

Registered number: 5659531

Charity number: 1114860

HOME-START BANBURY, BICESTER & CHIPPING NORTON

(A company limited by guarantee)

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

BSF

HOME-START BANBURY, BICESTER & CHIPPING NORTON
(A company limited by guarantee)

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HOME-START BANBURY, BICESTER & CHIPPING NORTON
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Legal and Administrative Information
for the year ended 31 March 2021

Constitution

Home-Start Banbury and Chipping Norton Limited is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. Previously Home-Start Banbury & Chipping Norton operated as charity number 296837. The company was formed on 20 December 2005.

Directors and trustees

The directors of the charitable company are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees.

The trustees' liability is limited to £1, provided that they do not act negligently, or fraudulently, and do not allow the charity to continue when it is insolvent.

The trustees serving during the year and since the year-end were as follows:-

Cheryl Huntbach	Chair	(Resigned September 2021)
Chloe Woodhead	Acting Chair	(Appointed Sept. 2021; prev. Vice-Chair)
Douglas Keir	Treasurer and Secretary	
Amanjit Dhillon		Appointed February 2021
Jo Graves		
Valerie Knight		
Anne Waters		
Pete Welply		

Registered Office: Britannia Road Children's Centre
Grove Street
Banbury
OX16 5DN

Accountants: Faulkner Associates
10 Beanacre
Hook Norton
OX15 5UA

HOME-START BANBURY, BICESTER & CHIPPING NORTON
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Report of the Trustees
for the year ended 31 March 2021

The Trustees are pleased to present their report together with the financial statements of the Charity for the year ended 31 March 2021.

Objects of the Charity

The objects of the Charity are to offer practical help and supportive friendship to parents who have young children in local communities across the area. We offer a unique service, visiting families with at least one child under five to offer them informal, friendly and confidential support in their own home surroundings.

Review of financial affairs

2020-21 will be remembered for many years for the Coronavirus pandemic and the associated lockdowns of normal activities. It increased the financial uncertainties generally while having a very negative effect on the support we would normally give to families, whose need was now greater than in normal times.

In anticipation of difficult fund-raising years both in the immediate future and further ahead, with, simultaneously, an expectation of greater need and demand for our family support, we increased our fund-raising efforts to ensure a good buffer against the possibility of future financial stresses. The outcome was better than we had expected, and thanks to the generosity of many funders, including special Covid-related grants, we enjoyed an increase in income from £127,038 to £170,264 (+34%).

Our expenses in 2020-21 were lower than planned, as the Covid pandemic and lockdown meant that direct home visiting of families had to be put on hold for the entire year and many of the office-related costs were not incurred while staff worked from home. The staff and volunteers continued to provide whatever support was possible by remote contact (phone, mobile, WhatsApp, etc.) and displayed a great deal of flexibility in providing help whenever possible. Travel expenses were, of course, minimal. Two members of staff decided to leave for other jobs during the year, and it was decided not to replace them until the Covid situation had stabilised. In addition, Jane Skelton, our Senior Organiser, also reduced her weekly hours in anticipation of forthcoming retirement. These meant that the salaries bill was also lower than budgeted.

Overall our expenses reduced from £146,933 to £116,831 (-20%), and the effect of increased income and reduced expenditure led to a surplus of £53,433 a significant change from the previous year's deficit of £19,895. The year end reserves were consequently increased to £123,472 (2020: £70,039).

The world of charity fund-raising is an ever more competitive one, and we really appreciate all the financial support we receive, as well as the outstanding family support provided by the staff and volunteers, even in the face of great practical difficulties during the Covid pandemic.

HOME-START BANBURY, BICESTER & CHIPPING NORTON
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Report of the Trustees continued
for the year ended 31 March 2021

Trustees' Responsibilities

Company and charity law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing those financial statements the trustees have:

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepared the financial statements on a going-concern basis.

The Trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities

This report is prepared in accordance with the special provisions of the Companies Act 2006 relating to small charitable companies.

This report was approved by the trustees on 1st Dec 2021 and signed on its behalf, by:



Douglas Keir
Treasurer

**Independent examiner's report to the trustees of
Home-Start Banbury & Chipping Norton
for the year ended 31 March 2021
(A company limited by guarantee)**

I report on the accounts of Home Start Banbury and Chipping Norton for the year ended 31 March 2021 set out on pages 4 to 12.

Respective responsibilities of trustees as directors and examiner.

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ("the Act") and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- . Examine the accounts under section 145 of the 2011 Act;
- . To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5) of the 2011 Act; and
- . to state whether particular matters have come to my attention.

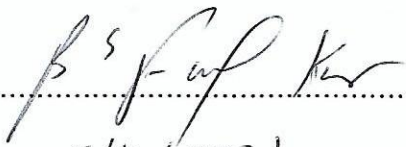
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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.

Opinion

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in any material respect:

- a) the accounting records were not kept in accordance with section 130 of the Charities Act; or
- b) the accounts did not accord with the accounting records; or
- c) 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.....

Dated.....5/12/2021.....

Bibi Sakineh Faulkner BSc ACA
The Maltings, 10 Beanacre
Hook Norton
OX15 5UA

HOME-START BANBURY, BICESTER & CHIPPING NORTON
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Statement of Financial Activities

	Notes	2021 (Restricted)	2021 (Unrestricted)	Total 2021	Total 2020
Incoming Resources		£	£	£	£
Grants, fundraising & donations	5	92,109	78,037	170,146	126,660
Interest income		-	118	118	378
Total Incoming Resources		<u>92,109</u>	<u>78,155</u>	<u>170,264</u>	<u>127,038</u>
Resources Expended					
Direct charitable expenditure	2	81,863	6,223	88,086	110,894
Fund-raising costs	2a	-	7,040	7,040	4,919
Management & administration	3	10,246	11,459	21,705	30,398
Governance	4	-	-	0	722
Total Expenditure		<u>92,109</u>	<u>24,722</u>	<u>116,831</u>	<u>146,933</u>
Operating deficit/surplus for the year		<u>0</u>	<u>53,433</u>	<u>53,433</u>	<u>-19,895</u>
Transfers between funds		-	-	-	-
Net deficit/surplus for the year		<u>0</u>	<u>53,433</u>	<u>53,433</u>	<u>-19,895</u>
<u>Accumulated Funds</u>					
Brought forward		246	69,793	70,039	89,934
Current year surplus		0	53,433	53,433	-19,895
Total funds at 31 March 2021		<u>246</u>	<u>123,226</u>	<u>123,472</u>	<u>70,039</u>

HOME-START BANBURY, BICESTER & CHIPPING NORTON
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Balance Sheet at 31 March 2021

	Notes	2021 £	2020 £
Cash at Bank and in Hand			
Current Accounts		73451	80234
Savings Accounts		65452	15334
Cash in Hand		<u>605</u>	<u>665</u>
		139,508	96,233
Liabilities: Amounts Falling due in One Year			
Net of current assets	6	<u>-16,035</u>	<u>-26,195</u>
		-16,035	-26,195
Net Current Assets		<u>123,472</u>	<u>70,038</u>
Accumulated Funds			
Restricted	7	246	246
Unrestricted		<u>123,226</u>	<u>69,793</u>
		<u>123,472</u>	<u>70,039</u>

The trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 and members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. Similarly an audit is not required under section 144(2) of the charities 2011 Act and that an independent examination is needed.

The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with the section 386 of the Companies Act 2006, and for preparing financial statements which give a true and fair view of the state of the company as at 31 March 2021 and which otherwise comply with the requirements of the Act relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of the Trustees on 1st Dec 2021 and signed on their behalf, by:



Douglas Keir (Treasurer)

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HOME-START BANBURY, BICESTER & CHIPPING NORTON

(A company limited by guarantee)

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

1 Accounting Policies

The following accounting policies were used consistently:

Accounting basis:

The financial statements have been prepared under the historical cost basis and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The statement of Recommended Practice by Charities, issued by Charities Commissioners has also been followed.

Grants:

Grants received are credited to the Financial Activities when they are receivable, split between restricted and unrestricted funds.

Resources expended:

All expenditure is accounted for on an accrual basis, inclusive of VAT and has been classified under headings that aggregate all costs related to the category. The value of volunteers' time has not been reflected in the accounts.

Depreciation:

Depreciation is calculated to write off the assets on a reducing balance basis. Items for which grants have been received, as well as all other items under £500 are written off to revenue.

		Restricted Funds £ 2021	Unrestricted Funds £ 2021	Total Funds £ 2021	Total Funds £ 2020
2 Direct Charitable Expenditure					
Salaries, NI & Pension	Note 9	80,912	1,631	82,543	90,931
Payroll expenses		-	1,024	1,024	1,011
Staff/Volunteer Expenses		751	3,025	3,776	11,289
Training		200	458	658	1,726
Staff / volunteer recruitment		-	-	0	1,784
Drop-in Groups		-	-	0	3,967
Direct family assistance		-	85	85	186
Total Direct Expenditure		81,863	6,223	88,086	110,894
2(a) Fund-raising Expenditure					
Salaries, NI & Pension	Note 9	-	6,830	6,830	4,919
Other fund-raising costs		-	210	210	-
Total Fund-raising Expenditure		-	7,040	7,040	4,919
3 Management & Administration					
Salaries (Management)	Note 9	8,197	2,907	11,104	14,677
Office Costs		799	1,857	2,656	7,360
Stationery		-	228	228	793
Telephone / internet		-	1,098	1,098	1,215
Insurance		-	971	971	920
Fees		-	4,391	4,391	3,572
Premises		1,250	7	1,257	1,861
Total Management & Admin		10,246	11,459	21,705	30,399
4 Governance					
AGM related		-	-	0	243
Trustee travel and miscellaneous		-	-	0	478
Total Governance		0	0	0	721

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HOME-START BANBURY, BICESTER & CHIPPING NORTON

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Notes to the Financial Statements (continued) for the year ended 31 March 2021

5 Grants, fund-raising and donations

Grants are occasionally received for family support to be provided, or work to be done, during periods other than our financial year. In such cases, a pro-rata portion of the grant received is deferred until the following financial year, when it will be credited as income. It is described as prepaid grants. The published 'earned income' is shown net of the change of deferred income.

	Opening prepaid grants released	Gross income received	Closing prepaid grants	Net income earned	Net income earned
	£	£	£	£	£
Restricted Grants					
Banbury Charities		-		0	625
BBC Children in Need		-		0	7,500
Bicester Town Council		750		750	500
National Lottery Comm Fund: 3 schemes (†)	4,148	60,415	4,255	60,308	52,766
Cherwell District Council		950		950	953
Chipping Norton TC		2,900		2,900	2,000
Co-op Community Fund		536		536	-
Cottsway Housing	833	1,450	725	1,558	417
Doris Field Trust		1,000		1,000	0
Friends of Brit. Rd		3,000		3,000	1,418
Henry Smith		-		-	18,750
Home-Start UK		1,500		1,500	
Oxfordshire Comm. Foundation	3,750			3,750	1,250
Oxfordshire County Council				0	8,400
Sanctuary Housing Association		5,048	933	4,115	1,000
Santander				0	0
Tambour Foundation	12,500		2,083	10,417	0
Tesco		500		500	0
Western Power		500		500	0
Other	225	100		325	275
Total Restricted	21,456	78,649	7,996	92,109	95,854
				0	
Unrestricted Donations					
Charitable Trusts					
Albert Hunt Trust					3,000
AH Lynall Foundation	-	500	-	500	0
Alchemy Foundation		500		500	
Boutell Bequest	-	4,000	-	4,000	0
Christopher Laing	-	500	-	500	0
DCR Allen CT					1,500
Garfield Weston		10,000		10,000	
Henry Smith		25,000		25,000	
JK Foundation		3,000	3,000	0	
Jules Thorn Trust					1,250
PF CT					5,000
Pye Settlement Trust	-	1,450	363	1,087	1,000
Schuster CT	-	2,000	-	2,000	0
Souter CT		2,000		2,000	
Tambour Foundation					10,020
Other CT		150		150	100
Sub-Total CT Donations	-	49,100	3,363	45,737	21,870
Charlbury TC		500		500	
Covid Furlough Grant		13,698		13,698	0
Redrow Homes		1,000		1,000	
St Michael's & All Saints		1,500		1,500	
Tibbett's Group		1,000		1,000	
Waitrose		1,333		1,333	
Other schools & churches				0	459
Other 'corporate'				0	327
Individuals		3,474		3,474	4,283
Unclaimed expenses		24		24	1,057
Fund-raising events				0	0
Organised by Home-Start		4,911		4,911	2,754
Organised by others		4,859		4,859	0
Total Unrestricted	-	81,399	3,363	78,036	30,749
Total Grants, donations & Fund-raising	21,456	160,048	11,359	170,145	126,603

(†): see over

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HOME-START BANBURY, BICESTER & CHIPPING NORTON

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

Restricted Funds £ 2021	Unrestricted Funds £ 2021	Total Funds £ 2021	Total Funds £ 2020
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5 Grants, fund-raising and donations (cont.)

(†) National Lottery Community Fund: 3 schemes consortium

In 2018, Home-Start Banbury, Bicester and Chipping Norton, as the lead scheme for the 3 Home-Start schemes in Oxfordshire, was successful in bidding for a 3-year grant from the National Lottery Community Fund. There is a formal agreement between the schemes under which all income is received by Home-Start Banbury, Bicester and Chipping Norton which is then responsible for transferring the appropriate amounts to each of the other schemes. The amounts shown in the financial statements represent the net income and outgo for Home-Start Banbury, Bicester and Chipping Norton alone.

6 Liabilities: Amounts falling due within one year:

Accruals in respect of HMRC	-	1,204	1,204	1,632
Accruals in respect of pension contributions		402	402	1,443
Accruals: staff & volunteer expenses	-	215	215	-
Accruals: uninvoiced rent	1,250	-	1,250	
Prepaid grants	Note 5	7,996	3,363	11,359
Prepaid accounts	-	-191	-191	-178
Other creditor		-	-	-
Other accruals	-	1,298	1,298	1,344
Accruals in respect of Accountant's Fees	-	498	498	498
Total Liabilities falling within one year	9,246	6,789	16,035	26,195

7 Restricted funds

	£		£
Banbury Charities	64	-	64
Family Holiday Association	182	-	182
Total restricted funds	246	0	246

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HOME-START BANBURY, BICESTER & CHIPPING NORTON

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Notes to the Financial Statements (continued) for the year ended 31 March 2021

8 Reserves Policy

£

The trustees believe that the minimum level of uncommitted reserves should be the equivalent of at least four-and-a-half months' , preferably six months' , operating costs, plus an element to cover redundancy, outstanding leases, and other wind-up costs.

The minimum amount, at 31.3.21 is

67,379

Family support project grants are occasionally received for only a portion of the expected total costs, the balance being required to be funded, over the project duration, by matched funding . or by own resources. Normally, such commitments would be met by future income streams, but the trustees also believe that it is prudent to ensure that such amounts will be available when required and have therefore set up a designated reserve for project matched funding.

The amount of the designated reserve for future funding, at 31.3.21, is.

1,827

Total reserves target

69,206

The total unrestricted funds at 31.3.21 are:

123,226

9 Staff costs and emoluments

£
2021

£
2020

Gross salaries (including maternity pay)

95,918

103,851

Employer's National Insurance

5,916

6,291

Employer's Pension Contributions

2,644

3,366

Employment Allowance (statutory reduction in employer's NI)

-4,000

-3,000

100,478

110,509

2021

2020

Numbers of full time employees or full time equivalents

3.4

4.7

There were no employees with emoluments in excess of £60,000 per annum.

The charity has a defined contribution pension scheme, which complies with the auto-enrolment regulations.

The pension contributions shown represent the contributions paid by the charity in the year.

10 Trustee remuneration:

None of the trustees received any remuneration for their services.

11 Trustee Expenses

Where trustee travelling expenses were paid, donations were also received to cover the costs.