

Charity registration number 1114199

Company registration number 5624606 (England & Wales)

**HOME-START SURREY HEATH**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

# HOME START SURREY HEATH

## Treasurer's Report Year Ending 31st March 2023

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The successful fund raising efforts and additional awards received in the last quarter of the year, ensured that although making a loss for the year, the loss was held at a manageable level, despite significant inflationary cost increases during the year.

Income for the year was £53,731 which was £4,000 better than budget. However, expenditure at £83,107 was also £9,600 higher than budget.

Reserves at the 31st March 2022 had been higher than expected. This was partly due to some awards intended to cover 2022/23 costs being received before the end of 2021/22.

Accordingly, and so as to not hold excessive reserves through the following year end, the trustees set a lower target for income for the year ending 31<sup>st</sup> March 2023 and the 2022/23 budget was set to make a loss of £23,724

The actual outcome was a loss of £29,376.

Grants continued to provide most of the income with the significant award from Surrey County Council, and other very welcome awards from The Community Foundation for Surrey, Home Start Surrey (St Faiths), Magdalen Hospital Trust and the Sir Jules Thorn Charitable Trust.

Significant donations were received from Mychett Ministries, The Camberley 41 Club and Pine Ridge Golf Club Ladies.

Fund raising and community activities continued to be an important source of income with a number of events organized during the year including Paint & Sip, Bingo, Music with Mummy etc.

The very high level of inflation through the year had a significant effect on expenditure during the year.

This high level of inflation was not foreseeable when the budget for the year was set.

Salaries and earnings-related expenses accounted for more than 70% of overall expenditure.

Salaries were increased in July 2023 and backdated to the 1<sup>st</sup> April 2023, in accordance with agreed increases in NJC scale rates.

Reserves as at the 31<sup>st</sup> March 2023 were £68,907 compared with £98,283 at the start of the year.

Reserves at the year end comprised of Unrestricted Reserves £44,924, Restricted Funds of £5,983 and the Staff Responsibility Fund of £18,000.

The high level of reserves at the beginning of the year proved to be problematic when making applications for funding for 2023/24 even though the reserves were already much lower at the time the applications were being made. Hopefully the problem will have resolved with the publication of the results for 2022/23.

For 2023/24 HSSH plans to continue with its mission to provide care and support to families and to help to give children the best possible start in life and is budgeting expenditure of £86,310.

The trustees are confident that the reserves as at the 31<sup>st</sup> March 23 are sufficient to enable operations to continue unchanged into 23/24 and a break even budget has been set for the year.

This means that income of some £86,000 will need to be raised for the year.

A good start has been made in April 2023, the first month of the new year, but there is a huge challenge ahead for the staff, volunteers and trustees to raise the necessary funds.

Barry Clutton  
Treasurer  
Home-Start Surrey Heath

30/04/2023

# HOME-START SURREY HEATH

## Statement of Financial Activities Year Ending 31st March 2023

	Note	Unrestricted Funds		Restricted Funds	Total Funds	Prior Year Total Funds
		General £	Designated £	£	£	£
<b>Income from</b>						
Grants	3	29,346	-	9,000	38,346	60,105
Donations	3	10,499	-	-	10,499	12,436
Other	3	4,886	-	-	4,886	7,366
Total Income		44,731	-	9,000	53,731	79,907
<b>Expenditure on</b>						
Charitable Activities	4	51,836	-	31,271	83,107	76,444
Total Expenditure		51,836	-	31,271	83,107	76,444
<b>Net Income/(Expenditure) for the Year</b>		<b>(7,105)</b>	<b>-</b>	<b>(22,271)</b>	<b>-29,376</b>	<b>3,463</b>
<b>Reconciliation of Funds</b>						
Funds Balance Bought Forward		52,029	18,000	28,254	98,283	94,820
Funds Balance Carried Forward		44,924	18,000	5,983	68,907	98,283

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

All income and expenditure is derived 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

## Balance Sheet As at 31st March 2023

	Note	31/03/2023	31/03/2022
		£	£
<b>Fixed Assets</b>			
Tangible assets	10	1,011	1,601
<b>Total</b>		<b>1,011</b>	<b>1,601</b>
<b>Current Assets</b>			
Debtors	5	205	401
Cash at bank and in hand		69,444	98,975
<b>Total</b>		<b>69,648</b>	<b>99,376</b>
<b>Creditors</b>			
Amounts falling due within one year	6	-696	-1,096
Accruals	6	-1,056	-1,598
<b>Total</b>		<b>-1,753</b>	<b>-2,694</b>
<b>Net Assets</b>		<b>68,907</b>	<b>98,283</b>
<b>Funds</b>			
Unrestricted Fund	7	44,924	52,029
Restricted Fund	7	5,983	28,254
Designated Fund	7	18,000	18,000
<b>Total Funds</b>		<b>68,907</b>	<b>98,283</b>

The company is entitled to exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

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.

These financial statements were approved by the Trustees on the 22 May 2023 and signed on its behalf by:

Mike Allen

Chair

Barry Clutton ACMA CGMA

Treasurer

# HOME-START SURREY HEATH

## Notes to the Financial Statements Year Ending 31st March 2023

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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 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 round 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

#### 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 be used. The purposes and uses of the restricted funds are set

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

#### 1.4 Income

Income is recognized 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 recognized on receipt. Other donations are recognized 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 recognized at the time of the donation.

Legacies are recognized on receipt or otherwise if the charity has been notified of any 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 Year Ending 31st March 2023

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### 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 Year Ending 31st March 2023

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### ***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 recognized 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.

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

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

#### **1.10 Employee benefits**

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

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

# HOME-START SURREY HEATH

## Notes to the Financial Statements (Continued)

Year Ending 31st March 2023

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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 where the revision affects both current and future periods.



# HOME-START SURREY HEATH

## Notes to the Financial Statements (Continued) Year Ending 31st March 2023

### 3 ANALYSIS OF INCOMING RESOURCES

	Unrestricted	Restricted	2023 Total	2022 Total
	£	£	£	£
GRANT INCOME				
Surrey County Council	19,108	-	19,108	20,108
Home Start Surrey	5,238	-	5,238	-
Community Foundation for Surrey	9,000	-	9,000	-
Magdalen Hosspital Trust	2,000	-	2,000	-
Sir Jules Thorn Charitable Trust	2,500	-	2,500	-
Surrey heath Show	500	-	500	-
National Lottery	-	-	-	10,000
Henry Smith Charity	-	-	-	10,000
BSIL	-	-	-	5,000
Frimley Allotments	-	-	-	10,000
PWT &SCJ	-	-	-	4,997
	<u>38,346</u>	<u>-</u>	<u>38,346</u>	<u>60,105</u>
DONATIONS AND GIFTS				
Mychett Ministries	5,000	-	5,000	-
Camberley 41 Club	2,310	-	2,310	-
Pine Ridge Ladies	2,000	-	2,000	-
Surrey Heath Lottery	446	-	446	500
Corporate	458	-	458	-
SHBC	-	-	-	3,000
Community Fund for Surrey	-	-	-	2,499
Groundwork UK	-	-	-	1,000
Park Road Surgery	-	-	-	705
Other	285	-	285	4,732
	<u>10,499</u>	<u>-</u>	<u>10,499</u>	<u>12,436</u>
OTHER INCOME				
Fund Raising Activities	4,615	-	4,615	7,119
Interest Receivable	271	-	271	247
Other	-	-	0	0
	<u>4,886</u>	<u>-</u>	<u>4,886</u>	<u>7,366</u>
TOTAL INCOME	<u>53,731</u>	<u>-</u>	<u>53,731</u>	<u>79,907</u>

# HOME-START SURREY HEATH

## Notes to the Financial Statements (Continued) Year Ending 31st March 2023

### 4 ANALYSIS OF RESOURCES EXPENDED

	Unrestricted	Restricted	2023 Total	2022 Total
	£	£	£	£
CHARITABLE ACTIVITIES				
Staff Costs	36,326	23,139	59,465	54,849
Depreciation and Impairment	590	-	590	591
Volunteers Expenses	374	203	576	365
Staff Expenses	355	893	1,247	2,390
Premises	6,053	1,720	7,773	7,472
Stationary Printing and Copying	2,121	-	2,121	1,095
Telephone and Internet	1,297	-	1,297	1,246
Promotion & Advertising	117	-	117	120
HSUK Levy & Subscriptions	1,489	-	1,489	1,114
Family Events	1,915	2,062	3,978	2,229
TOTAL	50,638	28,016	78,653	71,471
SUPPORT COSTS				
Volunteer Training	103	-	103	1,202
Sundries and Consumables	-179	1,494	1,316	605
Legal & Insurance	1,375	-	1,375	929
Professional Fees	126	500	626	305
Staff Training	59	-	59	200
IT & Computer Costs	-950	1,261	311	556
Total	533	3,255	3,789	3,797
GOVERNANCE COSTS				
Independent Examination	665	-	665	1,176
Total	665	-	665	1,176
TOTAL EXPENDITURE	51,836	31,271	83,107	76,444

# HOME-START SURREY HEATH

## Notes to the Financial Statements (Continued) Year Ending 31st March 2023

### 5 DEBTORS & PREPAYMENTS

	2023 £	2022 £
Trade Debtors due within 1 year	-	-
HMRC	205	401
	<u>205</u>	<u>401</u>

### 6 CREDITORS & ACCRUALS

	2023 £	2022 £
Trade Creditors due within 1 year	696	347
HMRC PAYE & NIC	-	749
Accruals	1,056	1,598
	<u>1,753</u>	<u>2,694</u>

### 7 MOVEMENT IN FUNDS

	01/04/2022 £	Income £	Expenditure £	01/04/2023 £
<b>Unrestricted Funds</b>				
General Fund	52,029	44,731	51,836	44,924
Total	<u>52,029</u>	<u>44,731</u>	<u>51,836</u>	<u>44,924</u>
<b>Designated Funds</b>				
Staff Responsibility	18,000			18,000
Total	<u>18,000</u>	<u>-</u>	<u>-</u>	<u>18,000</u>
<b>Restricted Funds</b>				
Poverty Fund - Community Foundation for Surrey	-	5,000	568	4,432
Family Support Project - Community Foundation for Surrey	-	4,000	4,000	-
Family - Fund Frimley Fuel Allotments	1,365	-	625	740
Database Update	500	-	500	-
CIN Booster	1,261	-	1,261	-
National Lottery	10,000	-	10,000	-
Henry Smith Foundation	10,000	-	10,000	-
SC Johnson	1,622	-	811	811
BSIIL Community Foundation for Surrey	1,837	-	1,837	-
PWT	1,669	-	1,669	-
Total	<u>28,254</u>	<u>9,000</u>	<u>31,271</u>	<u>5,983</u>
<b>TOTAL FUNDS</b>	<u>98,283</u>	<u>53,731</u>	<u>83,107</u>	<u>68,907</u>

Staff Responsibility Fund. The trustees estimate that approximately £18,000 is required to cover the cost of staff redundancy should the need arise in the event of closure.

# HOME-START SURREY HEATH

## Notes to the Financial Statements (Continued) Year Ending 31st March 2023

### 8 TRUSTEE REMUNERATION & RELATED PARTY TRANSACTIONS

No trustees received any remuneration during the year.

Trustee expenses reimbursement was £270.10. ( 2022 - none)

No trustee had any personal interest in any contract or transaction entered into during the year

### 9 EMPLOYEES

Salaries  
Employer pension contributions  
Staff Life Assurance

2023	2022
£	£
55,492	51,364
3,896	3,485
76.50	-
<u>59,465</u>	<u>54,849</u>

No employees received emoluments ( excluding employer pension costs) of more than £60,000

This employee's emoluments ( excluding pension costs) were in the band £70,000 to £80,000

There were on average 4 employees during the year. (2022 - 4)

The average number of employees, calculated on the basis of full time equivalents was 2 (2022 - 2 )

### 10 TANGIBLE FIXED ASSETS

Cost  
As at 1/4/22  
Additions y/e 31/3/23  
As at 31/3/23

Depreciation  
As at 1/4/22  
Charge for 22/23  
As at 31/3/23

Nett Value  
As at 1/4/22  
As at 31/3/23

Computers
£
2,953
-
<u>2,953</u>
1,352
590
<u>1,942</u>
1,601
<u>1,011</u>

### 11 DEBTORS

Amounts falling due within one year:  
Other Debtor  
Prepayments and accrued income

2023	2022
£	£
205	-
-	401
<u>205</u>	<u>401</u>

# HOME-START SURREY HEATH

## Notes to the Financial Statements (Continued) Year Ending 31st March 2023

### 12 CREDITORS

Amounts falling due within one year:  
Other Taxation and Social Security  
Other creditors  
Accruals

2023	2022
£	£
-	749
696	347
1,056	1,598
1,753	2,694

### 13 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	2023			2022		
Funds Balances 31/3/23	Fixed Assets	Current Assets	Total	Fixed Assets	Current Assets	Total
	£	£	£	£	£	£
Unrestricted	171	44,754	44,924	340	51689	52,029
Restricted	840	5,142	5,983	1261	26993	28,254
Designated	-	18,000	18,000	-	18000	18,000
	1,011	67,896	68,907	1601	96682	98,283

### 14 OPERATING LEASE COMMITMENTS

Operating lease commitments for future minimum lease payments under non cancellable operating leases are due as follows

	2023	2022
	£	£
Within 1 year	1217	1230
Between 2 and 5 years	3348	1948
	4565	3178

### 15 RELATED PARTY TRANSACTIONS

There were no related party transactions during the year ( 2022 - none)

### 15 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 its 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