number of reasons including mental health, social isolation, domestic violence, children with special educational needs and disabilities – a whole range of reasons.

To help give children the best possible start in life, Home-Start supports parents as they grow in confidence, strengthen their relationships with their children and widen their links with the local community.

We have a small team of staff who all work part time and who bring complementary skills to the charity. We work well together to support both our team of dedicated volunteers and the families we work with.

#### **Trustees**

The trustees, who are also directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Chair – Ros McGibbon;  
Treasurer -Shantha Thiruchelvam;  
Chris Foster;  
Olive Proudfoot;  
Rachel Scarborough;  
Yvonne-Buluma Samba;  
Anne Reynolds (appointed 14/03/22),  
Vanessa Butler (resigned 10/05/21),  
Elaine Cohen (resigned 13/07/21),  
Elaine Smith (resigned 02/12/21)

#### **Staff**

Manager – Stephnie Waight  
Co-ordinator – Melanie James  
Co-ordinator – Dorothy Meara  
Administrator – Sam Ball

**TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 31 MARCH 2022**

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**Manager's Report**

This year I have been with Home-Start Surrey Heath for 16 years. I am in the privileged position to see first-hand the incredible work carried out by our volunteers, trustees and staff. I'd also like to thank all those people who support us, both financially and in kind, as well as those organisations, trusts and foundations pictured on Page 12 - Camberley Baptist Church; Capella Hairdressers; Councillor Hawkins for funds from his Members Allocation; Mark Wingrove; Home-Start UK; Tesco Meadows, Warner Wilde. Also, thanks to those who donate online, including via the Surrey Heath Lottery, which raised £705 for us, which is fantastic.

Thanks also to our partners for their support in working together to support families, which includes health professionals, those working in social work/care, education and other family support and children's organisations.

While our core model is to support families in their home and community, we are responsive to family needs and set up two new groups – Pram Walk and Talk and Best Start in Life Group – thanks to Sam and Dorothy and those volunteers who help out each week.

Early in 2022, we trialled a new hybrid Volunteer Preparation Course – part online and part face to face and feedback was very positive from those volunteers who completed this training. Moving forward we will continue to make good use of this new online training platform for volunteers.

Finally, a big thank you to the local community for their support with our fundraising events – both in kind and in attendance.

**Report from Chair of Trustees -Ros McGibbon**

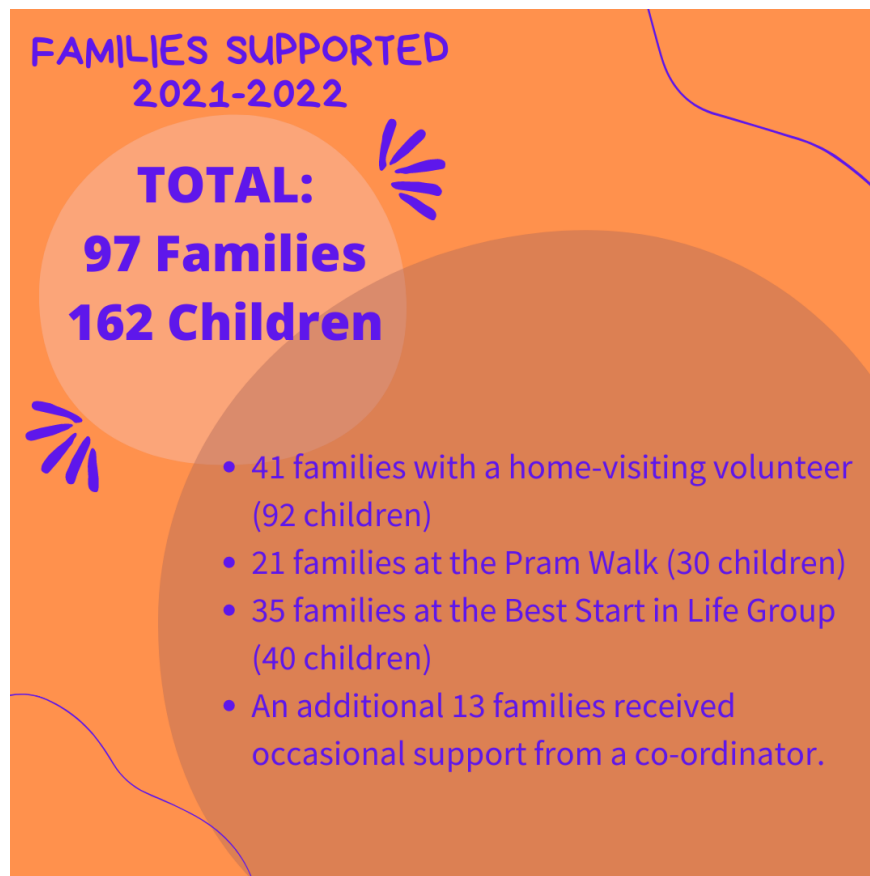
This year is the 33rd anniversary of Home Start Surrey Heath and despite the difficulties with Covid we have continued to support those families with extra help at a stressful time in their lives.

Since March 2020 the country has been stricken with Covid 19 which has restricted the lives of families and the work of Home Start. We are beginning to return to a more normal way of working, with home visiting and meetings in the office. We have continued our pram walks and have started the Best Start in Life group for families, both groups are well attended and are appreciated by the families. We continue to support families with volunteers at home despite the difficulties of Covid.

I would like to thank our staff Stephnie, Mel, Dorothy and Sam for all their hard work and perseverance during this exceptional time in keeping Home Start operational. I would also like to thank our Trustees for their hard work and support, especially Shantha our treasurer, who is standing down at the end of April. We are looking forward to our meetings in the office after a year of zoom.

I would like to thank the individuals, companies and organisations who continue to support us, and our fundraising committee who have managed to raise funds for us despite the restrictions. We also receive a contribution from Surrey County Council, However, we still need to apply for funding for the next financial year.

I sincerely hope that with sufficient funds Home Start Surrey Heath will continue to support those families in need throughout the next year.



**Our Vision**

Every parent has the support they need to give their children the best possible start in life.

**Our Mission**

To help children get the best possible start in life, Home-Start Surrey Heath supports parents across the borough, to grow in confidence, strengthen their relationships with their children and widen their links with the local community.

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

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**Activities During the Past Year**

In partnership with John Lewis/Waitrose and Home-Start UK, we invited families to attend a Live Cookalong between 4-5pm. A Waitrose Nutritionist cooked live on Zoom Home-Start Health Beans and Quesadillas and parents and children followed along. Waitrose Bagshot provided a cookalong recipe box with all the required ingredients, plus some extra treats/goodies for the parents and children. The session was absolutely brilliant with practical advice and nutrition tips. From the survey, all participants reported an uplift in confidence of their cooking abilities, from an average of 5.5 to 7.5!

We held a Christmas Party at Imagination in Camberley for all families being supported by us. Presents were generously donated by High Cross Church.

We were generously provided with bags of toys, books and beauty treats for parents from Stripey Stork.

We held a free live Guided Meditation and a Moment of Calm for families and volunteers, via zoom, facilitated by an ex-family as a thank you for the support she was given.

**FUNDRAISING EVENTS**

Our fundraising Committee have held some fantastic events this year, including an afternoon tea, a family Christmas Party, a quiz night, a Paint & Sip Evening and 2 Bingo Nights. The events have all been a huge success: not just from a fundraising point of view, but for promotion of the charity. Feedback has continually been positive and our huge thanks go to Anne and her fundraising team for their hard work and all those individuals and organisations who donated raffle prizes. A huge thank you also to Joanna for her support with funding.

**John Lewis Partnership Supercharged Communities Programme**

Following on from Christmas 2020's Give a Little Love campaign, we were delighted to hear of the continued support from John Lewis Partnership as part of their Supercharged Communities Programme. The support we received from John Lewis Reading and Waitrose Bagshot throughout the year was extraordinary and our thanks particularly go to Shelley and Helen from John Lewis in Reading and to Lauren in Bagshot. We thank them sincerely for their help and support.

Funding covered our weekly Pram Walk and Talk. We also held a couple of picnics – thanks to Waitrose Bagshot, who provided all the goodies for the picnic. All the parents really enjoyed themselves – although one of the picnics was set up and it poured with rain, so everyone had to huddle under trees.

John Lewis Partnership in Reading also kindly offered to provide essential household items that families needed. Following requests from families JLP delivered and provided a washer/dryer; a sofa; a laptop; a microwave & Wii; aged 2-3 clothes and toys; nappies/wipes/milk; 2 beds and all bedding. Collection and delivery was organised between JLP, staff and volunteers. Total value of goods provided: £2410.79 – one family said “*It was nice to have something new for once*”.

Waitrose Bagshot also donated Christmas Presents for all families being supported by a volunteer and raffle prizes for our events.



TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

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**Volunteers**

We held two volunteer preparation courses this year – the first our standard 8-week course and then in March 2022 we trialled our first hybrid course – part e-learning, followed by 2 days face to face training. Welcome Nicky, Elaine F, Sarah, Stacy, Leearna, Laura, Kayleigh, Joanna S and Stacey R to our team, we're delighted you've joined us.

Home-Start volunteers and trustees are at the heart of our organisation and a huge thank you must go to them. They are our most important resource. They offer regular emotional and practical support, visiting families each week; offering support and guidance with the governance of the charity; helping at our groups and organising and running fundraising events. We wouldn't be able to do what we do without their dedication and commitment, very often juggling around their own family commitments and work.

We also want to acknowledge we have lost many volunteers this year because of their own health or a family member's health issues. We hope that some will be able to return to us at some point in the future once they are able to do so. We'd like to extend our huge thanks to our amazing volunteers and trustees: Angela N, Anne, Carole, Cherry, Chris, Clare, Elaine C, Elaine F, Elaine S, Fiona, Jane, Joanna M, Jo G, Laura, Leearna, Liza, Lydia, Murielle, Nicky, Olive, Penny, Rachel, Ros, Sarah S, Sarah W, Shantha, Sian, Simon, Stacy Mc, Sue, Vanessa, Verity, Yvonne, Zoe.

We took volunteers for a Christmas lunch at Zizzis in Camberley to say thank you for all their hard work and support over the past difficult year and a half.



Report from our volunteer, Clare



I have been a Home Start volunteer for three years, during which time I have supported three families. I have also helped at the Best Start in Life Group. For each of the families, it is the mum and the children that I have supported. I would say that the central element of support has been as a friendly listener.

With each of the families my main role has been to help them find a way forward with the struggles they are dealing with, be that with anxiety, pain, ill health or the sometimes-overwhelming practicalities of family life with new babies. I am interested in what they have to say or what they are worried about and by listening I make a difference. I have enjoyed playing, drawing, reading, going out to the park or for a walk or to baby groups or indoor and outdoor places to play. When families have worried they wouldn't be able to go out of the house on their own, I have been an extra pair of hands and a friend the family can rely on for a few hours each week until they are able to go out on their own with time. I have been a sounding board enabling them to share their thoughts and worries and I have helped them work out practical solutions to problems.

I have been lucky enough to see an improvement in the mental and physical health of the mums I have been supporting, enabling them to have more relaxed family time. With each family I feel I have helped them through a difficult period in their life. I have been lucky enough to get to know each family well and I really appreciate the smiles on their faces as they open their door to me each week. I feel privileged to spend a few hours each week with the families at such a precious time in their lives.

I have recently attended two interesting and well-run training courses on zoom. Understanding Autism has broadened my knowledge of autism and a workshop offering ways to improve the mental health of adults which has been useful to use myself and to share with others. I think Home-Start is a fantastic charity and my daughters think so too. It was such a lovely surprise for me a few months ago to see that one my daughters had chosen Home-Start for her Facebook Birthday Fundraiser and raised £200.

### WHAT FAMILIES SAY ABOUT THEIR SUPPORT

'Volunteer has helped me to find beds, was good at finding information for the boys; was always there to talk too - comforting and supportive, especially during Covid, having video calls really helped. The whole thing was great and the external support, emails, cooking etc - it has really helped to know that there is a structure in place behind the scenes. Given me another form of support.'

'Lots of positives - helped us to feel more confident and nice to have a non-judgemental person to talk to – also having help with the education system.'

'The support was just what I needed, relaxed, informal, flexible and suited to my needs.'

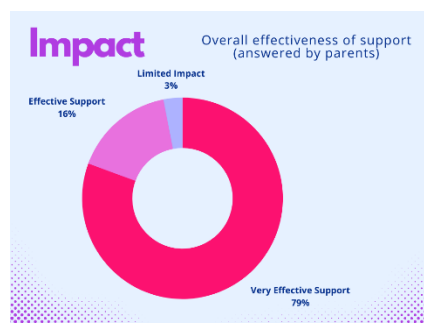
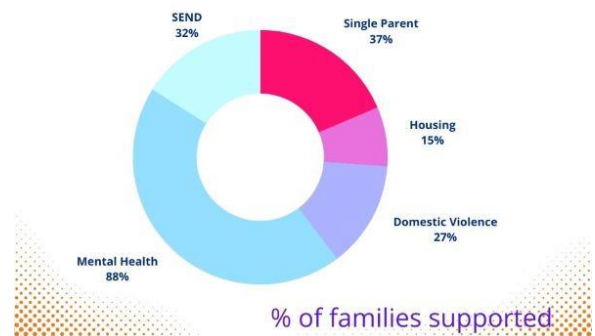
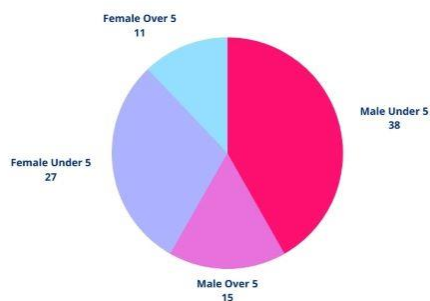
'Volunteer was wonderful and helped me so much; she was sent to help me in my time of need; an amazing person. I haven't got any family here in UK so I have needed help with so many things. I couldn't have managed on my own. Every week I have looked forward to her visits.'

'Volunteer did research for nursery schools, which was very helpful. Helped get me out of the house and I'm now able to do this independently. She was good at listening, we could talk about anything, which made a difference to my mental health. She provided moral support and encouragement - lots of texts too, which helped, knowing someone was there to check in with me.'

'Best experience was having someone to talk to and coming to the group with me so my child could play with other children.'

### Issues faced by our families

#### Children Supported with a volunteer



## HOME-START SURREY HEATH

### TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

***FOR THE YEAR ENDED 31 MARCH 2022***

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#### **Pram Walk and Talk**

Our weekly Pram Walk is held at Frimley Lodge Park each Thursday from 1030- 1130. 21 families with 30 children have attended. A huge thank you to Sam and Chris who venture out in all weathers for making this a successful, friendly group for Mums and their babies and to John Lewis Partnership for your funding.

#### **Best Start in life Group**

Our weekly BSIL group is held each Tuesday at High Cross Church from 10 to 1130. 35 families with 40 children have attended. A huge thank you to the Community Foundation of Surrey for funding this group and to the staff and volunteers who help out each week. Thank you to the CHES Team, Nursery Nurses, Bouncy Bunnies, Barnados and Relax Kids for coming along to the group and for providing extra activities and support for the group.

Thank you to all the organisations, funders and donors who have given us grants and donations during the past year, including:



ePC-provided Christmas presents

**TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)**

***FOR THE YEAR ENDED 31 MARCH 2022***

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**2021 – 2022 Treasurer's Report – Shantha Thiruchelvam**

Our charity has gone through many changes in the past three decades whilst navigating challenging environments, from government decisions to closure of children's centres, the pandemic impact, Brexit, economic setbacks and more. Nevertheless, our vision, which is to help children get the best possible start in life, has never changed. Our mission continues to be the care and support of parents and their families. To this end, we have all worked hard as a team, putting the families we support before our personal needs. We continued our service into the year 2021-22, with the virtual approach, enabling staff and volunteers through ongoing training to avoid any disruption to our service due to any unforeseen circumstances in the future.

Since Surrey County Council changed their system of providing grants, a substantial amount of our income was lost. In addition, the country's adverse economic effects meant we lost a large portion from private companies and individuals. This made trustees invest more in charity self-fundraising events. As soon as lockdown ended, the charity held many events such as walking challenges, quiz nights, afternoon teas, paint and sips, Bingos, stands at garden centres, Christmas party and more. They were all very welcomed by the local community and we added a significant amount to our income in 7 months.

Our principle to spend prudently by setting a budget to guide us, helped us to be cost effective. As always, our staff were given the opportunity and encouragement to take up more online courses relevant to their roles and skills and we ensured that a small amount of money is always secured in our general reserves to cover their cost. We ran two family projects, "Best Start in Life" and the "Pram Walk and Talk" - caring through nature. These were funded by Surrey Community Foundation and our corporate partners John Lewis and Waitrose. Both were a tremendous success. We are hoping to carry on with these projects into the following years if funding permits. In the last financial year, we were able to raise a reasonable fund of £79,907. We thank everyone who has generously contributed towards our income. The amount was received mainly from, the clubs and Trusts 55%; SCC grant 27%; Fund raising Events 9%; Private companies 5%; other sources 4%, including from our volunteers who have donated back their expenses.

Our total cost amounted to £76,444 amongst our staff cost takes the biggest bite 75%. We lost our BBC CIN funding for our 2 coordinators' salaries, but fortunately the operating reserves wisely set aside by the trustees, compensated the loss. We are grateful to The National Lottery Community Fund and Henry Smith for funding the coordinators for next year. Next is the office rent, which is an ongoing concern to the charity and hopefully we can find an alternative solution in the coming years.

At the close of the year, a total of £70,029 is carried forward in the Other Charitable Reserves, of which £18,000 remains in the Staff Responsibility Fund; the balance £52,029 is reserved in the Free reserves. This is considered by the Board as a good practice for the charity's long-term stability and resilience; to meet the windup period and any other financial uncertainties. Restricted reserves are £28,254.

Our premises are leased by The Camberley Baptist Church; we are thankful for their continuous support, aiding our financial stability. Annually, our accounts are externally examined by Warner Wilde (Chartered Certified Accountants), as expected by the charity commission; we appreciate their excellent service. Sincerely, we thank all our donors who had made last year viable, our team of staff (Steph, Melanie, Dorothy, and Sam) for their services and support, in and out of office, and all our volunteers for their constant care and support of the charity. Thank you.

# HOME-START SURREY HEATH

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

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The trustees' report was approved by the Board of Trustees.



Ros McGibbon: Chair

Trustee

Dated: 29/6/22



# HOME-START SURREY HEATH

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF HOME-START SURREY HEATH

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I report to the trustees on my examination of the financial statements of Home-Start Surrey Heath (the charity) for the year ended 31 March 2022.

#### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

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

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



**Frances Wilde FCCA DChA**

Warner Wilde  
Chartered Certified Accountants  
4 Marigold Drive  
Bisley  
Surrey  
GU24 9SF

Dated: 1 July 2022



# HOME-START SURREY HEATH

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

### Current financial year

		Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
	Notes					
<b><u>Income from:</u></b>						
Donations	3	42,544	-	29,997	72,541	63,163
Other trading activities	4	7,119	-	-	7,119	1,217
Investments	5	247	-	-	247	439
<b>Total income</b>		49,910	-	29,997	79,907	64,819
<b><u>Expenditure on:</u></b>						
Raising funds	6	120	-	-	120	151
Charitable activities	7	67,075	-	9,249	76,324	67,549
<b>Total expenditure</b>		67,195	-	9,249	76,444	67,700
<b>Net (outgoing)/incoming resources before transfers</b>		(17,285)	-	20,748	3,463	(2,881)
<b>Net (outgoing)/incoming resources before transfers</b>		(17,285)	-	20,748	3,463	(2,881)
Gross transfers between funds		24,000	(24,000)	-	-	-
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		6,715	(24,000)	20,748	3,463	(2,881)
Fund balances at 1 April 2021		45,314	42,000	7,506	94,820	97,701
<b>Fund balances at 31 March 2022</b>		52,029	18,000	28,254	98,283	94,820

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# HOME-START SURREY HEATH

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

Prior financial year

		Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes				
<b><u>Income from:</u></b>					
Donations	3	38,932	-	24,231	63,163
Other trading activities	4	1,217	-	-	1,217
Investments	5	439	-	-	439
<b>Total income</b>		40,588	-	24,231	64,819
<b><u>Expenditure on:</u></b>					
Raising funds	6	151	-	-	151
Charitable activities	7	49,760	-	17,789	67,549
<b>Total expenditure</b>		49,911	-	17,789	67,700
<b>Net (outgoing)/incoming resources before transfers</b>		(9,323)	-	6,442	(2,881)
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		(9,323)	-	6,442	(2,881)
Fund balances at 1 April 2020		54,637	42,000	1,064	97,701
<b>Fund balances at 31 March 2021</b>		45,314	42,000	7,506	94,820

# HOME-START SURREY HEATH

## BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	11		1,601		2,192
<b>Current assets</b>					
Debtors	12	401		403	
Cash at bank and in hand		98,975		99,768	
		<u>99,376</u>		<u>100,171</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>(2,694)</u>		<u>(7,543)</u>	
Net current assets			96,682		92,628
<b>Total assets less current liabilities</b>			<u>98,283</u>		<u>94,820</u>
<b>Income funds</b>					
Restricted funds	15		28,254		7,506
<u>Unrestricted funds</u>					
Designated funds	16	18,000		42,000	
General unrestricted funds		<u>52,029</u>		<u>45,314</u>	
			70,029		87,314
			<u>98,283</u>		<u>94,820</u>


The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

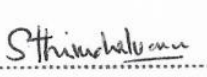
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 29/6/22

  
Ros McGibbon: Chair  
Trustee

  
Shantha Thiruchelvam: Treasurer  
Trustee

Company registration number 5624606

# HOME-START SURREY HEATH

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 1 Accounting policies

##### Charity information

Home-Start Surrey Heath is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit 1, Stuart House, Plantation Row, Camberley, Surrey.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: 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 (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

##### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# HOME-START SURREY HEATH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 1 Accounting policies

(Continued)

##### 1.5 Expenditure

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	20% straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

##### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

##### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# HOME-START SURREY HEATH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### 1 Accounting policies

(Continued)

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.11 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### **1.12 Debtors**

Debtors are recognised at the amount due after any trade discount offered. Prepayments are valued at the amount prepaid after any discounts due.

#### **1.13 Creditors**

Creditors are recognised where the charity has a present obligation arising from a past event that is likely to result in a transfer of funds to a third party and the amount due can be measured or estimated reliably. Creditors are recognised after taking account of any discounts due.

# HOME-START SURREY HEATH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2022*

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### **2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# HOME-START SURREY HEATH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 3 Donations

	Unrestricted funds general £	Restricted funds £	Total 2022 £	Total 2021 £
Donations and gifts	12,436	-	12,436	2,830
Grants receivable	30,108	29,997	60,105	59,937
Donated goods and services	-	-	-	396
	<u>42,544</u>	<u>29,997</u>	<u>72,541</u>	<u>63,163</u>
<b>For the year ended 31 March 2021</b>	<u>38,932</u>	<u>24,231</u>		<u>63,163</u>
<b>Donations and gifts</b>				
SHBC	3,000	-	3,000	-
Community Fund	2,499	-	2,499	-
Groundwork UK	1,000	-	1,000	-
Park Road surgery	500	-	500	-
Surrey Heath Lottery	705	-	705	-
Mrs McBride	-	-	-	1,000
Other	4,732	-	4,732	330
	<u>12,436</u>	<u>-</u>	<u>12,436</u>	<u>2,830</u>
<b>Grants receivable for core activities</b>				
Surrey County Council	20,108	-	20,108	19,108
Children In Need	-	-	-	20,369
HSUK emergency funds	-	-	-	1,500
Community Foundation for Surrey	-	-	-	5,000
National Lottery	-	10,000	10,000	-
Henry Smith Charity	-	10,000	10,000	10,000
John Lewis/Waitrose partnership	-	-	-	3,960
BSIL	-	5,000	5,000	-
Frimley Allotments	10,000	-	10,000	-
PWT & SCJ	-	4,997	4,997	-
	<u>30,108</u>	<u>29,997</u>	<u>60,105</u>	<u>59,937</u>



# HOME-START SURREY HEATH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 4 Other trading activities

	<b>Unrestricted funds general 2022 £</b>	<b>Unrestricted funds general 2021 £</b>
Fundraising events	7,119	1,217

### 5 Investments

	<b>Unrestricted funds general 2022 £</b>	<b>Unrestricted funds general 2021 £</b>
Interest receivable	247	439

### 6 Raising funds

	<b>Unrestricted funds general 2022 £</b>	<b>Unrestricted funds general 2021 £</b>
<u>Fundraising and publicity</u>		
Other fundraising costs	120	151
	<u>120</u>	<u>151</u>

# HOME-START SURREY HEATH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 7 Charitable activities

	2022 £	2021 £
Staff costs	54,849	49,982
Depreciation and impairment	591	591
Volunteers Expenses	365	87
Organisers Expenses	2,390	192
Premises	7,472	7,368
Stationery, Printing and Copying	1,095	1,463
Telephone and Internet	1,246	1,071
Levy to Consultancy	1,114	1,312
Family Events	2,229	199
	<u>71,351</u>	<u>62,265</u>
Share of support costs (see note 8)	3,797	4,162
Share of governance costs (see note 8)	1,176	1,122
	<u>76,324</u>	<u>67,549</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	67,075	49,760
Restricted funds	9,249	17,789
	<u>76,324</u>	<u>67,549</u>

# HOME-START SURREY HEATH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 8 Support costs

	Support costs £	Governance costs £	2022 £	Support costs £	Governance costs £	2021 £
Postage	-	-	-	250	-	250
Volunteers Training	1,202	-	1,202	352	-	352
Sundries and Consumables	605	-	605	152	-	152
Insurance	929	-	929	875	-	875
Professional Fees	305	-	305	299	-	299
Staff Training	200	-	200	645	-	645
IT and Computer costs	556	-	556	1,589	-	1,589
Independent Examination	-	1,176	1,176	-	1,122	1,122
	<u>3,797</u>	<u>1,176</u>	<u>4,973</u>	<u>4,162</u>	<u>1,122</u>	<u>5,284</u>
Analysed between Charitable activities	<u>3,797</u>	<u>1,176</u>	<u>4,973</u>	<u>4,162</u>	<u>1,122</u>	<u>5,284</u>

Governance costs includes payments to the Independent Examiner for the preparation and Independent Examination of the financial statements of £1,176 ( 2021: £1,122), £396 (2021 £396) being a gift in kind.

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, none were reimbursed expenses (2021- one was reimbursed £136).

### 10 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	<u>4</u>	<u>4</u>
<b>Employment costs</b>	<b>2022 £</b>	<b>2021 £</b>
Wages and salaries	51,364	46,647
Other pension costs	3,485	3,335
	<u>54,849</u>	<u>49,982</u>

There were four part time staff equating to approximately 2 (2021: 2) full time equivalents.

# HOME-START SURREY HEATH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 10 Employees

(Continued)

There were no employees whose annual remuneration was more than £60,000.

### 11 Tangible fixed assets

Computers  
£

#### Cost

At 1 April 2021

2,953

At 31 March 2022

2,953

#### Depreciation and impairment

At 1 April 2021

761

Depreciation charged in the year

591

At 31 March 2022

1,352

#### Carrying amount

At 31 March 2022

1,601

At 31 March 2021

2,192

### 12 Debtors

2022      2021  
£      £

#### Amounts falling due within one year:

Other debtors

-      46

Prepayments and accrued income

401      357

401      403

### 13 Creditors: amounts falling due within one year

Notes      2022      2021  
£      £

Other taxation and social security

749      670

Deferred income

14      -      5,000

Other creditors

347      -

Accruals

1,598      1,873

2,694      7,543

# HOME-START SURREY HEATH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 14 Deferred income

	2022 £	2021 £
Other deferred income	-	5,000
	<u>          </u>	<u>          </u>

Deferred income is included in the financial statements as follows:

	2022 £	2021 £
Deferred income is included within:		
Current liabilities	-	5,000
	<u>          </u>	<u>          </u>
Movements in the year:		
Deferred income at 1 April 2021	5,000	-
Released from previous periods	(5,000)	-
Resources deferred in the year	-	5,000
	<u>          </u>	<u>          </u>
Deferred income at 31 March 2022	-	5,000
	<u>          </u>	<u>          </u>

# HOME-START SURREY HEATH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			
	Balance at 1 April 2020	Incoming resources	Resources expended	Balance at 1 April 2021	Incoming resources	Resources expended	Balance at 31 March 2022
	£	£	£	£	£	£	£
Family Fund	564	801	-	1,365	-	-	1,365
Database upgrade	500	-	-	500	-	-	500
Children in Need	-	17,369	(17,369)	-	-	-	-
HSUK caring for families	-	3,960	-	3,960	-	(3,960)	-
CIN Booster	-	2,101	(420)	1,681	-	(420)	1,261
National Lottery	-	-	-	-	10,000	-	10,000
Henry Smith	-	-	-	-	10,000	-	10,000
SCJ	-	-	-	-	1,622	-	1,622
BSIL	-	-	-	-	5,000	(3,163)	1,837
PWT	-	-	-	-	3,375	(1,706)	1,669
	<u>1,064</u>	<u>24,231</u>	<u>(17,789)</u>	<u>7,506</u>	<u>29,997</u>	<u>(9,249)</u>	<u>28,254</u>

The Family Fund: This provides funds for emergency needs identified within families such as for safety equipment (stair gates etc.) or food or other necessities

The National Lottery - for 1 co-ordinator salary

Henry Smith - for 1 co-ordinator salary

SCJ - covering volunteer expenses, excluding the prep training course

BSIL - Best Start In Life family group for children activities and parent group activities

PWT - Pram Walk and Talk for parents and children outdoor activities

# HOME-START SURREY HEATH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 16 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2020 £	Transfers £	Balance at 1 April 2021 £	Transfers £	Balance at 31 March 2022 £
Staff Responsibility Fund	15,000	3,000	18,000	-	18,000
Operating Reserve Fund	15,000	9,000	24,000	(24,000)	-
Staff Operational Costs	12,000	(12,000)	-	-	-
	<u>42,000</u>	<u>-</u>	<u>42,000</u>	<u>(24,000)</u>	<u>18,000</u>

Staff Responsibility Fund: The trustees estimate approx. £18,000 required to cover the staff redundancy costs should the charity become the victim of closing down in the future.

# HOME-START SURREY HEATH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 17 Analysis of net assets between funds

	Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:								
Tangible assets	340	-	1,261	1,601	511	-	1,681	2,192
Current assets/(liabilities)	51,689	18,000	26,993	96,682	44,803	42,000	5,825	92,628
	<u>52,029</u>	<u>18,000</u>	<u>28,254</u>	<u>98,283</u>	<u>45,314</u>	<u>42,000</u>	<u>7,506</u>	<u>94,820</u>



# HOME-START SURREY HEATH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### 18 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	1,230	-
Between two and five years	1,948	-
	<hr/>	<hr/>
	3,178	-
	<hr/>	<hr/>

### 19 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

### 20 Contingent Liability

The charity did participate in a multi-employer scheme which was a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The charity ceased contributions into the scheme in September 2013.

Home-Start Surrey Heath is not currently required to make any contribution to the funding deficit.

The potential debt, based on information as at 30 September 2020, is disclosed as a contingent liability.

The estimate of the potential amount due on withdrawal from the pension scheme is £5,566.52.