

Home-Start Bristol  
(a company limited by guarantee)

**Report and Financial Statements**  
**For the year**  
**1 April 2021 to 31 March 2022**

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 to January 2022)  
Kate Oliver (First appointed July 2021, Chair from January 2022)  
Trevor Leonard (Treasurer)  
Sarah Birch (Resigned July 2021)  
Rita Deegan  
Helen Greer  
Jenny Harris (Resigned December 2021)  
Jim Harris (Resigned December 2021)  
Linda Hunter  
Catherine Potter (First appointed May 2021)  
Chris Williamson (Resigned July 2021)

Advisers Jules Appleby  
Sarah Birch  
Celia Ellis  
Kate Innes  
Jenny Harris  
Jim Harris  
Gemma Hele  
Janet Leonard  
Maroussia Rochigneux

Manager Terri Fletcher

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

Bankers HSBC (40 High Street, Portishead, Bristol, BS20 6EN)  
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 2022

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 six times a year with their advisers and the 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 £205,681 (2020/21 £218,343).
- Expenditure of £193,733 (2020/21 £200,977).
- A net surplus of £11,948 (2020/21 £17,366).

Our reserves now stand at £153,860 (2020/21 £141,912) which represents nine months of expected expenditure (2020/21 nine 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 had to suspend home visiting. Instead, we provided families with telephone support where we could and we also engaged in food and activity projects.

As we emerge from the worst of the pandemic, we have resumed our home-visiting service although we are continuing to provide telephone support where this is deemed to be more appropriate.

## **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**

### **Overview**

The year was another pandemical roller coaster for Home-Start Bristol's family support service as it navigated the piecemeal lifting of government restrictions while Covid-19 still played havoc with the health and availability of families, staff and volunteers. It is therefore with pride and relief that we can report that we continued to deliver successfully our contractual obligations to families, staff and volunteers; to balance the books; and to develop our services to meet the additional needs identified by the families we support. We continue to offer a wider range of delivery options than before the pandemic in the form of telephone, online and outdoor support to families. We also focussed on providing donated and funded furniture, equipment and food to make families' lives safer and more bearable during the periods when school classes were sent home, nurseries had to close and support services suspended.

### **Funding**

Last year was the last of HSB's five-year Lottery grant for Bristol families, and of Bristol City Council's Impact Fund. We are indebted to them both for supporting Home-Start Bristol's unique, volunteer home-visiting family support service in both Bristol and South Gloucestershire. Children in Need, Community Fund and South Gloucestershire Council also continued to provide vital funding for our core service in both areas. Hugely valuable trust and foundation unrestricted funding was received in grant form, details of which are shown in note 3 to the accounts.

Westpring IT appointed us as its charity of the year and we are most grateful to them for the monies raised; and to John Lewis who provided a range of goods to be passed on to families in need. Individual donors continued to give generously to HSB. We are immensely grateful to them all.

### **Targets**

Despite the vicissitudes of Covid and rising inflation, Home-Start Bristol delivered to target. We assessed 142 referrals and supported 95 families in Bristol; 93 referrals and 54 families in South Gloucestershire. We maintained a cohort of 73 volunteers.

### **Staff**

This year staff retention was high. We welcomed Becky as office administrator focusing on data collection and quality. To accommodate the new demands thrown up by the pandemic, Terri Fletcher, HSB's manager, has driven the rapid development of the organisation with demonstrable skill and great care. To all the eight staff, we owe a huge thank you for adapting, covering and innovating as they maintained support for families through another year when the pandemic presented many new challenges and entrenched others.

## Volunteers

This year we were able to return to face-to-face training for our volunteers, having run several online courses during the pandemic. We ran three volunteer preparation courses over the year, recruiting and training 32 new volunteers. The four volunteer representatives took on new responsibilities this year which have included co-running the volunteer preparation course alongside a paid coordinator; working with the manager to produce a termly newsletter; reporting back to the board of trustees; and also offering peer support sessions to new, returning and current volunteers. We would like to thank them for their tireless support and dedication over the year and for bringing new ideas which we are implementing alongside the representatives.

## Trustees

Four trustees left, while two new ones arrived, reducing the board from nine members at the start of the year to seven at the end. Sarah Birch had taken on the role of HR trustee at a time when staff turnover was very high, and she was constantly in recruitment mode. In addition, she steered the publicity group to focus on recruitment of volunteers at a time when people are naturally cautious about volunteering. Chris Williamson had taken on the role of responsibility for trustee matters, and not only carried out inductions for all our new trustees but also revised all the associated paperwork. Jenny Harris has served HSB as a volunteer and then a trustee since 2004. In that time she has written more successful grant applications than one could ever imagine, keeping HSB afloat through thick and thin. Jim Harris was treasurer for five years and brought to the board his experience in IT, ensuring that HSB was abreast of the information technology necessary for an organisation to thrive in the voluntary sector.

Katherine Martin stood down as the chair in January 2022, having steered the organisation with skill, dedication, humour and sheer hard work through a tricky three years. We are hugely grateful to her. Katherine handed over to the new chair, Kate Oliver, who has long experience in the public and voluntary sectors, and specifically with children and families.

The board also benefits from the advice of erstwhile trustees and volunteers. We were sorry to lose the wisdom of Sue Otty, who had chaired the Board for five years, when she stood down as an adviser at the end of this year.

During the year trustees decided to meet six times a year rather than monthly; and planned the transfer of operational tasks from the board to the manager and other staff for implementing as resources become available. A high standard of governance is maintained by allocating the lead for key areas to individual trustees. In 2021-2022 the treasurer and lead trustees for fundraising, policies, safeguarding, IT, HR, quality assurance, marketing and publicity, and trustee matters ensured that policies were up to date and compliant; funding sufficient and finances accountable; services safe and effective; IT efficient and secure; and data protected and accurate. We owe warm thanks to our skilled and loyal treasurer; to the trustees who took a lead role and ensured good governance; and to the nine advisors who give their time and experience freely and generously.



Given this positive year in 2021-22 despite the external challenges, Home-Start Bristol can look forward with confidence to consolidating all that we have learned and developed to deliver a stronger suite of services to increasingly diverse families.

Kate Oliver

Approved by the Trustees and signed on their behalf by:

Chair of Trustees.....

Date 21 July 2022

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 2022 which are set out on pages 9 to 14.

### 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 21 July 2022

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

**Charity Number 1116207**

**Company Number 5745817**

**STATEMENT OF FINANCIAL ACTIVITIES: 1st APRIL 2021 to 31st MARCH 2022**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Income and endowments from:</b>					
Donations and legacies	2	9,427	-	9,427	9,778
Charitable activities	3	20,574	174,375	194,949	207,202
Other trading activities	4	1,283	-	1,283	1,310
Investments	5	22	-	22	53
<b>Total</b>	15	<u>31,306</u>	<u>174,375</u>	<u>205,681</u>	<u>218,343</u>
<b>Expenditure on:</b>					
Raising funds		-	-	-	432
Charitable activities	6	19,192	172,885	192,077	196,371
Other	7	166	1,490	1,656	4,174
<b>Total</b>		<u>19,358</u>	<u>174,375</u>	<u>193,733</u>	<u>200,977</u>
<b>Net income</b>		11,948	-	11,948	17,366
<b>Other recognised gains</b>		-	-	-	-
<b>Net movement in funds</b>		11,948	-	11,948	17,366
<b>Reconciliation of funds:</b>					
Total funds brought forward		141,912	-	141,912	124,546
Total funds carried forward		<u>153,860</u>	<u>-</u>	<u>153,860</u>	<u>141,912</u>

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

**Charity Number 1116207**

**Company Number 5745817**

**BALANCE SHEET AT 31st MARCH 2022**

	<b>Note</b>	<b>31st March 2022 £</b>	<b>31st March 2021 £</b>
<b>Fixed assets</b>	11	-	-
<b>Current assets</b>			
Debtors	12	-	-
Cash at bank and in hand	13	161,655	154,212
<b>Total current assets</b>		161,655	154,212
<b>Liabilities</b>			
Creditors: Amounts falling due within one year	14	7,795	12,300
<b>Net current assets</b>		153,860	141,912
<b>Total net assets</b>		<b>153,860</b>	<b>141,912</b>
<b>The funds of the charity:</b>			
Restricted funds		-	-
Unrestricted funds		153,860	141,912
		<b>153,860</b>	<b>141,912</b>

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 21st July 2022 and signed on their behalf by:

  
**Trevor Leonard, Director and Treasurer**



**Home-Start Bristol (a company limited by guarantee)**  
**Notes to Financial Statements for year ended 31st March 2022**

**1 Accounting policies**

- a) The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting 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 2021, 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 2022 £	Year ended 31st March 2021 £
<b>2 Income and endowments from donations and legacies</b>		
Regular donations	6,353	5,853
Other donations	3,074	3,925
	<hr/> 9,427 <hr/>	<hr/> 9,778 <hr/>
<b>3 Income and endowments from charitable activities</b>		
<b>Restricted funds</b>		
National Lottery Community Fund	114,395	114,993
Children-in-Need	26,823	28,269
Bristol City Council	11,201	22,731
South Gloucestershire Council	13,706	13,706
Van Neste Foundation	6,000	-
Quartet Express Fund	1,500	1,500
Other Grants (under £5,000)	750	7,350
	<hr/> 174,375 <hr/>	<hr/> 188,549 <hr/>
<b>Unrestricted funds</b>		
WestSpring IT	5,650	-
Barratt Foundation	5,000	-
Audrey Blanche Pewsey Trust	-	5,000
The Wallace Curzon Trust	-	5,000
Co-op Local Community Fund	2,497	-
Other Grants (under £5,000)	7,427	8,653
	<hr/> 20,574 <hr/>	<hr/> 18,653 <hr/>

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

	Year ended 31st March 2022 £	Year ended 31st March 2021 £
<b>4 Income and endowments from other trading activities</b>		
Waitrose	500	833
Abseil	-	100
easyfundraising.com/Amazon Smile	127	78
Other income	656	299
	<hr/>	<hr/>
	1,283	1,310
	<hr/>	<hr/>
<b>5 Investment income</b>		
Scottish Widows 90-day account	22	53
	<hr/>	<hr/>
	22	53
	<hr/>	<hr/>

	Year ended 31st March 2022			Year ended 31st March 2021 Total £
<b>6 Expenditure on charitable activities</b>	Unrestricted £	Restricted £	Total £	
Salary and pension costs	13,995	126,071	140,066	141,006
Staff/volunteer expenses	300	2,700	3,000	4,261
Training costs	358	3,224	3,582	2,037
Publicity/recruitment	403	3,630	4,033	1,423
Rent/heat/power	1,498	13,495	14,993	14,890
Administration	1,213	10,925	12,138	12,007
Office expenses	1,242	11,190	12,432	20,474
Toy kits/books	183	1,650	1,833	173
Depreciation	-	-	-	100
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL</b>	19,192	172,885	192,077	196,371
	<hr/>	<hr/>	<hr/>	<hr/>
<b>7 Expenditure on other</b>				
Insurances	108	970	1,078	995
Governance	8	68	76	2,724
Independent Examiner fee	50	452	502	455
	<hr/>	<hr/>	<hr/>	<hr/>
	166	1,490	1,656	4,174
	<hr/>	<hr/>	<hr/>	<hr/>

**8 Related Party Transactions**

There were no transactions involving related parties during the year (2021 none).

Home-Start Bristol (a company limited by guarantee)  
Notes to Financial Statements for year ended 31st March 2022 (contd)

	Year ended 31st March 2022 £	Year ended 31st March 2021 £
<b>9 Staff costs and numbers</b>		
Salaries	128,658	130,370
Social Security costs	4,601	3,728
Pension contributions	6,807	6,908
	<hr/>	<hr/>
	140,066	141,006
	<hr/>	<hr/>

The average monthly number of part-time staff employed throughout the year was eight (2021 nine).  
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 (2021 Nil). Remuneration and benefits relating to other key management personnel amounted to £36,200 (2021 £35,059).

No expenses were paid to a Trustee during the year (2021 £86).

	Year ended 31st March 2022 £	Year ended 31st March 2021 £
<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/> 6,559
Depreciation bt/fwd	6,559	6,459
Charge for year	-	100
Depreciation cd/fwd	<hr/> 6,559	<hr/> 6,559
Net book value	<hr/> -	<hr/> -

**12 Debtors**

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

**13 Cash at bank and in hand**

HSBC account	117,963	110,542
Scottish Widows 90 day account	43,442	43,420
Petty cash	250	250
	<hr/>	<hr/>
	161,655	154,212
	<hr/>	<hr/>



Home-Start Bristol (a company limited by guarantee)  
Notes to Financial Statements for year ended 31st March 2022 (contd)

	Year ended 31st March 2022 £	Year ended 31st March 2021 £
<b>14 Creditors: amounts falling due within one year</b>		
Deferred income	4,516	10,406
Other creditors	3,279	1,894
	<hr/>	<hr/>
	7,795	12,300
	<hr/>	<hr/>

Year ended 31st March 2021

<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	9,778	-	9,778
Charitable activities	18,653	188,549	207,202
Other trading activities	1,310	-	1,310
Investments	53	-	53
	<hr/>	<hr/>	<hr/>
	29,794	188,549	218,343
	<hr/>	<hr/>	<hr/>
<b>Expenditure</b>			
Raising funds	432	-	432
Charitable activities	11,746	184,625	196,371
Other	250	3,924	4,174
	<hr/>	<hr/>	<hr/>
	12,428	188,549	200,977
	<hr/>	<hr/>	<hr/>