

**Home-Start Bristol**  
**(a company limited by guarantee)**

**Report and Financial Statements**  
**For the year**  
**1 April 2020 to 31 March 2021**

**Charity Number 1116207**  
**Company Number 5745817**

# **HOME-START BRISTOL**

## **Reference and Administrative Information**

**Charity Name** Home-Start Bristol  
**Charity Registration No** 1116207  
**Company Registration No** 5745817

**Registered Office** Unit 11  
**(and operational address)** Greenway Centre  
Doncaster Road  
Southmead  
Bristol BS10 5PY

**Trustees** Katherine Martin (Chair)  
Trevor Leonard (Treasurer)  
Sarah Birch  
Rita Deegan  
Helen Greer (first appointed November 2020)  
Jenny Harris  
Jim Harris  
Linda Hunter  
Chris Williamson

**Advisers** Jules Appleby  
Beth Campbell  
Celia Ellis  
Kate Innes  
Janet Leonard  
Sue Otty  
Maroussia Rochigneux

**Manager** Andrea Priest (to December 2020)  
Terri Fletcher (from January 2021)

**Independent Examiner** Bristol Community Accountants CIC  
The Park, Davenry Rd, Knowle, Bristol BS4 1DQ

**Bankers** HSBC (6 Old Church Rd, Clevedon, BS21 6NA)  
Scottish Widows Bank, plc (67 Morrison St, Edinburgh EH3 8YJ)

## **HOME-START BRISTOL**

### **TRUSTEES' ANNUAL REPORT**

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31<sup>st</sup> March 2021

Reference and administrative information set out on page 2 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 2015) as amended by Update Bulletin 2 published in October 2018, effective for accounting periods beginning on or after 1 January 2019.

#### **Structure Governance and Management**

The organisation is a charitable company limited by guarantee, incorporated on 16 March 2006. The company was established under a Memorandum of Association which established its objects and powers, and it is governed under its Articles of Association.

The Directors of the company are also charity Trustees for the purposes of charity law. Trustees meet once a month with their advisers and the Scheme Manager.

Trustees must stand down after 3 years but can be re-elected by members at the Annual General Meeting. New Trustees are similarly elected at the AGM, although they can be co-opted at any time. They undergo a formal induction programme.

#### **Main Objectives**

Home-Start Bristol is an independent, voluntary organisation providing a volunteer-led home visiting service to families with a child under the age of five years old. Volunteers visit families in their own homes every week and provide support in situations as diverse as isolation, depression, multiple births, financial or emotional difficulties or where parents are simply finding life a struggle. The volunteers, who are parents themselves, are trained to provide non-judgemental, practical and emotional support and to build confidence and skills to enable the family to cope better. They are supported throughout by the staff of skilled coordinators who match families with the most appropriate volunteer, monitor progress and provide ongoing training and support. The coordinators also liaise with other agencies for the benefit of the families.

#### **Public Benefit**

In shaping the objectives for the year and planning activities, the Trustees have considered the Charity commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

## **Financial Review**

The summarised financial results for the year are:

- Income of £218,343 (2019/20 £215,600).
- Expenditure of £200,977 (2019/20 £194,555).
- A net surplus of £17,366 (2019/20 £21,045).

Our reserves now stand at £141,912 (2019/20 £124,546) which represents nine months of expected expenditure (2019/20 eight months).

The Trustees regularly review both financial and operational risks.

## **Covid-19 Pandemic**

As is the case for most charities and indeed businesses generally, the last year or so has been heavily impacted by the Covid-19 pandemic. The health and safety of our staff, volunteers and the families we support is our first priority and accordingly we have had to suspend home visits. Instead, we are providing families with telephone support where we can and we are also engaged in food and activity projects.

We have kept our principal funders informed of the disruption to our service and the steps we have been taking and they remain fully supportive. The pandemic has led to unforeseen costs associated with health and safety measures and some additional equipment to support home-working met from emergency grants from funders and reductions in other costs such as travel. The strength of our reserves and the continuing support of our funders lead us to conclude that we are well placed to continue to operate for the foreseeable future albeit with continued disruption to our preferred way of working for a while longer.

## **Trustees' Responsibilities in Relation to the Financial Statements**

The charity's Trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006 and the Charities Act 2011.

The Trustees are required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity for that period. In preparing these financial statements the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with applicable law, regulations and the trust deed. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees have taken advantage of the small companies' exemption in preparing the accounts.

### **Report from the Chair of Trustees**

The start of the year coincided with the start of lockdown for covid, and the whole year has been dominated by our inability to work in the way we know works best – for trained volunteers to visit a family once a week in their own home. Nevertheless we found new ways of keeping in touch with families, and new ways to help them cope with the challenges the virus brought. Trustees, staff, volunteers and families became experts in zooming and other means of electronic communication.

Despite the challenges of the covid lockdowns, we continued to concentrate on our Combined Bristol Project and our work in South Gloucestershire. The former is funded through our Big Lottery project "Confronting Disadvantage in Bristol", our Bristol City Council Impact Grant and our Children in Need project. Our South Gloucestershire work was funded through our Community Fund project "Families on the Edge" and a grant from the Council. We are grateful to these our main funders for enabling us to carry out our work, and for their understanding when covid meant we needed to change the way we normally work. We are also grateful to the Audrey Blanche Pewsey Trust, the Wallace Curzon Trust and other smaller funders who rose generously to the challenge of covid and made available funds for the support of families in need at very short notice. We were particularly pleased to work in partnership with John Lewis, Waitrose, White Stuff and the Co-op. We were delighted in December when a local company, WestSpring IT, asked us to be their charity of the year, and we now have a good working relationship with them.

We were able to give full Home-Start support to a total of 124 families this year. This was 33 fewer than in 2019/20. The decrease was because the covid lockdown meant our usual referrers, such as health visitors, were redeployed or furloughed and the number of referrals dropped. Instead we worked with other agencies, delivering food, activity boxes and story-books for children; and ran our own project growing fruit, herbs and vegetable plants which were then re-potted and delivered to families so that parents and children could begin to grow some of their own food.

We are really grateful to our staff, who have remained positive and hard working despite the upheaval of adapting to new ways of working. Four staff left HSB during the year. In July we said goodbye to Louise Allen, who had begun her Home-Start career as a volunteer and had worked for us in a paid capacity since 2011. At the same time she had studied to become a qualified social worker, and while we were very sad to lose her, we were proud to celebrate her successful appointment as a social worker. Our Manager, Andrea Priest acted swiftly to transform our way of working when lockdown hit. She ensured that staff were equipped to work from home, and later

adapted the office to become a covid-secure environment so that staff could move flexibly between two work bases. Andrea was always upbeat and positive and we were sad that in January she left, to start a new life in Australia with her husband. Our new Manager is Terri Fletcher, who has made an excellent start, despite having to understand HSB and how it works while so far meeting very few of us in person. In February Liz Barnett, our much-valued Family Support Worker, left to become a school Learning Mentor. Her calm and thoughtful approach will be much appreciated by the young people she helps. Ailsa Naismith, who was on a short contract, left in June, having contributed a lot to our data management.

The Board of Trustees was pleased to welcome Helen Greer as a new trustee in November. Helen has over ten years' experience of working in the voluntary sector, largely in grant making, which makes her an ideal addition to our Board. She is also from a younger generation than most of the trustees. We have addressed the issue of Board sustainability seriously this year, because we expect two resignations in July with more to come. Our strategy is to recruit the trustees we need, and also to move all operational work from the trustees to the Manager and her staff. We are very confident that, working with Terri, we will be able to succeed in this restructuring.

Thus this year much time and effort have been spent on adapting the way we work, rather than on what we set out to achieve. It is therefore encouraging that families still tell us that we have helped them, in spite of the limits imposed on our service:

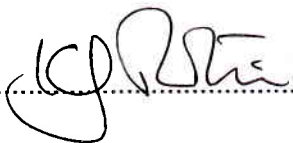
"To have another adult to talk to has been so fantastic; to know that I have someone to offload to has really helped me."

"The support I have received from Home-Start is like no other support, it's a fantastic organisation."

Katherine Martin

Approved by the Trustees and signed on their behalf by:

Chair of Trustees.....



Date 15 June 2021

Registered office:

Unit 11, Greenway Centre  
Doncaster Road  
Southmead  
Bristol BS10 5PY

## **INDEPENDENT EXAMINER'S REPORT**

I report on the accounts of the Company for the year ended 31<sup>st</sup> March 2021 which are set out on pages 8 to 13.

### **Respective Responsibilities of Trustees and Examiner**

As the charity's Trustees of the Company (and also its Directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.


### **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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

Joanne Trowbridge MAAT  
Bristol Community Accountants CIC, The Park, Daventry Road  
Knowle, Bristol, BS4 1DQ

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Date 15 June 2021

**Home-Start Bristol (a company limited by guarantee)**

**Charity Number 1116207**

**Company Number 5745817**

**STATEMENT OF FINANCIAL ACTIVITIES: 1st APRIL 2020 to 31st MARCH 2021**

	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
<b>Income and endowments from:</b>					
Donations and legacies	2	9,778	-	9,778	11,883
Charitable activities	3	18,653	188,549	207,202	195,430
Other trading activities	4	1,310	-	1,310	8,105
Investments	5	53	-	53	182
<b>Total</b>	<b>15</b>	<b>29,794</b>	<b>188,549</b>	<b>218,343</b>	<b>215,600</b>
<b>Expenditure on:</b>					
Raising funds		432	-	432	717
Charitable activities	6	11,746	184,625	196,371	185,849
Other	7	250	3,924	4,174	7,989
<b>Total</b>		<b>12,428</b>	<b>188,549</b>	<b>200,977</b>	<b>194,555</b>
<b>Net income</b>		<b>17,366</b>	<b>-</b>	<b>17,366</b>	<b>21,045</b>
<b>Other recognised gains</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>17,366</b>	<b>-</b>	<b>17,366</b>	<b>21,045</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		124,546	-	124,546	103,501
<b>Total funds carried forward</b>		<b>141,912</b>	<b>-</b>	<b>141,912</b>	<b>124,546</b>



**Home-Start Bristol (a company limited by guarantee)**

**Charity Number 1116207**

**Company Number 5745817**

**BALANCE SHEET AT 31st MARCH 2021**

	<b>Note</b>	<b>31st March 2021 £</b>	<b>31st March 2020 £</b>
<b>Fixed assets</b>	11	-	100
<b>Current assets</b>			
Debtors	12	-	197
Cash at bank and in hand	13	154,212	130,758
<b>Total current assets</b>		154,212	130,955
<b>Liabilities</b>			
Creditors: Amounts falling due within one year	14	12,300	6,509
<b>Net current assets</b>		141,912	124,446
<b>Total net assets</b>		141,912	124,546
<b>The funds of the charity:</b>			
Restricted funds		-	-
Unrestricted funds		141,912	124,546
		141,912	124,546

The directors are satisfied that the company is entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

Approved by the Trustees on 15th June 2021 and signed on their behalf by:

**Trevor Leonard, Director and Treasurer**

**1 Accounting policies**

- a) The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 as amended by Update Bulletin 2 published in October 2018, effective for accounting periods beginning on or after 1 January 2020, and with the Charities Act 2011.
- b) Grants and other income received in the year in respect of future periods are deferred until those periods. Such deferred income is recognised as a liability in the accounts.
- c) Expenditure is recognised in the period to which it relates. Expenditure includes attributable VAT which is irrecoverable.
- d) Office equipment is depreciated when the purchase price exceeds £1,000. Depreciation is provided at 25% on a straight line basis calculated to write down the cost of each asset over its expected useful life.
- e) Restricted funds are those to be used for a specific purpose as laid down by the donor. Expenditure which meets the relevant criteria together with a fair allocation of management and support costs is charged to these funds.

	Year ended 31st March 2021 £	Year ended 31st March 2020 £
<b>2 Income and endowments from donations and legacies</b>		
Regular donations	5,853	6,268
Other donations	3,925	5,615
	<hr/> 9,778 <hr/>	<hr/> 11,883 <hr/>
<b>3 Income and endowments from charitable activities</b>		
<b>Restricted funds</b>		
National Lottery Community Fund	114,993	102,065
Children-in-Need	28,269	21,746
Bristol City Council	22,731	24,378
South Gloucestershire Council	13,706	13,706
NHS	-	9,044
Quartet Express Fund	1,500	5,500
Other Grants (under £5,000)	7,350	7,500
	<hr/> 188,549 <hr/>	<hr/> 183,939 <hr/>
<b>Unrestricted funds</b>		
Audrey Blanche Pewsey Trust	5,000	-
The Wallace Curzon Trust	5,000	-
Co-op Local Community Fund	-	4,252
Other Grants (under £5,000)	8,653	7,239
	<hr/> 18,653 <hr/>	<hr/> 11,491 <hr/>

**Home-Start Bristol (a company limited by guarantee)**  
**Notes to Financial Statements for year ended 31st March 2021 (contd)**

	Year ended 31st March 2021 £	Year ended 31st March 2020 £
<b>4 Income and endowments from other trading activities</b>		
Waitrose	833	-
Abseil	100	4,255
Glastonbury Festival	-	1,400
easyfundraising.com/Amazon Smile	78	83
Other income	299	2,367
	<hr/>	<hr/>
	1,310	8,105
	<hr/>	<hr/>
<b>5 Investment income</b>		
Scottish Widows 90-day account	53	182
	<hr/>	<hr/>
	53	182
	<hr/>	<hr/>

	Year ended 31st March 2021			Year ended 31st March 2020
	Unrestricted £	Restricted £	Total £	Total £
<b>6 Expenditure on charitable activities</b>				
Salary and pension costs	8,434	132,572	141,006	140,403
Staff/volunteer expenses	255	4,006	4,261	5,239
Training costs	122	1,915	2,037	4,319
Publicity/recruitment	85	1,338	1,423	1,427
Rent/heat/power	891	13,999	14,890	13,910
Administration	718	11,289	12,007	11,628
Office expenses	1,225	19,249	20,474	8,416
Toy kits/books	10	163	173	407
Depreciation	6	94	100	100
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL</b>	11,746	184,625	196,371	185,849
	<hr/>	<hr/>	<hr/>	<hr/>
<b>7 Expenditure on other</b>				
Insurances	60	935	995	869
Governance	161	2,539	2,700	6,665
Independent Examiner fee	29	450	479	455
	<hr/>	<hr/>	<hr/>	<hr/>
	250	3,924	4,174	7,989
	<hr/>	<hr/>	<hr/>	<hr/>

**8 Related Party Transactions**

There were no transactions involving related parties during the year (2020 none).

**Home-Start Bristol (a company limited by guarantee)**

**Notes to Financial Statements for year ended 31st March 2021 (contd)**

	Year ended 31st March 2021 £	Year ended 31st March 2020 £
<b>9 Staff costs and numbers</b>		
Salaries	130,370	127,332
Social Security costs	3,728	5,089
Pension contributions	6,908	7,982
	<hr/>	<hr/>
	141,006	140,403
	<hr/>	<hr/>

The average monthly number of part-time staff employed throughout the year was nine (2020 eight).  
There are no employees who received employee benefits (excluding employer pension costs) of more than £60,000.

**10 Remuneration and benefits received by key management personnel**

No remuneration was paid to any Trustee during the year (2020 Nil). Remuneration and benefits relating to other key management personnel amounted to £35,059 (2020 £28,924).

Expenses totalling £86 were paid to a Trustee during the year (2020 Nil).

	Year ended 31st March 2021 £	Year ended 31st March 2020 £
<b>11 Fixed assets</b>		
Office Equipment		
Cost at 1 April	6,559	6,559
Additions	-	-
Disposals	-	-
Cost at 31 March	<hr/> 6,559 <hr/>	<hr/> 6,559 <hr/>
Depreciation bt/fwd	6,459	6,359
Charge for year	100	100
Depreciation cd/fwd	<hr/> 6,559 <hr/>	<hr/> 6,459 <hr/>
Net book value	<hr/> - <hr/>	<hr/> 100 <hr/>

**12 Debtors**

Other debtors	-	197
	<hr/>	<hr/>
	-	197
	<hr/>	<hr/>

**13 Cash at bank and in hand**

HSBC account	110,542	87,140
Scottish Widows 90 day account	43,420	43,368
Petty cash	250	250
	<hr/>	<hr/>
	154,212	130,758
	<hr/>	<hr/>

Home-Start Bristol (a company limited by guarantee)  
Notes to Financial Statements for year ended 31st March 2021 (contd)

	Year ended 31st March 2021 £	Year ended 31st March 2020 £
<b>14 Creditors: amounts falling due within one year</b>		
Deferred income	10,406	5,840
Other creditors	1,894	669
	<hr/>	<hr/>
	12,300	6,509
	<hr/>	<hr/>

Year ended 31st March 2020

<b>15 Analysis of prior year statement of financial activities</b>	Unrestricted Funds £	Restricted Funds £	Total Funds £
<b>Income and endowments</b>			
Donations and legacies	11,883	-	11,883
Charitable activities	11,491	183,939	195,430
Other trading activities	8,105	-	8,105
Investments	182	-	182
	<hr/>	<hr/>	<hr/>
	31,661	183,939	215,600
	<hr/>	<hr/>	<hr/>
<b>Expenditure</b>			
Raising funds	717	-	717
Charitable activities	9,491	176,358	185,849
Other	408	7,581	7,989
	<hr/>	<hr/>	<hr/>
	10,616	183,939	194,555
	<hr/>	<hr/>	<hr/>