

# HOME - START RUNNYMEDE AND WOKING

England & Wales · Charity number 1128932

## Details

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**Other names** HOME-START WOKING

**Status** Registered

**Legal form** Charitable company

**Company number** [05618486](#)

**Registered** 2009-04-01

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 1st Floor  
Foxwell House  
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Ottershaw  
Surrey  
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**Phone** 01483740367

**Email** [info@homestartraw.org](mailto:info@homestartraw.org)

**Website** [www.homstartraw.org](http://www.homstartraw.org)

## Activities

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**Objects:** A TO SAFEGUARD, PROTECT AND PRESERVE THE GOOD HEALTH, BOTH MENTAL AND PHYSICAL OF CHILDREN AND PARENTS OF CHILDREN B TO PREVENT CRUELTY TO OR MALTREATMENT OF CHILDREN C TO RELIEVE SICKNESS, POVERTY AND NEED AMONGST CHILDREN AND PARENTS OF CHILDREN D TO PROMOTE THE EDUCATION OF THE PUBLIC IN BETTER STANDARDS OF CHILD CARE WITHIN THE AREAS OF WOKING AND ITS ENVIRONS E TO RELIEVE SICKNESS, POVERTY AND NEED AMONGST CHILDREN AND PARENTS OF CHILDREN F TO PROMOTE THE EDUCATION OF THE PUBLIC IN BETTER STANDARDS OF CHILD CARE WITHIN THE AREA OF WOKING AND ITS ENVIRONS

**Activities:** To support parents with young families in the Boroughs of Woking & Runnymede who are struggling to cope. Reasons may include physical or mental illness, isolation, bereavement or multiple births. Home visiting volunteers provide non-judgemental, practical and emotional support and help to build the family's confidence and ability to cope.

## Classification

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- **How:** Provides Advocacy/advice/information
- **What:** General Charitable Purposes
- **Who:** Children/young People

## Geography

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- **Area of benefit:** WOKING AND ITS ENVIRONS
- Surrey

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£168,438	£177,530	-	-
2024-03-31	£189,402	£213,320	-	-
2023-03-31	£157,134	£196,466	-	-
2022-03-31	£161,595	£152,107	-	-
2021-03-31	£156,021	£99,356	-	-

## Trustees

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Name	Role	Appointed
Alison Jane Roche		2026-01-09
Gemma Niebieszczanski		2022-01-14
JOANNA MCKENZIE		2014-11-03
MICHAEL GRIFFITHS		
Sally Elizabeth Evans		2024-09-06
Sukriti Verma		2026-06-13
Trevor Pound		2016-01-25

**HOME - START RUNNYMEDE AND WOKING**

England & Wales - Charity number 1128932

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# Accounts

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Registered number: 5618486

Charity number: 1128932

## **HOME-START RUNNYMEDE AND WOKING**

(a company limited by guarantee)

**Unaudited Report and Financial Statements  
for the year ended 31<sup>st</sup> March 2025**

## HOME-START RUNNYMEDE AND WOKING

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## HOME-START RUNNYMEDE AND WOKING

### Reference and administrative information for the year ended 31 March 2025

<b>Company Name</b>	Home-Start Runnymede and Woking
<b>Company Number</b>	5618486
<b>Charity Number</b>	1128932
<b>Registered Office</b>	1 <sup>st</sup> Floor, Foxwell House Chobham Road Ottershaw Chertsey KT16 0NL
<b>Trustees</b>	Michael Parker (Chair) Trevor Pound (Treasurer) Michael Griffiths Claire Hamilton-Taylor Christopher Maccallum Joanna McKenzie Gemma Niebieszczanski Sally Evans
<b>Scheme Director</b>	Sarah Beasley

## HOME-START RUNNYMEDE AND WOKING

### Report of the trustees for the year ended 31 March 2025

The trustees, who are also the directors of the charity for the purpose of the Companies Act 2006, are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities, and Financial Reporting Standard 102.

#### Constitution

Home-Start Runnymede and Woking is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

#### Directors and Trustees

The directors of the charitable company are its trustees for the purpose 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.

Trustees are recruited from the general public through the auspices of the Local Voluntary Service Bureau, from the bank of home visiting volunteers and from families who have received our service. A prospective trustee will receive an initial introduction to the work of the company, followed by an informal interview with two existing trustees. Following the receipt of two satisfactory references, the prospective trustee is proposed for election at a subsequent meeting of directors.

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

Michael Parker	Chair
Trevor Pound	Treasurer
Claire Hamilton-Taylor	(resigned 21 July 2025)
Olivia Matthews	(resigned 7 February 2025)
Joanna McKenzie	
Michael Griffiths	
Gemma Niebieszczanski	
Christopher Maccallum	
Sally Evans	(appointed 6 September 2024)
Giles Maltby	(appointed 6 December 2023; resigned 19 July 2024)

The trustees meet every eight weeks with some preparatory work carried out by sub committees. Day to day management of the charity is delegated to the employees.

## **HOME-START RUNNYMEDE AND WOKING**

### **Report of the trustees cont'd for the year ended 31 March 2025**

#### **Objectives of the charity**

Home-Start Runnymede and Woking (Home-Start RAW) is a family support charity that provides a free service to families who live in the boroughs of Runnymede and Woking. Families who have at least one child under five, and who are experiencing difficult times in their lives and are seeking support to get through them, are referred to the charity. This can be through Health Visitors, Support Agencies, Statutory Services, Surrey's Early Help Hub or via self-referral. Trained volunteers or staff are carefully matched with the family and offer regular support, practical help, guidance and sign-posting to parents in their own homes and as they go about their activities. The support is tailored to the individual needs of the family in order to support and empower them in moving forwards towards agreed outcomes. Families may be struggling for a wide variety of reasons and Home-Start Runnymede and Woking aims to help, support and empower parents to tackle these challenges positively. Our aim is to ensure that every child has the best possible start in life that they can have.

The principal sources of funding are described in Note 2 of the Financial Statement. Expenditure is utilised to support the objectives of the charity.

The trustees have carefully considered the Charity Commission's guidance on reporting public benefit in planning what activities the charity undertakes.

#### **Developments, activities and achievements**

The team continues to provide knowledgeable and skilled advice and support to hundreds of local families who need it. As at the 31<sup>st</sup> March 2025, the staff team was comprised of a Director, overseeing the work of the staff, liaising with other organisations and representing the charity within 25 hours per week, two Family Support Co-ordinators (54 hours/week), one of whom is also the Perinatal Lead and the other is the Additional Needs Lead, who share the family caseload between them, and two Family Support Workers (36 hours/week), who can offer immediate and short-term support to families. Our Administrator works 15hrs/week and manages the office whilst supporting the work of the charity with bookkeeping and database management.

In many ways, this year was a year of consolidation as we adapted to our reduced capacity, necessitated by the loss of three local authority contracts in the previous financial year and the ongoing cost of living crisis. The impact of the reduction in staffing (due to funding cuts) and reduction in volunteer numbers (due to the cost of living crisis) cannot be overstated. The whole team has felt the strain of 12 months of trying to allocate resource support in a way that leaves as few families as possible without support. Despite this, the team has been very resilient and our referrers understanding of the challenging environment we are operating in. We continue to focus our support on prevention and early intervention, but have accepted some referrals for families on Child in Need plans when we felt our organisation was best placed to provide the support that the family needed.

There has been a noticeable increase in the complexity of need for the families referred to us, even at an 'Early intervention/Emerging Needs' level. A greater number of families are living in inappropriate and/or insecure housing, and high numbers are living in financial hardship and/or debt. Mental health issues continue to affect the majority of families referred to us (87%). More families are isolated, without a support network and unable to access community support and services without help. One consequence of this increase in complexity of need is

## HOME-START RUNNYMEDE AND WOKING

### Report of the trustees cont'd for the year ended 31 March 2025

that there has been a lower turnover of families for the Family Support Workers, as families require support for longer.

We have launched a new project ('Signposting and onward referrals') to ensure that the often significant amount of staff time taken up with this work is accurately recorded and can be reported to funders.

In order to ensure as many families could access our support despite the reduced staffing levels, we have continued to invest in our group support activity. We continue to run five weekly groups. These groups are:

- Baby Bubble Addlestone
- Baby Bubble Egham
- Baby Bubble Woking
- Play & Learn Plus
- Thursday Tots

Some families receive one-to-one support in the home as well as attending one of our groups, some families will receive a short period of home-visiting support and be supported to attend a group, and some families just attend a group. The benefits of our groups include: reducing isolation and loneliness, improving children's social and communication skills, improving emotional wellbeing of parents and providing a space where parents can speak to Home-Start staff and other local professionals about additional support and services that their family can access.

Feedback from families continues to be very good, and attendance at our groups has grown steadily through the year. Our culture remains very much aimed at prevention and early intervention where possible.

- A total of 213 families were supported during the year
- 98 families were supported 1:1 in their homes
- 146 families were supported in groups
- 25 families were supported by our signposting and onward referral project (a new project launched this year)
- 97% of families report that their parenting has improved as a result of Home-Start support
- 100% of families report being less isolated as a result of Home-Start support
- 95% of families report that parent well-being improved as a result of Home-Start support
- 100% of families report that children's well-being improved as a result of Home-Start support
- 100% of families report that they are better able to access local and specialist services as a result of Home-Start support

We are so grateful to our team of exceptional volunteers who give their time freely to support local families. Many of our volunteers have lived experience of the needs of the families referred to us, and others have professional experience supporting families. Whatever their experience, they offer so much and make an incredible impact.

## HOME-START RUNNYMEDE AND WOKING

### Report of the trustees cont'd for the year ended 31 March 2025

The biggest challenge of the year has been the shortage, and reduction, of volunteers. The majority of volunteers that have left have done so for financial reasons (taking on more paid work or providing childcare for grandchildren). There has been significant additional pressure placed on staff to support families directly, leading to high numbers of families supported under the 'Crisis' project. The challenge of volunteer recruitment and retention is one faced by other Home-Starts nationally, as well as many local voluntary organisations. Our target for the year ahead is to rebuild our team and support as many families as possible with one-to-one volunteer support.

The trustees are very appreciative of the flexibility demonstrated by the staff in delivering such a professional service in the face of so many demands upon their time.

Despite the challenges of the year, our partnership working has remained strong, which benefits the families accessing our services. Staff attend regular multi-agency meetings, focusing on safeguarding, early years, additional needs, cost of living and mental health. Partnership working has enabled us to better meet the needs of local families through joint initiatives, focus groups influencing public policy and raising awareness to local need.

Our partnership with West Byfleet Golf Club brought in significant funds and raised awareness of our work in the local community. We are grateful for all the time and efforts that the club captains and charity committee put into fundraising. The funds raised made a significant impact, particularly after our local authority cuts.

We have continued to work closely with other local organisations to ensure that the families in our area have the support they need – this includes referrals to food banks, group support, applications for specialist equipment and hardship grants.

As part of our consortium with other Home-Starts in Surrey, we were delighted to receive 5 year funding for the Dad Matters Surrey project. This funding will enable the project to move past the pilot stage and towards county-wide expansion. We have now recruited a new Project Lead who will take on the day-to-day operational role of the project. Our Scheme Director, along with the Scheme Director from Home-Start Elmbridge, have been actively involved in this next stage of the project and will move to providing advisory support. We have recruited a Steering Group Lead who is building a team to support the running of the project. As we look ahead into 2025/26 we are pleased that our support will include an offer dedicated to Dads and their needs.

#### **Review of financial affairs**

After the extreme financial challenges faced in the prior year, which necessitated a reduction in headcount, the year under report saw a return to some degree of financial stability. That said, income, at £168,438\* was actually down year on year reflecting the increasingly challenging funding environment the charity faces as a result of the broader financial backdrop. Although expenditure of £177,530 was reduced by 17% from the prior year, it exceeded income and the charity recorded a loss for the year of £9,092. Reserves at the end of the year totalled £103,580.

## HOME-START RUNNYMEDE AND WOKING

### Report of the trustees cont'd for the year ended 31 March 2025

[\* a sum of £20,000 that was scheduled to be received under a multi-year grant in the 2025/26 financial year was actually received on the last day of the year under report. The trustees agreed that this sum should be recorded as deferred income – see note 5 to the accounts – as, given its size, to include it within the 2024/25 income total would materially distort the true financial position of the charity]

The exploration of different funding avenues is becoming an ever increasing priority for the trustees. At the same time, the trustees continue to monitor carefully any financial commitments being taken on to ensure that outgoings remain aligned to projected income and activity is consistent with the charity's reserves.

#### **Reserves Policy and the Trustees' responsibilities**

There were ten members comprising the Board of Trustees for the period. The trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise that are subject to regular review. They are also responsible for keeping proper accounting records which outline, with reasonable accuracy at any time, the financial position of the charity. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the detection and prevention of fraud and other irregularities.

The trustees have agreed that the scheme targets a level of reserves to cover anticipated running costs of 6 months, but, in any event, that sufficient reserves are maintained in realisable form to meet all its contractual obligations at any time including any termination costs.

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 the financial statements the trustees have made judgements and estimates that are reasonable and prudent and have prepared them on a going concern basis.

The financial statements presented here are in accordance with the special provisions of the Companies Act 2006 relating to small charitable companies. They comply with the charity's governing document, the Charities Act 2011 and the applicable Charities (Accounts and Reporting) Regulations.

This report was approved by the trustees on 12<sup>th</sup> September 2025 and signed on their behalf by:

**Michael Parker**  
**Chair**

## HOME-START RUNNYMEDE AND WOKING

### Statement of Financial Activities For the year ended 31 March 2025

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds:</b>					
Grants, donations and fund-raising	2	97,285	68,711	165,996	187,267
Investment Income		2,442	-	2,442	2,135
<b>Total Incoming Resources</b>		<b>99,727</b>	<b>68,711</b>	<b>168,438</b>	<b>189,402</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds:</b>					
Direct Charitable expenditure		87,884	89,546	177,430	213,220
Governance costs		100	-	100	100
<b>Total Expenditure</b>	3	<b>87,984</b>	<b>89,546</b>	<b>177,530</b>	<b>213,320</b>
<b>Net income (deficit) for the year</b>		<b>11,743</b>	<b>(20,835)</b>	<b>(9,092)</b>	<b>(23,918)</b>
<b>RECONCILIATION OF FUNDS</b>					
Brought forward		75,629	37,043	112,672	136,590
Net income (deficit) for the year		11,743	(20,835)	(9,092)	(23,918)
<b>Total Funds at 31 March 2025</b>	7	<b>87,372</b>	<b>16,208</b>	<b>103,580</b>	<b>112,672</b>

## HOME-START RUNNYMEDE AND WOKING

### Balance Sheet As at 31 March 2025

	Notes	2025		2024	
<b>Assets</b>		£	£	£	£
Cash at Bank and in Hand					
Current Accounts		25,765		26,245	
Savings Accounts		96,746		85,063	
Cash in hand		-		8	
		122,511		111,316	
Prepayments and grants receivable	4		1,863		1,813
			<b>124,374</b>		<b>113,129</b>
<b>Amounts falling due within one year</b>	<b>5</b>	<b>(20,276)</b>		<b>(276)</b>	
			(20,276)		(276)
<b>Provisions</b>	<b>6</b>		(518)		(181)
<b>Net Current Assets</b>			<b>103,580</b>		<b>112,672</b>
<b>Represented by</b>					
Unrestricted Funds	7		87,372		75,629
Restricted Funds	7		16,208		37,043
			<b>103,580</b>		<b>112,672</b>

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. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Financial Statements were approved by the trustees on 12<sup>th</sup> September 2025 and signed on their behalf, by:

**Trevor Pound**  
Treasurer

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2025

#### 1. Accounting Policies

The following accounting policies were used consistently:

##### Accounting Basis:

The financial statements have been prepared under the historical cost basis. The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

##### Fund Accounting:

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

##### 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 accruals basis, inclusive of VAT and has been classified under headings that aggregate all costs related to that category. The value of volunteers' time has not been reflected in the accounts.

##### Fixed assets:

Where fixed assets have been acquired by grants received, the cost is netted against the grant. Any surplus grants are treated as restricted funds. Fixed assets totalling £599 (2024: £nil) were acquired during the year.

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2025

#### 2. Grants, Donations and fund-raising:

	2025	2024
	£	£
<b>Unrestricted</b>		
Henry Smith Charitable Foundation	40,000	-
West Byfleet Golf Club	25,000	-
Surrey County Council	-	37,472
Dell Corporation	10,276	-
John Lewis / Waitrose	4,675	-
Woking Borough Council	250	10,000
29 <sup>th</sup> May 1961 Charitable Trust	-	3,000
Community Foundation for Surrey	-	15,000
Various private donations and Fund-raising events	17,084	11,091
<b>Total</b>	<b>97,285</b>	<b>76,563</b>
<b>Restricted</b>		
Barnados	7,500	-
The National Lottery	-	29,108
Community Foundation for Surrey	7,000	-
Cadent	4,375	-
Sothorn Gas Network	8,604	-
Souter Charitable Trust	-	3,000
Albert Hunt Trust	-	5,000
Byfleet United Charity	3,500	-
Surrey Community Action	2,000	3,000
Surrey County Council	-	28,346
HSUK	-	14,375
Heathrow Community	7,500	4,500
Runnymede Council	6,240	9,858
Ottershaw Community Partnership	500	-
St Faiths	3,125	3,125
Tesco Groundwork	375	1,125
Co-operative	-	1,636
University of Winchester	-	560
Catalyst	16,500	-
John Beane's Charity	1,492	1,402
Private donations	-	5,669
<b>Total</b>	<b>68,711</b>	<b>110,704</b>
<b>Total</b>	<b>165,996</b>	<b>187,267</b>

As per Note 1, under current accounting practice, fixed assets acquired by grants received are netted against the relevant grant. Gross donations from Surrey County Council £599 (2024: £28,346).

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2025

#### 3. Analysis of expenditure:

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
<b>Charitable activities:</b>	<b>2025</b>	<b>2025</b>	<b>2025</b>	<b>2024</b>
<b>Direct:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Salaries, NI & Pensions (note 10)	57,220	77,880	135,100	168,611
Staff/Volunteer expenses	975	2,794	3,769	5,797
Recruitment expenses	-	-	-	518
Training	614	-	614	114
Group costs	-	1,438	1,438	-
Direct expenditure on families	-	2,361	2,361	2,459
Dad Matters expenses	-	4,051	4,051	7,287
Interest on pension deficit	-	5	5	15
Change in assumptions – pension deficit	-	3	3	-
Amendments to contributions schedule	-	514	514	-
Trustee expenses	84	-	84	-
<b>Indirect:</b>				
Office Rent	7,678	-	7,678	6,529
Telephone, IT, Office costs	9,123	500	9,623	7,400
Fee to Home-Start UK	3,349	-	3,349	2,974
Insurance	904	-	904	1,154
Stationery & postage	62	-	62	515
Advertising +PR	899	-	899	372
Fundraising costs	5,125	-	5,125	8,859
Other office costs	931	-	931	451
Bank charges	60	-	60	60
Payroll/Pension costs	860	-	860	105
<b>Sub-total: charitable activities</b>	<b>87,884</b>	<b>89,546</b>	<b>177,430</b>	<b>213,220</b>
<b>Governance:</b>				
Independent examination	-	-	-	-
Annual report, AGM, etc.	100	-	100	100
<b>Sub-total: governance</b>	<b>100</b>	<b>-</b>	<b>100</b>	<b>100</b>
<b>Total Expenditure</b>	<b>87,984</b>	<b>89,546</b>	<b>177,530</b>	<b>213,320</b>

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2025

#### 4. Prepayments and grants receivable:

	2025	2024
	£	£
Prepayment for insurance	238	188
Rent	1,625	1,625
<b>Total</b>	<b>1,863</b>	<b>1,813</b>

#### 5. Liabilities-: amounts failing due within one year:

	2025	2024
	£	£
Deferred income	20,000	-
Provision for office costs	276	276
Provision for Pension Fund contributions	-	-
<b>Total</b>	<b>20,276</b>	<b>276</b>

#### 6. Provisions:

	2025	2024
	£	£
Provision for pension deficit (note 8)	518	181
<b>Total</b>	<b>518</b>	<b>181</b>

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2025

#### 7. Movement in funds:

	At 1 April 2024	Incoming resources	Outgoing resources	Transfers between reserves	At 31 March 2025
	£	£	£	£	£
<b>Unrestricted</b>					
General fund	75,629	99,727	(87,984)	-	87,372
<b>Restricted</b>					
Other	37,224	68,711	(89,209)	-	16,726
Provision for pension deficit	(181)	-	(337)	-	(518)
	37,043	68,711	(89,546)	-	16,208
<b>Total</b>	112,672	168,438	(177,530)	-	103,580

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2025

#### 8. Membership of Pension Fund:

##### (i) Introduction

The company participates in the scheme, a multi-employer scheme which provides benefits to some 521 non-associated participating employers. The scheme is 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 scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the charity is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2023. This valuation showed assets of £514.9m, liabilities of £531.0m and a deficit of £16.1m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions:

From 1 April 2025 to 31 March 2028                      £2,100,000 per annum (payable monthly)

Unless a concession has been agreed with the Trustee the term to 31 March 2028 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. To eliminate this funding shortfall, the Trustee asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions:

From 1 April 2022 to 31 January 2025:              £3,312,000 per annum (payable monthly)

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2025

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the charity has agreed to a deficit funding arrangement the charity recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

(ii) **Specific to the charity**

	<b>31 March 2025</b>	<b>31 March 2024</b>
	<b>(£s)</b>	<b>(£s)</b>
(a) Present value of provision	£518	£181
(b) Reconciliation of the opening and closing provisions		
	<b>31 March 2025</b>	<b>31 March 2024</b>
	<b>(£s)</b>	<b>(£s)</b>
Provision at start of period	181	388
Unwinding of the discount factor (interest expense)	5	15
Deficit contribution paid	(185)	(222)
Remeasurements - impact of any change in assumptions	3	-
Remeasurements – amendments to the contributions schedule	514	-
Provision at end of period	518	181
(c.) Income and expenditure impact		
	<b>31 March 2025</b>	<b>31 March 2024</b>
	<b>(£s)</b>	<b>(£s)</b>
Interest expense	5	15
Remeasurements – impact of any change in assumptions	3	-
Remeasurements – amendments to the contributions schedule	514	-

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2025

#### (d) Assumptions

	<b>31 March 2025</b>	<b>31 March 2024</b>	<b>31 March 2023 %</b>
	<b>% per annum</b>	<b>% per annum</b>	<b>per annum</b>
Rate of discount	4.84	5.31	5.52

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

#### (e) Deficit contribution schedule

The following schedule details the deficit contributions agreed between the charity and the scheme at each year end period:

<b>Year ending</b>	<b>31 March 2025</b>	<b>31 March 2024</b>	<b>31 March 2023</b>
	<b>(£s)</b>	<b>(£s)</b>	<b>(£s)</b>
Year 1	185	185	222
Year 2	185	-	185
Year 3	185	-	-

These contributions have been used to derive the charity's balance sheet liability.

#### (f) Contingent liability

The potential liability of the charity of the pension scheme deficit following withdrawal from the scheme is £4,591 (2024: £4,281).

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2025

#### 9. Trustees remuneration and related parties

None of the trustees received any remuneration during the year

Expenses in the year were £84 (2024: £nil).

#### 10. Staff costs and emoluments:

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Gross salaries	124,074	164,797
Termination award	-	9,926
Employer's National Insurance	4,631	8,014
Employers' pensions contributions	6,395	8,209
Total	<u><b>135,100</b></u>	<u><b>190,946</b></u>

Included in the above figures are gross salaries and emoluments of £nil (2024: £22,516) in respect of the charity's share of the cost of staff contracted specifically for the duration of the Dad Matters project and which are included in those costs in the SOFA.

#### 11. Employee numbers

At 31 March 2025, there were 6 part time employees (2024:5).

## **HOME-START RUNNYMEDE AND WOKING**

### ***Independent examiner's report to the trustees of Home-Start Runnymede and Woking for the year ended 31 March 2025***

*I report on the accounts for the year ended 31 March 2025 set out on pages 5 to 16.*

#### ***Respective responsibilities of trustees as directors and the examiner.***

*The trustees, who are also directors of the company for the purposes of the Companies Act, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed. 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)(b) of the 2011 Act; and*
- *to state whether particular matters have come to my attention*

#### ***Basis of Independent Examiner's Report***

*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.*

#### ***Independent Examiner's Statement***

*In connection with my examination, no matter has come to my attention:*

1. *which gives me reasonable cause to believe that in any material respect the requirements:*
  - *to keep accounting records in accordance with section 386 of the Companies Act 2006; and*
  - *to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities*

*have not been met; or*

2. *To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.*

*Helen A. Dinsdale*

12 September 2025

HMA Accountancy Services  
12 Killasser Court  
Station Approach  
Tadworth  
Surrey  
KT20 5AN

## HOME-START RUNNYMEDE AND WOKING

### Report of the trustees cont'd for the year ended 31 March 2025

[\* a sum of £20,000 that was scheduled to be received under a multi-year grant in the 2025/26 financial year was actually received on the last day of the year under report. The trustees agreed that this sum should be recorded as deferred income – see note 5 to the accounts – as, given its size, to include it within the 2024/25 income total would materially distort the true financial position of the charity]

The exploration of different funding avenues is becoming an ever increasing priority for the trustees. At the same time, the trustees continue to monitor carefully any financial commitments being taken on to ensure that outgoings remain aligned to projected income and activity is consistent with the charity's reserves.

#### **Reserves Policy and the Trustees' responsibilities**

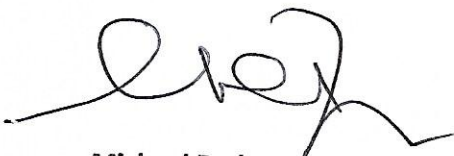
There were ten members comprising the Board of Trustees for the period. The trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise that are subject to regular review. They are also responsible for keeping proper accounting records which outline, with reasonable accuracy at any time, the financial position of the charity. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the detection and prevention of fraud and other irregularities.

The trustees have agreed that the scheme targets a level of reserves to cover anticipated running costs of 6 months, but, in any event, that sufficient reserves are maintained in realisable form to meet all its contractual obligations at any time including any termination costs.

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 the financial statements the trustees have made judgements and estimates that are reasonable and prudent and have prepared them on a going concern basis.

The financial statements presented here are in accordance with the special provisions of the Companies Act 2006 relating to small charitable companies. They comply with the charity's governing document, the Charities Act 2011 and the applicable Charities (Accounts and Reporting) Regulations.

This report was approved by the trustees on 12<sup>th</sup> September 2025 and signed on their behalf by:



**Michael Parker**  
Chair

## HOME-START RUNNYMEDE AND WOKING

### Balance Sheet As at 31 March 2025

	Notes	2025		2024	
Assets		£	£	£	£
<b>Cash at Bank and in Hand</b>					
Current Accounts		25,765		26,245	
Savings Accounts		96,746		85,063	
Cash in hand		-		8	
		-	122,511	85,071	111,316
Prepayments and grants receivable	4		1,863		1,813
			124,374		113,129
<b>Amounts falling due within one year</b>					
	5	(20,276)		(276)	
			(20,276)		(276)
<b>Provisions</b>					
	6		(518)		(181)
<b>Net Current Assets</b>			103,580		112,672
<b>Represented by</b>					
Unrestricted Funds	7		87,372		75,629
Restricted Funds	7		16,208		37,043
			103,580		112,672

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. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Financial Statements were approved by the trustees on 12<sup>th</sup> September 2025 and signed on their behalf, by:



**Trevor Pound**  
Treasurer

**HOME - START RUNNYMEDE AND WOKING**

England & Wales - Charity number 1128932

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# Accounts

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Registered number: 5618486

Charity number: 1128932

## **HOME-START RUNNYMEDE AND WOKING**

(a company limited by guarantee)

**Unaudited Report and Financial Statements  
for the year ended 31<sup>st</sup> March 2024**

## HOME-START RUNNYMEDE AND WOKING

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## HOME-START RUNNYMEDE AND WOKING

### Reference and administrative information for the year ended 31 March 2024

<b>Company Name</b>	Home-Start Runnymede and Woking
<b>Company Number</b>	5618486
<b>Charity Number</b>	1128932
<b>Registered Office</b>	1 <sup>st</sup> Floor, Foxwell House Chobham Road Ottershaw Chertsey KT16 0NL
<b>Trustees</b>	Michael Parker (Chair) Trevor Pound (Treasurer) Michael Griffiths Claire Hamilton-Taylor Christopher Maccallum Giles Maltby Olivia Matthews Joanna McKenzie Gemma Niebieszczanski
<b>Scheme Director</b>	Sarah Beasley

## HOME-START RUNNYMEDE AND WOKING

### Report of the trustees for the year ended 31 March 2024

The trustees, who are also the directors of the charity for the purpose of the Companies Act 2006, are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities, and Financial Reporting Standard 102.

#### Constitution

Home-Start Runnymede and Woking is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

#### Directors and Trustees

The directors of the charitable company are its trustees for the purpose 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.

Trustees are recruited from the general public through the auspices of the Local Voluntary Service Bureau, from the bank of home visiting volunteers, from families who have received our service and via Reach and LinkedIn. A prospective trustee will receive an initial introduction to the work of the company, followed by an interview with two existing trustees. Following the receipt of two satisfactory references, the prospective trustee is proposed for election at a subsequent meeting of directors.

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

Michael Parker	Chair
Trevor Pound	Treasurer
Claire Hamilton-Taylor	
Olivia Matthews	
Joanna McKenzie	
Michael Griffiths	
Gemma Niebieszczanski	
Christopher Maccallum	(appointed 6 December 2023)
Janice Bibby	(resigned 30 August 2023)
Giles Maltby	(appointed 6 December 2023; resigned 19 July 2024)
David McKeown	(resigned 5 December 2023)

The trustees meet every six to eight weeks and delegate day to day management of the charity to the employees.

## **HOME-START RUNNYMEDE AND WOKING**

### **Report of the trustees cont'd for the year ended 31 March 2024**

#### **Objectives of the charity**

Home-Start Runnymede and Woking (Home-Start RAW) is a family support charity that provides a free service to families who live in the boroughs of Runnymede and Woking. Families who have at least one child under five, and who are experiencing difficult times in their lives and are seeking support to get through them, are referred to the charity. This can be through Health Visitors, Support Agencies, Statutory Services, Surrey's Early Help Hub or via self-referral. Trained volunteers or staff are carefully matched with the family and offer regular support, practical help, guidance and sign-posting to parents in their own homes and as they go about their activities. The support is tailored to the individual needs of the family in order to support and empower them in moving forwards towards agreed outcomes. Families may be struggling for a wide variety of reasons and Home-Start Runnymede and Woking aims to help, support and empower parents to tackle these challenges positively. Our aim is to ensure that every child has the best possible start in life that they can have.

The principal sources of funding are described in Note 2 of the Financial Statement. Expenditure is utilised to support the objectives of the charity.

The trustees have carefully considered the Charity Commission's guidance on reporting public benefit in planning what activities the charity undertakes.

#### **Developments, activities and achievements**

As at the 31<sup>st</sup> March, the staff team was comprised of a Scheme Director, overseeing the work of the staff, liaising with other organisations and representing the charity within 25 hours per week, two Family Support Co-ordinators (46 hours/week), one of whom is also Perinatal Lead, who share the family caseload between them, and two Family Support Workers (36 hours/week), who can offer immediate and short-term support to families. Due to the loss of three local authority contracts, we had to take some difficult decisions around staffing levels leading to three members of staff leaving the organisation.

In light of the reduction in staffing levels, it was necessary to adjust our operating model whilst doing all that we could to minimise the impact on families requiring support. From October 2023 through to the end of the financial year we took the decision to no longer accept referrals for families also receiving support from agencies providing targeted or specialist support; this included the Family Centres, Family Support Programme and Children's Services. This change enabled us to focus our resources on providing support to families who were not receiving any other support.

In order to ensure as many families could access our support despite the reduced staffing levels, we have continued to invest in our group support activity. During the year we launched Baby Bubble Woking, increasing our weekly group offering to 5. These groups are:

- Baby Bubble Addlestone
- Baby Bubble Egham
- Baby Bubble Woking
- Play & Learn Plus
- Thursday Tots

Some families receive one-to-one support in the home as well as attending one of our groups, some families will receive a short period of home-visiting support and be supported to attend a group, and some families just attend a group. The benefits of our groups include: reducing isolation and loneliness, improving children's social and communication skills, improving emotional wellbeing of parents and providing a space where parents can speak to Home-Start staff and other local professionals about additional support and services that their family can access.

Feedback from families continues to be very good, and attendance at our groups has grown steadily through the year. Our culture remains very much aimed at prevention and early intervention where possible.

- A total of 357 families were supported during the year (an increase of 20% on the previous year)
- 138 families were supported 1:1 in their homes
- 246 families were supported in groups (27 families received both home-visiting and group support)
- 97% of families report that their parenting has improved as a result of Home-Start support
- 91% of families report being less isolated as a result of Home-Start support
- 97% of families report that parent well-being improved as a result of Home-Start support
- 100% of families report that children's well-being improved as a result of Home-Start support
- 98% of families report that they are better able to access local and specialist services as a result of Home-Start support

We are so grateful to our team of exceptional volunteers who give their time freely to support local families. Many of our volunteers have lived experience of the needs of the families referred to us, and others have professional experience supporting families. Whatever their experience, they offer so much and make an incredible impact.

Volunteer retention and recruitment continues to be a challenge due to cost of living related issues. This is a challenge faced by other Home-Starts nationally, as well as many local voluntary organisations. Our target for the year ahead is to rebuild our team and support as many families as possible with one-to-one volunteer support.

The Dad Matters Surrey pilot project ended during the year. Dads were supported one-to-one and in groups, with hundreds more being signposted to support via antenatal clinics. Over a hundred health and social care professionals received training from Dad Matters in engaging with and supporting new dads. As the project moved into the next stage it was necessary for us to withdraw our financial commitment with the intention of rejoining when further funding can be found. We remain very much involved with the management and future planning of the project. Funding is being sought to expand the project across the county.

Despite the challenges of the year, our partnership working has remained strong, which benefits the families accessing our services. Staff attend regular multi-agency meetings, focusing on safeguarding, early years, additional needs, cost of living and mental health. Partnership working has enabled us to better meet the needs of local families through joint initiatives, focus groups influencing public policy and raising awareness to local need.

We have continued to work closely with other local organisations to ensure that the families in our area have the support they need – this includes referrals to food banks, group support, applications for specialist equipment and hardship grants.

## **Review of financial affairs**

The financial year proved to be particularly challenging. Income, which is by nature irregular, dipped dramatically in the first half of the year, which meant that the trustees had to focus closely on projected cashflows and, as a consequence, make some hard decisions to ensure the charity could meet its contractual commitments in a range of scenarios. It was essential to realign our cost base and services in line with anticipated receipts to ensure that the charity remained sustainable. Unfortunately, it was necessary to reduce staff numbers as detailed above and the charity incurred a one-off redundancy charge of £9,926 in the period. The full impact of the cost reductions made will not be seen until the financial year ending 31 March 2025.

Pleasingly, income picked up significantly in the final quarter. Income for the year is reported at £189,402. Although this was higher than in the prior year (£157,134), it did not cover expenditure of £213,320 (2023: £196,466), resulting in the net assets reducing over the year by £23,918 to £112,672 (£136,590).

The trustees continue to review the level of financial commitments being taken on to ensure that outgoings remain aligned to projected income and that the charity remains financially stable.

## **Reserves Policy and the Trustees' responsibilities**

There were nine members comprising the Board of Trustees for the period. The trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise that are subject to regular review. They are also responsible for keeping proper accounting records which outline, with reasonable accuracy at any time, the financial position of the charity. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the detection and prevention of fraud and other irregularities.

Due to the severity of the financial downturn seen during the earlier part of the year, the trustees agreed that it was necessary to revise the reserves policy so that:

- a) Reserves are maintained at a level which ensures that Home-Start's core activity could continue during a period of unforeseen difficulty.
- b) a proportion of reserves are maintained in a readily realisable form.

Whilst the trustees have agreed that the scheme targets a level of reserves to cover anticipated running costs of 6 months, they will ensure that, in any event, the scheme maintains sufficient reserves to meet all its contractual obligations at any time including any termination costs.

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 the financial statements the trustees have made judgements and estimates that are reasonable and prudent and have prepared them on a going concern basis.

## **HOME-START RUNNYMEDE AND WOKING**

### **Report of the trustees cont'd for the year ended 31 March 2022**

The financial statements presented here are in accordance with the special provisions of the Companies Act 2006 relating to small charitable companies. They comply with the charity's governing document, the Charities Act 2011 and the applicable Charities (Accounts and Reporting) Regulations.

This report was approved by the trustees on 6<sup>th</sup> September 2024 and signed on their behalf by:

**Michael Parker**  
Chair

## HOME-START RUNNYMEDE AND WOKING

### Statement of Financial Activities For the year ended 31 March 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds:</b>					
Grants, donations and fund-raising	2	76,563	110,704	187,267	156,645
Insurance claim		-	-	-	-
Investment Income		2,135	-	2,135	489
<b>Total Incoming Resources</b>		<b>78,698</b>	<b>110,704</b>	<b>189,402</b>	<b>157,134</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds:</b>					
Direct Charitable expenditure		106,174	107,046	213,220	196,366
<b>Governance costs</b>		100	-	100	100
<b>Total Expenditure</b>	3	<b>106,274</b>	<b>107,046</b>	<b>213,320</b>	<b>196,466</b>
<b>Net income (deficit) for the year</b>		<b>(27,576)</b>	<b>3,658</b>	<b>(23,918)</b>	<b>(39,332)</b>
<b>RECONCILIATION OF FUNDS</b>					
Brought forward		103,205	33,385	136,590	175,922
Net income (deficit) for the year		(27,576)	3,658	(23,918)	(39,332)
<b>Total Funds at 31 March 2024</b>	7	<b>75,629</b>	<b>37,043</b>	<b>112,672</b>	<b>136,590</b>

## HOME-START RUNNYMEDE AND WOKING

### Balance Sheet As at 31 March 2024

	Notes	2024		2023	
<b>Assets</b>		£	£	£	£
Cash at Bank and in Hand					
Current Accounts		26,245		22,144	
Savings Accounts		85,063		110,903	
Cash in hand		<u>8</u>		<u>8</u>	
			111,316		133,055
Prepayments and grants receivable	4		<u>1,813</u>		<u>5,863</u>
			<b>113,129</b>		<b>138,918</b>
<b>Amounts falling due within one year</b>	<b>5</b>				
Accruals-Sundry Creditors		<u>(276)</u>		<u>(1,940)</u>	
			(276)		(1,940)
<b>Provisions</b>	<b>6</b>		(181)		(388)
<b>Net Current Assets</b>			<u><b>112,672</b></u>		<u><b>136,590</b></u>
<b>Represented by</b>					
Unrestricted Funds	7		75,629		103,205
Restricted Funds	7		<u>37,043</u>		<u>33,385</u>
			<u><b>112,672</b></u>		<u><b>136,590</b></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. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Financial Statements were approved by the trustees on 6<sup>th</sup> September 2024 and signed on their behalf, by:

**Trevor Pound**  
Treasurer

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2024

#### 1. Accounting Policies

The following accounting policies were used consistently:

##### Accounting Basis:

The financial statements have been prepared under the historical cost basis. The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

##### Fund Accounting:

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

##### 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 accruals basis, inclusive of VAT and has been classified under headings that aggregate all costs related to that category. The value of volunteers' time has not been reflected in the accounts.

##### Fixed assets:

Where fixed assets have been acquired by grants received, the cost is netted against the grant. Any surplus grants are treated as restricted funds. Fixed assets totalling £nil (2023: £nil) were acquired during the year.

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2024

#### 2. Grants, Donations and fund-raising:

	2024	2023
	£	£
<b>Unrestricted</b>		
Surrey County Council	37,472	37,472
Woking Borough Council	10,000	9,000
Corporate donations	-	6,500
29 <sup>th</sup> May 1961 Charitable Trust	3,000	-
Community Foundation for Surrey	15,000	-
Various private donations and Fund-raising events	11,091	5,602
<b>Total</b>	<b>76,563</b>	<b>58,574</b>
<b>Restricted</b>		
Community Foundation for Surrey	-	12,240
The National Lottery	29,108	9,925
Home-Start Surrey	-	5,238
29 <sup>th</sup> May 1961 Charitable Trust	-	3,000
Souter Charitable Trust	3,000	-
Albert Hunt Trust	5,000	-
NHS Surrey Heartlands	-	39,318
Surrey Community Action	3,000	-
Surrey County Council	28,346	-
HSUK	14,375	8,000
Heathrow Community	4,500	-
Runnymede Council	9,858	-
St Faiths	3,125	-
Tesco Groundwork	1,125	-
Co-operative	1,636	-
University of Winchester	560	-
Garfield Weston	-	20,000
John Beane's Charity	1,402	350
Private donations	5,669	-
<b>Total</b>	<b>110,704</b>	<b>98,071</b>
<b>Total</b>	<b>187,267</b>	<b>156,645</b>

**HOME-START RUNNYMEDE AND WOKING**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2024**

**3. Analysis of expenditure:**

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2024	2024	2024	2023
	£	£	£	£
<b>Charitable activities:</b>				
<b>Direct:</b>				
Salaries, NI & Pensions (note 10)	72,338	96,273	168,611	151,950
Staff/Volunteer expenses	4,785	-	4,785	5,973
Recruitment expenses	518	-	518	1,509
Training	114	-	114	449
Christmas vouchers and gift bags	-	-	-	415
Resources for family support	-	3,471	3,471	1,574
Dad Matters expenses	-	7,287	7,287	5,180
Interest on pension deficit	-	15	15	12
Change in assumptions – pension deficit	-	-	-	(10)
Trustee expenses	-	-	-	-
<b>Indirect:</b>				
Office Rent	6,529	-	6,529	8,153
Telephone, IT, Office costs	7,400	-	7,400	7,074
Fee to Home-Start UK	2,974	-	2,974	2,754
Insurance	1,154	-	1,154	1,117
Stationery & postage	515	-	515	755
Advertising +PR	372	-	372	231
Fundraising costs	8,859	-	8,859	8,765
Other office costs	451	-	451	145
Bank charges	60	-	60	72
Payroll/Pension costs	105	-	105	248
Sub-total: charitable activities	106,174	107,046	213,220	196,366
<b>Governance:</b>				
Independent examination	-	-	-	-
Annual report, AGM, etc.	100	-	100	100
Sub-total: governance	100	-	100	100
<b>Total Expenditure</b>	<b>106,274</b>	<b>107,046</b>	<b>213,320</b>	<b>196,466</b>

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2024

#### 4. Prepayments and grants receivable:

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Amounts due from Woking Borough Council	-	2,250
Reimbursement due re project costs	-	1,800
Prepayment for insurance	188	188
Rent	1,625	1,625
<b>Total</b>	<b>1,813</b>	<b>5,863</b>

#### 5. Liabilities-: amounts failing due within one year:

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Provision for office costs	276	741
Provision for Pension Fund contributions	-	1,199
<b>Total</b>	<b>276</b>	<b>1,940</b>

#### 6. Provisions:

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Provision for pension deficit (note 8)	181	388
<b>Total</b>	<b>181</b>	<b>388</b>

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2024

#### 7. Movement in funds:

	At 1 April 2023	Incoming resources	Outgoing resources	Transfers between reserves	At 31 March 2024
	£	£	£	£	£
<b>Unrestricted</b>					
General fund	103,205	78,698	(106,274)	-	75,629
<b>Restricted</b>					
Other	33,773	110,704	(107,253)	-	37,224
Provision for pension deficit	(388)	-	207	-	(181)
	33,385	110,704	(107,046)	-	37,043
<b>Total</b>	136,590	189,402	(213,320)	-	112,672

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2024

#### 8. Membership of Pension Fund:

##### (i) Introduction

The charity participates in a scheme, a multi-employer scheme which provides benefits to some 638 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the charity 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 scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the charity is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions:

From 1 April 2022 to 31 January 2025	£3,312,000 per annum (payable monthly)
--------------------------------------	---

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions:

From 1 April 2019 to 30 September 2025:	£11,243,000 per annum (payable monthly and increasing by 3% each on 1st April)
---	---

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2024

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the charity has agreed to a deficit funding arrangement the charity recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

(ii) **Specific to the charity**

<b>2023</b>	<b>31 March 2024 (£s)</b>	<b>31 March (£s)</b>
(a) Present value of provision	£181	£388
(b) Reconciliation of the opening and closing provisions		
	<b>31 March 2024 (£s)</b>	<b>31 March 2023 (£s)</b>
Provision at start of period	388	608
Unwinding of the discount factor (interest expense)	15	12
Deficit contribution paid	(222)	(222)
Remeasurements - impact of any change in assumptions	-	(10)
Provision at end of period	181	388
(c.) Income and expenditure impact		
	<b>31 March 2024 (£s)</b>	<b>31 March 2023 (£s)</b>
Interest expense	15	12
Remeasurements – impact of any change in assumptions	-	(10)

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2024

#### (d) Assumptions

	<b>31 March 2024</b>	<b>31 March 2023</b>
	<b>% per annum</b>	<b>% per annum</b>
Rate of discount	5.31	5.52

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

#### (e) Deficit contribution schedule

The following schedule details the deficit contributions agreed between the charity and the scheme at each year end period:

<b>Year ending</b>	<b>31 March 2024</b>	<b>31 March 2023</b>	<b>31 March 2022</b>
	<b>(£s)</b>	<b>(£s)</b>	<b>(£s)</b>
Year 1	185	222	222
Year 2	-	185	222
Year 3	-	-	185

These contributions have been used to derive the charity's balance sheet liability.

#### (f) Contingent liability

The potential liability of the charity of the pension scheme deficit following withdrawal from the scheme is £4,281 (2023: £5,684).

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2024

#### 9. Trustees remuneration and related parties

None of the trustees received any remuneration during the year

Expenses in the year were £nil (2023: £nil).

#### 10. Staff costs and emoluments:

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Gross salaries	164,797	142,313
Termination award	9,926	-
Employer's National Insurance	8,014	6,270
Employers' pensions contributions	8,209	7,103
Total	<u><b>190,946</b></u>	<u><b>155,686</b></u>

Included in the above figures are gross salaries and emoluments of £22,516 (2023: £3,736) in respect of the charity's share of the cost of staff contracted specifically for the duration of the Dad Matters project and which are included in those costs in the SOFA.

#### 11. Employee numbers

At 31 March 2024, there were 5 part time employees (2023:8).

## **HOME-START RUNNYMEDE AND WOKING**

### ***Independent examiner's report to the trustees of Home-Start Runnymede and Woking for the year ended 31 March 2024***

*I report on the accounts for the year ended 31 March 2024 set out on pages 5 to 16.*

#### ***Respective responsibilities of trustees as directors and the examiner.***

*The trustees, who are also directors of the company for the purposes of the Companies Act, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed. 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)(b) of the 2011 Act; and*
- *to state whether particular matters have come to my attention*

#### ***Basis of Independent Examiner's Report***

*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.*

#### ***Independent Examiner's Statement***

*In connection with my examination, no matter has come to my attention:*

1. *which gives me reasonable cause to believe that in any material respect the requirements:*
  - *to keep accounting records in accordance with section 386 of the Companies Act 2006; and*
  - *to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities*

*have not been met; or*

2. *To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.*

.....**2024**

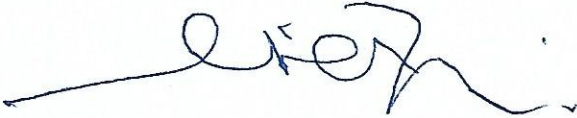
HMA Accountancy Services  
12 Killasser Court  
Station Approach  
Tadworth  
Surrey  
KT20 5AN

## HOME-START RUNNYMEDE AND WOKING

### Report of the trustees cont'd for the year ended 31 March 2022

The financial statements presented here are in accordance with the special provisions of the Companies Act 2006 relating to small charitable companies. They comply with the charity's governing document, the Charities Act 2011 and the applicable Charities (Accounts and Reporting) Regulations.

This report was approved by the trustees on 6<sup>th</sup> September 2024 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Michael Parker', with a long horizontal line extending to the left.

**Michael Parker**  
Chair

## HOME-START RUNNYMEDE AND WOKING

### Balance Sheet As at 31 March 2024

	Notes	2024		2023	
Assets		£	£	£	£
Cash at Bank and in Hand					
Current Accounts		26,245		22,144	
Savings Accounts		85,063		110,903	
Cash in hand		<u>8</u>		<u>8</u>	
Prepayments and grants receivable	4		111,316 <u>1,813</u>		133,055 <u>5,863</u>
			<b><u>113,129</u></b>		<b><u>138,918</u></b>
<b>Amounts falling due within one year</b>					
Accruals-Sundry Creditors	5	<u>(276)</u>		<u>(1,940)</u>	
			(276)		(1,940)
Provisions	6		(181)		(388)
<b>Net Current Assets</b>			<b><u>112,672</u></b>		<b><u>136,590</u></b>
<b>Represented by</b>					
Unrestricted Funds	7		75,629		103,205
Restricted Funds	7		<u>37,043</u>		<u>33,385</u>
			<b><u>112,672</u></b>		<b><u>136,590</u></b>

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. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Financial Statements were approved by the trustees on 6<sup>th</sup> September 2024 and signed on their behalf, by:



**Trevor Pound**  
Treasurer

## **HOME-START RUNNYMEDE AND WOKING**

### ***Independent examiner's report to the trustees of Home-Start Runnymede and Woking for the year ended 31 March 2024***

*I report on the accounts for the year ended 31 March 2024 set out on pages 5 to 16.*

#### ***Respective responsibilities of trustees as directors and the examiner.***

*The trustees, who are also directors of the company for the purposes of the Companies Act, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed. 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)(b) of the 2011 Act; and*
- *to state whether particular matters have come to my attention*

#### ***Basis of Independent Examiner's Report***

*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.*

#### ***Independent Examiner's Statement***

*In connection with my examination, no matter has come to my attention:*

1. *which gives me reasonable cause to believe that in any material respect the requirements:*
  - *to keep accounting records in accordance with section 386 of the Companies Act 2006; and*
  - *to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities*

*have not been met; or*

2. *To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.*

*Helen A. Hinch*

6 September 2024

HMA Accountancy Services  
12 Killasser Court  
Station Approach  
Tadworth  
Surrey  
KT20 5AN

**HOME - START RUNNYMEDE AND WOKING**

England & Wales - Charity number 1128932

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# Accounts

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Registered number: 5618486

Charity number: 1128932

## **HOME-START RUNNYMEDE AND WOKING**

(a company limited by guarantee)

**Unaudited Report and Financial Statements  
for the year ended 31<sup>st</sup> March 2023**

## HOME-START RUNNYMEDE AND WOKING

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Statement of financial activities	6
Balance sheet	7
Notes forming part of the financial statements	8-16
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## HOME-START RUNNYMEDE AND WOKING

### Reference and administrative information for the year ended 31 March 2023

**Company Name** Home-Start Runnymede  
and Woking

**Company Number** 5618486

**Charity Number** 1128932

**Registered Office** 1<sup>st</sup> Floor, Foxwell House  
Chobham Road  
Ottershaw  
Chertsey  
KT16 0NL

#### **Trustees**

Janice Bibby  
Michael Griffiths  
Elizabeth Perkins \*  
Joanna McKenzie  
Trevor Pound Treasurer  
Jayne Skelton \*\*  
David McKeown  
Michael Parker Chair  
Gemma Niebieszczanski  
Joss Patterson \*\*\*\*  
Claire Hamilton-Taylor \*\*\*  
Olivia Matthews \*\*\*

\* resigned 8/4/22

\*\* resigned 31/7/22

\*\*\* appointed 20/1/23

\*\*\*\* resigned 15/3/23

**Scheme Manager** Sarah Beasley

## HOME-START RUNNYMEDE AND WOKING

### Report of the trustees for the year ended 31 March 2023

The trustees, who are also the directors of the charity for the purpose of the Companies Act 2006, are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities', and Financial Reporting Standard 102.

#### Constitution

Home-Start Runnymede and Woking is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

#### Directors and Trustees

The directors of the charitable company are its trustees for the purpose 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.

Trustees are recruited from the general public through the auspices of the Local Voluntary Service Bureau, Reach Volunteer Recruitment website, from the bank of home visiting volunteers and from families who have received our service. A prospective trustee will receive an initial introduction to the work of the company, followed by an informal interview with two existing trustees. Following the receipt of two satisfactory references, the prospective trustee is proposed for election at a subsequent meeting of directors.

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

Michael Parker	Chair
Janice Bibby	
Elizabeth Perkins	(resigned 8/4/22)
Trevor Pound	Treasurer
Michael Griffiths	
David McKeown	
Joanna McKenzie	
Jayne Skelton	(resigned 31/7/22)
Gemma Niebieszczanski	
Joss Patterson	(resigned 15/3/23)
Claire Hamilton-Taylor	(appointed 20/1/23)
Olivia Matthews	(appointed 20/1/23)

The trustees meet every 4-6 weeks, and delegate day-to-day management of the charity to the employees.

## **HOME-START RUNNYMEDE AND WOKING**

### **Report of the trustees cont'd for the year ended 31 March 2023**

#### **Objectives of the charity**

Home-Start Runnymede and Woking (Home-Start RAW) is a family support charity that provides a free service to families who live in the boroughs of Runnymede and Woking. Families who have at least one child under five, and who are experiencing difficult times in their lives and are seeking support to get through them, are referred to the charity. This can be through Health Visitors, Family Nurse Practitioners, Support Agencies, Statutory Services, Surrey's Early Help Hub or via self-referral. Trained volunteers or staff are carefully matched with each family and offer regular support, practical help, guidance and sign-posting to parents in their own homes and as they go about their activities. The support is tailored to the individual needs of the family in order to support and empower them in moving forwards towards agreed outcomes. Families may be struggling for a wide variety of reasons and Home-Start Runnymede and Woking aims to help, support and empower parents to tackle these challenges positively. Our mission is to ensure that every child has the best possible start in life that they can have.

The principal sources of funding are described in the Review of Financial Affairs. Expenditure is utilised to support the objectives of the charity.

The trustees have carefully considered the Charity Commission's guidance on reporting public benefit in planning what activities the charity undertakes.

#### **Developments, activities and achievements**

The staff team currently comprises a Scheme Manager, who oversees the work of the staff, liaises with other organisations and represents the charity within 25 hours per week. There are three Family Support Co-ordinators (75 hours/wk), one of whom is also Perinatal Lead and one is the SEN Lead, who share the family case load between them, two Family Support Workers (45 hours/wk), who can offer immediate and short-term support to families, and an administrator who works 25 hours per week. We have also hosted a social work student who has completed her 2<sup>nd</sup> year placement with us, taking on the role of Family Support Worker, whilst being supported by the other members of staff and supervised by the Manager.

Referral numbers were broadly in line with those in 2021/22, which represents a rise of about 35% on pre-Covid figures. We have continued to see high numbers of referrals for families with children with additional needs (both diagnosed and awaiting diagnosis). As a result of these additional needs, these families are often also facing isolation, parental mental health issues and financial challenges, and are struggling to access services or specialist support. There has been an increase in referrals for refugee families, families who have suffered domestic abuse, families in unsuitable housing and families in debt. This year over 90% of all referrals had parental mental health as a primary or secondary factor in the need for support.

We have, unfortunately, lost about a quarter of our volunteers in the year. Most of these volunteers cite reasons connected with the Cost of Living Crisis, such as needing to take on more paid work or looking after grandchildren because of the high cost of childcare. Despite significant efforts, we have been unable to recruit new volunteers in sufficient numbers to replace those that have left. It should be noted that this is a challenge faced by other Home-Starts nationally, as well as many local voluntary organisations. We have started to use a hybrid approach for training new volunteers, where half the course is completed online at home and half is completed in face-to-face sessions. We are hopeful that we will be able to

## HOME-START RUNNYMEDE AND WOKING

### Report of the trustees cont'd for the year ended 31 March 2023

recruit and train more volunteers using this approach in the coming year.

In order to meet the high level of need with fewer volunteers available, we have developed our group support offer. The groups that were launched this year are: Baby Bubble Egham and Baby Bubble Addlestone for new mums and their babies, and Play & Learn Plus for families with children with additional needs. We have continued to run Thursday Tots in Byfleet and Parenting Puzzle courses in Woking. Some families receive one-to-one support in the home as well as attending one of our groups, some families will receive a short period of home-visiting support and be supported to attend a group, and some families just attend a group. The benefits of our groups include: reducing isolation and loneliness, improving children's social and communication skills, improving emotional wellbeing of parents and providing a space where parents can speak to Home-Start staff and other local professionals about additional support and services that their family can access.

Feedback from families continues to be very good, and attendance at our groups has grown steadily through the year. Our culture remains very much aimed at prevention and early intervention where possible.

- 93 families were supported by a volunteer
- 52 families were supported by a Family Support Worker
- 26 families received Crisis Support from a member of staff
- Over 200 families were supported in groups
- 97% of families report that their parenting has improved as a result of Home-Start support
- 99% of families report being less isolated as a result of Home-Start support
- 99% of families report that parent well-being improved as a result of Home-Start support
- 100% of families report that children's well-being improved as a result of Home-Start support

Staff have been given additional responsibilities and have become the main point of contact for their specialism. These specialisms include: Perinatal, Special Educational Needs, Parenting and School Readiness. As a result of these new roles, partnership working has improved as staff attend multi-agency meetings specific to their area and make links with other relevant organisations, e.g. West Surrey SEND Groups Network.

We have continued to work closely with other local organisations to ensure that the families in our area have the support they need – this includes referrals to food banks, group support, applications for specialist equipment and working in partnership to deliver parenting courses.

Dad Matters Surrey launched in November 2022 as a pilot project in partnership with two other Surrey Home-Starts. The project seeks to support Dads' mental health in the perinatal period and improve bonding and attachment between Dad and baby. The initiative originated in Manchester around five years ago and is based on significant research that shows how Dads interact with services and seek help. We now have the first Dad Matters' employee in the South East of England in a network which has already seen tremendous growth in the UK since inception.

## HOME-START RUNNYMEDE AND WOKING

### Report of the trustees cont'd for the year ended 31 March 2023

#### Review of financial affairs

The company opened the year with net assets of £175,922 (as restated – See Note 12 to the accounts). Income for 2022/23 is reported at £157,134, which was broadly in line with the prior year. As anticipated, expenditure, reported at £196,466, was significantly greater than the prior year's figure of £147,775, reflecting the greater range of services we are providing and the unprecedented demand that still continues post pandemic. A particular feature is the increase in staff costs year on year as a result of both a higher head count, needed to meet demand and our contractual obligations, and the need to respond to the cost of living crisis with higher than usual pay increases (see notes 10 & 11). Principal sources of funding are outlined in note 2 of the accounts.

As a result of the above, the company closed the year with reduced reserves of £136,590 and continues to experience a high demand for its services in the face of an increasingly tight funding environment. As a result the trustees are considering a range of alternatives to ensure that the charity remains financially viable.

#### Reserves Policy and the Trustees' responsibilities

There were twelve members comprising the Board of Trustees for the period. The trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise, that are subject to regular review. They are also responsible for keeping proper accounting records which outline, with reasonable accuracy at any time, the financial position of the charity. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the detection and prevention of fraud and other irregularities.

Home-Start Runnymede and Woking's Reserves Policy states that the scheme should ensure that at all times cash reserves are sufficient for the following purposes:

- To meet all outstanding liabilities at that time, and
- To cover a six month gap in funding, and
- To cover all necessary termination costs in the event of the closure of the scheme, including employment termination costs, lease termination costs etc.

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 the financial statements the trustees have made judgements and estimates that are reasonable and prudent and have prepared them on a going concern basis.

The financial statements presented here are in accordance with the special provisions of the Companies Act 2006 relating to small charitable companies. They comply with the charity's governing document, the Charities Act 2011 and the applicable Charities (Accounts and Reporting) Regulations.

This report was approved by the trustees on 18<sup>th</sup> July 2023 and signed on their behalf by:

**Michael Parker**  
Chair

## HOME-START RUNNYMEDE AND WOKING

### Statement of Financial Activities For the year ended 31 March 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 (as restated) £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds:</b>					
Grants, donations and fund-raising	2	58,574	98,071	156,645	156,948
Insurance claim		-	-	-	199
Investment Income		489	-	489	116
<b>Total Incoming Resources</b>		<b>59,063</b>	<b>98,071</b>	<b>157,134</b>	<b>157,263</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds:</b>					
Direct Charitable expenditure		125,413	70,953	196,366	148,025
<b>Governance costs</b>		100	-	100	(250)
<b>Total Expenditure</b>	3	<b>125,513</b>	<b>70,953</b>	<b>196,466</b>	<b>147,775</b>
<b>Net income (deficit) for the year</b>		<b>(66,450)</b>	<b>27,118</b>	<b>(39,332)</b>	<b>9,488</b>
<b>RECONCILIATION OF FUNDS</b>					
Brought forward		169,655	6,267	175,922	166,434
Net income (deficit) for the year		(66,450)	27,118	(39,332)	9,488
<b>Total Funds at 31 March 2023</b>	7	<b>103,205</b>	<b>33,385</b>	<b>136,590</b>	<b>175,922</b>

## HOME-START RUNNYMEDE AND WOKING

### Balance Sheet As at 31 March 2023

	Notes	2023		2022 (as restated)	
Assets		£	£	£	£
Cash at Bank and in Hand					
Current Accounts		22,144		24,268	
Savings Accounts		110,903		145,444	
Cash in hand		<u>8</u>		<u>8</u>	
			133,055		169,720
Prepayments and grants receivable	4		<u>5,863</u>		<u>8,510</u>
			<b><u>138,918</u></b>		<b><u>178,230</u></b>
<b>Amounts falling due within one year</b>	<b>5</b>				
Accruals-Sundry Creditors		<u>(1,940)</u>		<u>(1,700)</u>	
			(1,940)		(1,700)
<b>Provisions</b>	<b>6</b>				
			(388)		(608)
<b>Net Current Assets</b>			<b><u>136,590</u></b>		<b><u>175,922</u></b>
<b>Represented by</b>					
Unrestricted Funds	7		103,205		169,655
Restricted Funds	7		<u>33,385</u>		<u>6,267</u>
			<b><u>136,590</u></b>		<b><u>175,922</u></b>

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. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Financial Statements were approved by the trustees on 18<sup>th</sup> July 2023 and signed on their behalf, by:

**Trevor Pound**  
Treasurer

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2023

#### 1. Accounting Policies

The following accounting policies were used consistently:

##### Accounting Basis:

The financial statements have been prepared under the historical cost basis. The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

##### Fund Accounting:

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

##### 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 accruals basis, inclusive of VAT and has been classified under headings that aggregate all costs related to that category. The value of volunteers' time has not been reflected in the accounts.

##### Fixed assets:

Where fixed assets have been acquired by grants received, the cost is netted against the grant. Any surplus grants are treated as restricted funds. Fixed assets totalling £nil (2022: £nil) were acquired during the year.

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2023

#### 2. Grants, Donations and fund-raising:

	2023	2022
	£	£
<b>Unrestricted</b>		
Surrey County Council	37,472	37,472
Woking Borough Council	9,000	10,000
Corporate donations	6,500	1,250
Various private donations and Fund-raising events	5,602	6,534
<b>Total</b>	<b>58,574</b>	<b>55,256</b>
<b>Restricted</b>		
Community Foundation for Surrey	12,240	20,000
The National Lottery	9,925	-
St Faith's Refugee Grant	5,238	-
29 <sup>th</sup> May 1961 Charitable Trust	3,000	-
NHS Surrey Heartlands	9,146	37,370
Surrey County Council Heartlands	30,172	20,000
HSUK	8,000	24,322
Garfield Weston	20,000	-
Private donations	350	-
<b>Total</b>	<b>98,071</b>	<b>101,692</b>
<b>Total</b>	<b>156,645</b>	<b>156,948</b>

**HOME-START RUNNYMEDE AND WOKING**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2023**

**3. Analysis of expenditure:**

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2023	2023	2023	2022
	£	£	£	£
<b>Charitable activities:</b>				
<b>Direct:</b>				
Salaries, NI & Pensions (note 10)	87,753	64,197	151,950	116,259
Staff/Volunteer expenses	5,973	-	5,973	3,336
Recruitment expenses	1,509	-	1,509	1,787
Training	449	-	449	4,445
Christmas vouchers and gift bags	415	-	415	1,970
Resources for family support	-	1,574	1,574	908
Dad Matters expenses	-	5,180	5,180	(432)
Interest on pension deficit	-	12	12	25
Amendments to contributions schedule – pensions deficit	-	-	-	(2,642)
Change in assumptions – pension deficit	-	(10)	(10)	(14)
Trustee expenses	-	-	-	-
<b>Indirect:</b>				
Office Rent	8,153	-	8,153	7,189
Telephone, IT, Office costs	7,074	-	7,074	9,432
Fee to Home-Start UK	2,754	-	2,754	2,808
Insurance	1,117	-	1,117	1,145
Stationery & postage	755	-	755	894
Advertising +PR	231	-	231	671
Fundraising costs	8,765	-	8,765	
Other office costs	145	-	145	148
Bank charges	72	-	72	96
Payroll/Pension costs	248	-	248	-
Sub-total: charitable activities	<u>125,413</u>	<u>70,953</u>	<u>196,366</u>	<u>148,025</u>
<b>Governance:</b>				
Independent examination	-	-	-	(350)
Annual report, AGM, etc.	100	-	100	100
Sub-total: governance	<u>100</u>	<u>-</u>	<u>100</u>	<u>(250)</u>
<b>Total Expenditure</b>	<u>125,513</u>	<u>70,953</u>	<u>196,466</u>	<u>147,775</u>

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2023

#### 4. Prepayments and grants receivable:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Amounts due from Woking Borough Council	2,250	2,500
Amount due from Surrey County Council	-	4,000
Reimbursement due re project costs	1,800	-
Reimbursements due re training costs	-	177
Prepayment for insurance	188	208
Rent	1,625	1,625
<b>Total</b>	<b>5,863</b>	<b>8,510</b>

#### 5. Liabilities-: amounts failing due within one year:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Provision for office costs	741	733
Provision for Pension Fund contributions	1,199	908
Refund of overpayment of contribution to training costs	-	59
<b>Total</b>	<b>1,940</b>	<b>1,700</b>

#### 6. Provisions:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Provision for pension deficit (note 8)	388	608
<b>Total</b>	<b>388</b>	<b>608</b>

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2023

#### 7. Movement in funds:

	At 1 April 2022 (as restated) £	Incoming resources £	Outgoing resources £	Transfers between reserves £	At 31 March 2023 £
<b>Unrestricted</b>					
General fund	169,655	59,063	(125,513)	-	103,205
<b>Restricted</b>					
Other	6,875	98,071	(71,173)	-	33,773
Provision for pension deficit	(608)	-	220	-	(388)
	6267	98,071	(70,953)	-	33,385
<b>Total</b>	175,922	157,134	(196,466)	-	136,590

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2023

#### 8. Membership of Pension Fund:

##### (i) Introduction

The charity participates in a scheme, a multi-employer scheme which provides benefits to some 638 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the charity 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 scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the charity is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions:

From 1 April 2022 to 31 January 2025	£3,312,000 per annum (payable monthly)
--------------------------------------	---

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions:

From 1 April 2019 to 30 September 2025:	£11,243,000 per annum (payable monthly and increasing by 3% each on 1st April)
---	---

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2023

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the charity has agreed to a deficit funding arrangement the charity recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

(ii) **Specific to the charity**

	<b>31 March 2023</b>	<b>31 March 2022</b>
	<b>(£s)</b>	<b>(£s)</b>
(a) Present value of provision	£388	£608
(b) Reconciliation of the opening and closing provisions		

	<b>31 March 2023</b>	<b>31 March 2022</b>
	<b>(£s)</b>	<b>(£s)</b>
Provision at start of period	608	4,336
Unwinding of the discount factor (interest expense)	12	25
Deficit contribution paid	(222)	(1,097)
Remeasurements - impact of any change in assumptions	(10)	(14)
Remeasurements - amendments to the contribution schedule	-	(2,642)
Provision at end of period	388	608

(c.) Income and expenditure impact

	<b>31 March 2023</b>	<b>31 March 2022</b>
	<b>(£s)</b>	<b>(£s)</b>
Interest expense	12	25
Remeasurements – impact of any change in assumptions	(10)	(14)
Remeasurements – amendments to the contribution schedule	-	(2,642)

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2023

#### (d) Assumptions

	<b>31 March 2023</b>	<b>31 March 2022</b>
	<b>% per annum</b>	<b>% per annum</b>
Rate of discount	5.52	2.35

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

#### (e) Deficit contribution schedule

The following schedule details the deficit contributions agreed between the charity and the scheme at each year end period:

<b>Year ending</b>	<b>31 March 2023</b>	<b>31 March 2022</b>	<b>31 March 2020</b>
	<b>(£s)</b>	<b>(£s)</b>	<b>(£s)</b>
Year 1	222	222	1,097
Year 2	185	222	1,130
Year 3	-	185	1,164
Year 4	-	-	999

These contributions have been used to derive the charity's balance sheet liability.

#### (f) Contingent liability

The potential liability of the charity of the pension scheme deficit following withdrawal from the scheme is £5,684 (2022: £9,726).

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2023

#### 9. Trustees remuneration and related parties

None of the trustees received any remuneration during the year

Expenses in the year were £nil (2022: £nil).

#### 10. Staff costs and emoluments:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Gross salaries	142,313	107,479
Employer's National Insurance	6,270	3,332
Employers' pensions contributions	7,103	5,448
Total	<u><b>155,686</b></u>	<u><b>116,259</b></u>

Included in the above figures are gross salaries and emoluments of £3,736 (2022: £nil) in respect of the charity's share of the cost of staff contracted specifically for the duration of the Dad Matters project and which are included in those costs in the SOFA.

#### 11. Employee numbers

At 31 March 2023, there were 8 part time employees (2022:7).

#### 12. Prior year adjustment

Adjustments have been made to prior year figures in relation to the accounting treatment of restricted expenditure which had previously not been fully allocated against restricted income resulting in the overstatement of restricted reserves and the understatement of general reserves of the charity.

	<b>Unrestricted reserves</b>	<b>Restricted reserves</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Opening reserves at 1 April 2021 as previously stated	70,065	96,369	166,434
Prior year adjustment:			
Correction of accounting treatment of restricted expenditure	86,918	(86,918)	-
Opening reserves at 1 April 2021 as restated	<u><b>156,983</b></u>	<u><b>9,451</b></u>	<u><b>166,434</b></u>

## **HOME-START RUNNYMEDE AND WOKING**

### ***Independent examiner's report to the trustees of Home-Start Runnymede and Woking for the year ended 31 March 2023***

*I report on the accounts for the year ended 31 March 2023 set out on pages 5 to 15.*

#### ***Respective responsibilities of trustees as directors and the examiner.***

*The trustees, who are also directors of the company for the purposes of the Companies Act, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed. 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)(b) of the 2011 Act; and*
- to state whether particular matters have come to my attention*

#### ***Basis of Independent Examiner's Report***

*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.*

#### ***Independent Examiner's Statement***

*In connection with my examination, no matter has come to my attention:*

- 1. which gives me reasonable cause to believe that in any material respect the requirements:*
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and*
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities*

*have not been met; or*

- 2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.*

HMA Accountancy Services  
12 Killasser Court  
Station Approach  
Tadworth  
Surrey  
KT20 5AN

.....2023

## HOME-START RUNNYMEDE AND WOKING

### Report of the trustees cont'd for the year ended 31 March 2023

#### Review of financial affairs

The company opened the year with net assets of £175,922 (as restated – See Note 12 to the accounts). Income for 2022/23 is reported at £157,134, which was broadly in line with the prior year. As anticipated, expenditure, reported at £196,466, was significantly greater than the prior year's figure of £147,775, reflecting the greater range of services we are providing and the unprecedented demand that still continues post pandemic. A particular feature is the increase in staff costs year on year as a result of both a higher head count, needed to meet demand and our contractual obligations, and the need to respond to the cost of living crisis with higher than usual pay increases (see notes 10 & 11). Principal sources of funding are outlined in note 2 of the accounts.

As a result of the above, the company closed the year with reduced reserves of £136,590 and continues to experience a high demand for its services in the face of an increasingly tight funding environment. As a result the trustees are considering a range of alternatives to ensure that the charity remains financially viable.

#### Reserves Policy and the Trustees' responsibilities

There were twelve members comprising the Board of Trustees for the period. The trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise, that are subject to regular review. They are also responsible for keeping proper accounting records which outline, with reasonable accuracy at any time, the financial position of the charity. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the detection and prevention of fraud and other irregularities.

Home-Start Runnymede and Woking's Reserves Policy states that the scheme should ensure that at all times cash reserves are sufficient for the following purposes:

- To meet all outstanding liabilities at that time, and
- To cover a six month gap in funding, and
- To cover all necessary termination costs in the event of the closure of the scheme, including employment termination costs, lease termination costs etc.

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 the financial statements the trustees have made judgements and estimates that are reasonable and prudent and have prepared them on a going concern basis.

The financial statements presented here are in accordance with the special provisions of the Companies Act 2006 relating to small charitable companies. They comply with the charity's governing document, the Charities Act 2011 and the applicable Charities (Accounts and Reporting) Regulations.

This report was approved by the trustees on 18<sup>th</sup> July 2023 and signed on their behalf by:



Michael Parker  
Chair

## HOME-START RUNNYMEDE AND WOKING

### Balance Sheet As at 31 March 2023

	Notes	2023		2022 (as restated)	
Assets		£	£	£	£
<b>Cash at Bank and in Hand</b>					
Current Accounts		22,144		24,268	
Savings Accounts		110,903		145,444	
Cash in hand		<u>8</u>		<u>8</u>	
			133,055		169,720
Prepayments and grants receivable	4		<u>5,863</u>		<u>8,510</u>
			<b>138,918</b>		<b>178,230</b>
<b>Amounts falling due within one year</b>					
Accruals-Sundry Creditors	5	<u>(1,940)</u>		<u>(1,700)</u>	
			(1,940)		(1,700)
Provisions	6		(388)		(608)
<b>Net Current Assets</b>			<u><b>136,590</b></u>		<u><b>175,922</b></u>
<b>Represented by</b>					
Unrestricted Funds	7		103,205		169,655
Restricted Funds	7		<u>33,385</u>		<u>6,267</u>
			<b>136,590</b>		<b>175,922</b>

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. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Financial Statements were approved by the trustees on 18<sup>th</sup> July 2023 and signed on their behalf, by:



**Trevor Pound**  
Treasurer

## **HOME-START RUNNYMEDE AND WOKING**

### ***Independent examiner's report to the trustees of Home-Start Runnymede and Woking for the year ended 31 March 2023***

*I report on the accounts for the year ended 31 March 2023 set out on pages 5 to 15.*

#### ***Respective responsibilities of trustees as directors and the examiner.***

*The trustees, who are also directors of the company for the purposes of the Companies Act, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed. 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)(b) of the 2011 Act; and*
- *to state whether particular matters have come to my attention*

#### ***Basis of Independent Examiner's Report***

*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.*

#### ***Independent Examiner's Statement***

*In connection with my examination, no matter has come to my attention:*

1. *which gives me reasonable cause to believe that in any material respect the requirements:*
  - *to keep accounting records in accordance with section 386 of the Companies Act 2006; and*
  - *to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities*

*have not been met; or*

2. *To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.*

*Shelagh de Ainsworth FCA*

**18 July 2023**

HMA Accountancy Services  
12 Killasser Court  
Station Approach  
Tadworth  
Surrey  
KT20 5AN

**HOME - START RUNNYMEDE AND WOKING**

England & Wales - Charity number 1128932

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# Accounts

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Registered number: 5618486

Charity number: 1128932

## **HOME-START RUNNYMEDE AND WOKING**

(a company limited by guarantee)

**Unaudited Report and Financial Statements  
for the year ended 31<sup>st</sup> March 2022**

## HOME-START RUNNYMEDE AND WOKING

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## HOME-START RUNNYMEDE AND WOKING

### Reference and administrative information for the year ended 31 March 2022

**Company Name** Home-Start Runnymede  
and Woking

**Company Number** 5618486

**Charity Number** 1128932

**Registered Office** 1<sup>st</sup> Floor, Foxwell House  
Chobham Road  
Ottershaw  
Chertsey  
KT16 0NL

#### Trustees

Janice Bibby  
Michael Griffiths  
Elizabeth Perkins  
Joanna McKenzie  
Trevor Pound Treasurer  
Jayne Skelton  
Michael Brown \*  
Helen Alexander \*\*  
David McKeown  
Michael Parker \*\*\* Chair  
Gemma Niebieszczanski \*\*\*\*  
Joss Patterson \*\*\*\*\*

\* resigned 31/5/21

\*\* resigned 31/12/21

\*\*\* appointed 23/11/21

\*\*\*\* appointed 14/1/22

\*\*\*\*\* appointed 14/1/22

**Scheme Manager** Sarah Beasley

## HOME-START RUNNYMEDE AND WOKING

### Report of the trustees for the year ended 31 March 2022

The trustees, who are also the directors of the charity for the purpose of the Companies Act 2006, are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities, and Financial Reporting Standard 102.

#### Constitution

Home-Start Runnymede and Woking is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

#### Directors and Trustees

The directors of the charitable company are its trustees for the purpose 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.

Trustees are recruited from the general public through the auspices of the Local Voluntary Service Bureau, from the bank of home visiting volunteers and from families who have received our service. A prospective trustee will receive an initial introduction to the work of the company, followed by an informal interview with two existing trustees. Following the receipt of two satisfactory references, the prospective trustee is proposed for election at a subsequent meeting of directors.

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

Michael Parker	Chair (appointed 23/11/21)
Janice Bibby	
Elizabeth Perkins	(resigned 8/4/22)
Trevor Pound	Treasurer
Helen Alexander	(resigned 31/12/21)
Michael Brown	(resigned 31/5/21)
Michael Griffiths	
David McKeown	
Joanna McKenzie	
Jayne Skelton	(resigned 31/7/22)
Gemma Niebieszczanski	(appointed 14/1/22)
Joss Patterson	(appointed 14/1/22)

The trustees meet monthly, and delegate day to day management of the charity to the employees.

## **HOME-START RUNNYMEDE AND WOKING**

### **Report of the trustees cont'd for the year ended 31 March 2022**

#### **Objectives of the charity**

Home-Start Runnymede and Woking (Home-Start RAW) is a family support charity that provides a free service to families who live in the boroughs of Runnymede and Woking. Families who have at least one child under five, and who are experiencing difficult times in their lives and are seeking support to get through them, are referred to the charity. This can be through Health Visitors, Support Agencies, Statutory Services, Surrey's Early Help Hub or via self-referral. Trained volunteers or staff are carefully matched with the family and offer regular support, practical help, guidance and sign-posting to parents in their own homes and as they go about their activities. The support is tailored to the individual needs of the family in order to support and empower them in moving forwards towards agreed outcomes. Families may be struggling for a wide variety of reasons and Home-Start Runnymede and Woking aims to help, support and empower parents to tackle these challenges positively. Our aim is to ensure that every child has the best possible start in life that they can have.

The principal sources of funding are described in the Review of Financial Affairs. Expenditure is utilised to support the objectives of the charity.

The trustees have carefully considered the Charity Commission's guidance on reporting public benefit in planning what activities the charity undertakes.

#### **Developments, activities and achievements**

The staff team currently comprises a Scheme Manager, who over-sees the work of the staff, liaises with other organisations and represents the charity within 28 hours per week. There are three Family Support Co-ordinators (69 hours/wk), one of whom is also Perinatal Lead, who share the family case load between them, two Family Support Workers (45 hours/wk), who can offer immediate and short-term support to families, and an administrator who works 27 hours per week.

The last year has been a year of change for Home-Start Runnymede & Woking. We have grown significantly, in terms of families supported, range of services and staff team. The effects of the pandemic have become apparent and we have seen increasing numbers of referrals for parental mental health, domestic abuse, social communication issues and challenging behaviour.

The team of staff and volunteers has done so well to meet this increasing need in a variety of ways. Many of our volunteers have agreed to support 2 families at once and staff continue to provide crisis support to ensure families aren't waiting too long for support. We were able to invest some of reserves built up in the previous year to appoint a third Co-ordinator and a second Family Support Worker. We were pleased to be able to launch our new 'Perinatal Project' to provide support to new parents in the very first weeks of their baby's life. The aim is to ensure parents have the support right from the start, and thus reducing the likelihood of more complex issues developing later. The larger staff team meant that we were able to launch a new group for families in Byfleet and run a number of parenting courses.

We have continued to work closely with other local organisations to ensure that the families in our area have the support they need – this includes referrals to food banks, group support, applications for specialist equipment and working in partnership to deliver parenting courses.

## **HOME-START RUNNYMEDE AND WOKING**

### **Report of the trustees cont'd for the year ended 31 March 2022**

During the year we have been able to support 273 families, more than double the previous year, with a total of 408 children. Support has been via home-visiting volunteer, staff crisis support, Family Support Worker visits, or in groups or courses.

All new volunteers complete the Home-Start Volunteer Preparation Course. During the year we ran 3 courses, one was held on Zoom due to Covid, one in person and for the latest course we trialled a new hybrid course combining e-learning and face to face sessions. In total 17 new volunteers were trained.

#### **Review of financial affairs**

The company opened the year with net assets of £166,434. Income for 2021/22 is reported at £161,595 but includes £4,332 received from other UK Home-Starts towards joint initiatives, which was simply collected and then paid out to third parties on their behalf. Without this grossing up, income was broadly in line with the prior year. Expenditure of £152,107 was significantly greater than the prior year of £99,356, even allowing for the grossing up of £4,332 paid out on behalf of other Home-Start schemes. This was expected and reflected the greater demands we have seen for our services following the recent pandemic. In particular, staff costs increased from a higher headcount (see notes 10 & 11) recruited to develop our offering and meet our contractual obligations to individual funders. Principal sources of funding are outlined in note 2 of the accounts.

The trustees continue to review the level of financial commitments being taken on to ensure that outgoings remain aligned to projected income and that the charity remains financially stable.

#### **Reserves Policy and the Trustees' responsibilities**

There were twelve members comprising the Board of Trustees for the period. The trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise that are subject to regular review. They are also responsible for keeping proper accounting records which outline, with reasonable accuracy at any time, the financial position of the charity. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the detection and prevention of fraud and other irregularities.

Home-Start Runnymede and Woking's Reserves Policy states that the scheme should ensure that at all times cash reserves are sufficient for the following purposes:

- To meet all outstanding liabilities at that time, and
- To cover a six month gap in funding, and
- To cover all necessary termination costs in the event of the closure of the scheme, including employment termination costs, lease termination costs etc.

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 the financial statements the trustees have made judgements and estimates that are reasonable and prudent and have prepared them on a going concern basis.

## **HOME-START RUNNYMEDE AND WOKING**

### **Report of the trustees cont'd for the year ended 31 March 2022**

The financial statements presented here are in accordance with the special provisions of the Companies Act 2006 relating to small charitable companies. They comply with the charity's governing document, the Charities Act 2011 and the applicable Charities (Accounts and Reporting) Regulations.

This report was approved by the trustees on 2<sup>nd</sup> September 2022 and signed on their behalf by:

**Michael Parker**  
**Chair**

## HOME-START RUNNYMEDE AND WOKING

### Statement of Financial Activities For the year ended 31 March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds:</b>					
Grants, donations and fund-raising	2	55,256	101,692	156,948	152,042
Contributions from other Home-Starts towards costs incurred		-	4,332	4,332	-
Insurance claim		199	-	199	-
Coronavirus Job Retention Scheme		-	-	-	3,221
Investment Income		116	-	116	758
<b>Total Incoming Resources</b>		<b>55,571</b>	<b>106,024</b>	<b>161,595</b>	<b>156,021</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds:</b>					
Direct Charitable expenditure		70,385	81,972	152,357	99,256
Governance costs		(250)	-	(250)	100
<b>Total Expenditure</b>	<b>3</b>	<b>70,135</b>	<b>81,972</b>	<b>152,107</b>	<b>99,356</b>
<b>Net income (deficit) for the year</b>		<b>(14,564)</b>	<b>24,052</b>	<b>9,488</b>	<b>56,665</b>
<b>RECONCILIATION OF FUNDS</b>					
Brought forward		70,065	96,369	166,434	109,769
Net income (deficit) for the year		(14,564)	24,052	9,488	56,665
<b>Total Funds at 31 March 2022</b>	<b>7</b>	<b>55,501</b>	<b>120,421</b>	<b>175,922</b>	<b>166,434</b>

## HOME-START RUNNYMEDE AND WOKING

### Balance Sheet As at 31 March 2022

	Notes	2022		2021	
<b>Assets</b>		£	£	£	£
Cash at Bank and in Hand					
Current Accounts		24,268		52,219	
Savings Accounts		145,444		115,327	
Cash in hand		<u>8</u>		<u>8</u>	
			169,720		167,554
Prepayments and grants receivable	<b>4</b>		<u>8,510</u>		<u>4,573</u>
			<b>178,230</b>		<b>172,127</b>
<b>Amounts falling due within one year</b>	<b>5</b>				
Accruals-Sundry Creditors		<u>(1,700)</u>		<u>(1,357)</u>	
			(1,700)		(1,357)
<b>Provisions</b>	<b>6</b>				
			(608)		(4,336)
<b>Net Current Assets</b>			<u><b>175,922</b></u>		<u><b>166,434</b></u>
<b>Represented by</b>					
Unrestricted Funds	<b>7</b>		55,501		70,065
Restricted Funds	<b>7</b>		<u>120,421</u>		<u>96,369</u>
			<u><b>175,922</b></u>		<u><b>166,434</b></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. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Financial Statements were approved by the trustees on 2<sup>nd</sup> September 2022 and signed on their behalf, by:

**Trevor Pound**  
Treasurer

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2022

#### 1. Accounting Policies

The following accounting policies were used consistently:

##### Accounting Basis:

The financial statements have been prepared under the historical cost basis. The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

##### Fund Accounting:

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

##### 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 accruals basis, inclusive of VAT and has been classified under headings that aggregate all costs related to that category. The value of volunteers' time has not been reflected in the accounts.

##### Fixed assets:

Where fixed assets have been acquired by grants received, the cost is netted against the grant. Any surplus grants are treated as restricted funds. Fixed assets totalling £nil (2021: £1,000) were acquired during the year.

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2022

#### 2. Grants, Donations and fund-raising:

	2022	2021
	£	£
<b>Unrestricted</b>		
Surrey County Council	37,472	37,472
Woking Borough Council	10,000	10,000
Runnymede Borough Council (Covid-19 Emergency Grant Fund)	-	10,000
West Hill Golf Club	-	11,215
Corporate donations	1,250	-
Various private donations and Fund- raising events	6,534	8,877
<b>Total</b>	<b>55,256</b>	<b>77,564</b>
<b>Restricted</b>		
Community Foundation for Surrey	20,000	11,644
BBC Children in Need	-	14,361
NHS Surrey Heartlands	37,370	26,678
Surrey County Council	20,000	-
HSUK *	24,322	11,795
Runnymede Borough Council	-	10,000
<b>Total</b>	<b>101,692</b>	<b>74,478</b>
<b>Total</b>	<b>156,948</b>	<b>152,042</b>

\* as per note 1, under current accounting practice, fixed assets acquired by grants received are netted against the relevant grant. Gross donations received from HSUK in the year totalled £24,322 (2021: Gross donations from HSUK totalled - £12,795).

**HOME-START RUNNYMEDE AND WOKING**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2022**

**3. Analysis of expenditure:**

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2022	2022	2022	2021
	£	£	£	£
<b>Charitable activities:</b>				
<b>Direct:</b>				
Salaries, NI & Pensions (note 10)	43,133	73,126	116,259	76,539
Staff/Volunteer expenses	1,112	2,224	3,336	2,006
Recruitment expenses	1,787	-	1,787	39
Training	-	4,445	4,445	685
Christmas vouchers and gift bags	1,970	-	1,970	1,821
Covid-19 family activity packs	-	-	-	786
Resources for family support	-	908	908	-
Dad Matters expenses	-	3,900	3,900	-
Interest on pension deficit	-	25	25	115
Amendments to contributions schedule – pensions deficit	-	(2,642)	(2,642)	-
Change in assumptions – pension deficit	-	(14)	(14)	148
Trustee expenses	-	-	-	-
<b>Indirect:</b>				
Office Rent	7,189	-	7,189	6,500
Telephone, IT, Office costs	9,432	-	9,432	6,578
Fee to Home-Start UK	2,808	-	2,808	1,631
Insurance	1,145	-	1,145	928
Stationery & postage	894	-	894	1,337
Advertising +PR	671	-	671	39
Other office costs	148	-	148	35
Bank charges	96	-	96	69
Payroll/Pension costs	-	-	-	-
Sub-total: charitable activities	70,385	81,972	152,357	99,256
<b>Governance:</b>				
Independent examination	(350)	-	(350)	-
Annual report, AGM, etc.	100	-	100	100
Sub-total: governance	(250)	-	(250)	100
<b>Total Expenditure</b>	70,135	81,972	152,107	99,356

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2021

#### 4. Prepayments and grants receivable:

	2022	2021
	£	£
Amounts due from Woking Borough Council	2,500	2,500
HSUK fee reimbursement	-	268
Amount due from Surrey County Council	4,000	-
Reimbursements due re training costs	177	-
Prepayment for insurance	208	180
Rent	1,625	1,625
<b>Total</b>	<b>8,510</b>	<b>4,573</b>

#### 5. Liabilities-: amounts failing due within one year:

	2022	2021
	£	£
Provision for office costs	733	377
Provision for Pension Fund contributions	908	630
Refund of overpayment of contribution to training costs	59	-
Provision for independent examination	-	350
<b>Total</b>	<b>1,700</b>	<b>1,357</b>

#### 6. Provisions:

	2022	2021
	£	£
Provision for pension deficit (note 8)	608	4,336
<b>Total</b>	<b>608</b>	<b>4,336</b>

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2022

#### 7. Movement in funds:

	At 1 April 2021	Incoming resources	Outgoing resources	Transfers between reserves	At 31 March 2022
	£	£	£	£	£
<b>Unrestricted</b>					
General fund	70,065	55,571	(70,135)	-	55,501
<b>Restricted</b>					
Other	100,705	106,024	(85,700)	-	121,029
Provision for pension deficit	(4,336)	-	3,728	-	(608)
	96,369	106,024	(81,972)	-	120,421
<b>Total</b>	166,434	161,595	(152,107)	-	175,922

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2022

#### 8. Membership of Pension Fund:

##### (i) Introduction

The charity participates in a scheme, a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the charity 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 scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the charity is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions:

From 1 April 2022 to 31 January 2025	£3,312,000 per annum (payable monthly)
--------------------------------------	---

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions:

From 1 April 2019 to 30 September 2025:	£11,243,000 per annum (payable monthly and increasing by 3% each on 1st April)
---	---

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2022

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the charity has agreed to a deficit funding arrangement the charity recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

(ii) **Specific to the charity**

	<b>31 March 2022</b>	<b>31 March</b>
<b>2021</b>	<b>£s)</b>	<b>(£s)</b>
(a) Present value of provision	£608	£4,336
(b) Reconciliation of the opening and closing provisions		

	<b>31 March 2022</b>	<b>31 March 2021</b>
	<b>(£s)</b>	<b>(£s)</b>
Provision at start of period	4,336	5,138
Unwinding of the discount factor (interest expense)	25	115
Deficit contribution paid	(1,097)	(1,065)
Remeasurements - impact of any change in assumptions	(14)	148
Remeasurements - amendments to the contribution schedule	(2,642)	-
Provision at end of period	608	4,336

(c.) Income and expenditure impact

	<b>31 March 2022</b>	<b>31 March 2021</b>
	<b>(£s)</b>	<b>(£s)</b>
Interest expense	25	115
Remeasurements – impact of any change in assumptions	(14)	148
Remeasurements – amendments to the contribution schedule	(2,642)	-

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2022

#### (d) Assumptions

	<b>31 March 2022</b>	<b>31 March 2021</b>
	<b>% per annum</b>	<b>% per annum</b>
Rate of discount	2.35	0.66

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

#### (e) Deficit contribution schedule

The following schedule details the deficit contributions agreed between the charity and the scheme at each year end period:

<b>Year ending</b>	<b>31 March 2022</b>	<b>31 March 2021</b>	<b>31 March 2020</b>
	<b>(£s)</b>	<b>(£s)</b>	<b>(£s)</b>
Year 1	222	1,097	1,065
Year 2	222	1,130	1,097
Year 3	185	1,164	1,130
Year 4	-	999	1,164
Year 5	-	-	999
Year 6	-	-	-
Year 7	-	-	-
Year 8	-	-	-
Year 9	-	-	-
Year 10	-	-	-

These contributions have been used to derive the charity's balance sheet liability.

#### (f) Contingent liability

The potential liability of the charity of the pension scheme deficit following withdrawal from the scheme is £9,726 (2021: £14,571).

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2022

#### 9. Trustees remuneration and related parties

None of the trustees received any remuneration during the year

Expenses in the year were £nil (2021: £nil).

#### 10. Staff costs and emoluments:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Gross salaries	107,479	73,099
Employer's National Insurance	7,332	4,050
Employers' pensions contributions	5,448	3,740
Employment allowance	(4,000)	(4,350)
Total	<u>116,259</u>	<u>76,539</u>

For 2020/21 the employment allowance, which the charity is entitled to claim to offset Employer's National Insurance, represents the full claim for 2020/21 together with the balance of the claim for 2019/20 not previously utilised.

#### 11. Employee numbers

At 31 March 2022, there were 7 part time employees (2021:5).

## **HOME-START RUNNYMEDE AND WOKING**

### ***Independent examiner's report to the trustees of Home-Start Runnymede and Woking for the year ended 31 March 2022***

*I report on the accounts for the year ended 31 March 2022 set out on pages 5 to 15.*

#### ***Respective responsibilities of trustees as directors and the examiner.***

*The trustees, who are also directors of the company for the purposes of the Companies Act, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed. 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)(b) of the 2011 Act; and*
- *to state whether particular matters have come to my attention*

#### ***Basis of Independent Examiner's Report***

*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.*

#### ***Independent Examiner's Statement***

*In connection with my examination, no matter has come to my attention:*

1. *which gives me reasonable cause to believe that in any material respect the requirements:*
  - *to keep accounting records in accordance with section 386 of the Companies Act 2006; and*
  - *to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities*

*have not been met; or*

2. *To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.*

HMA Accountancy Services  
12 Killasser Court  
Station Approach  
Tadworth  
Surrey  
KT20 5AN

.....2022

**HOME-START RUNNYMEDE AND WOKING**

**Report of the trustees cont'd  
for the year ended 31 March 2022**

The financial statements presented here are in accordance with the special provisions of the Companies Act 2006 relating to small charitable companies. They comply with the charity's governing document, the Charities Act 2011 and the applicable Charities (Accounts and Reporting) Regulations.

This report was approved by the trustees on 2<sup>nd</sup> Sept 2022 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Michael Parker', with a long horizontal line extending to the left.

**Michael Parker**  
Chair

## HOME-START RUNNYMEDE AND WOKING

### Balance Sheet As at 31 March 2022

	Notes	2022		2021	
Assets		£	£	£	£
<b>Cash at Bank and in Hand</b>					
Current Accounts		24,268		52,219	
Savings Accounts		145,444		115,327	
Cash in hand		<u>8</u>		<u>8</u>	
		169,720		167,554	
Prepayments and grants receivable	4	<u>8,510</u>		<u>4,573</u>	
		<b><u>178,230</u></b>		<b><u>172,127</u></b>	
<b>Amounts falling due within one year</b>					
Accruals-Sundry Creditors	5	<u>(1,700)</u>		<u>(1,357)</u>	
		(1,700)		(1,357)	
<b>Provisions</b>	6		(608)		(4,336)
<b>Net Current Assets</b>			<b><u>175,922</u></b>		<b><u>166,434</u></b>
<b>Represented by</b>					
Unrestricted Funds	7		55,501		70,065
Restricted Funds	7		<u>120,421</u>		<u>96,369</u>
			<b><u>175,922</u></b>		<b><u>166,434</u></b>

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. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Financial Statements were approved by the trustees on 2<sup>nd</sup> Sept 2022 and signed on their behalf, by:



**Trevor Pound**  
Treasurer

## **HOME-START RUNNYMEDE AND WOKING**

### ***Independent examiner's report to the trustees of Home-Start Runnymede and Woking for the year ended 31 March 2022***

*I report on the accounts for the year ended 31 March 2022 set out on pages 5 to 15.*

#### ***Respective responsibilities of trustees as directors and the examiner.***

*The trustees, who are also directors of the company for the purposes of the Companies Act, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed. 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)(b) of the 2011 Act; and*
- to state whether particular matters have come to my attention*

#### ***Basis of Independent Examiner's Report***

*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.*

#### ***Independent Examiner's Statement***

*In connection with my examination, no matter has come to my attention:*

- 1. which gives me reasonable cause to believe that in any material respect the requirements:*
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and*
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities*

*have not been met; or*

- 2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.*

*HMA Accountancy Services*  
HMA Accountancy Services  
12 Killasser Court  
Station Approach  
Tadworth  
Surrey  
KT20 5AN  
5 September 2022

**HOME - START RUNNYMEDE AND WOKING**

England & Wales - Charity number 1128932

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# Accounts

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Registered number: 5618486

Charity number: 1128932

## **HOME-START RUNNYMEDE AND WOKING**

(a company limited by guarantee)

**Unaudited Report and Financial Statements  
for the year ended 31<sup>st</sup> March 2021**

## HOME-START RUNNYMEDE AND WOKING

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## HOME-START RUNNYMEDE AND WOKING

### Reference and administrative information for the year ended 31 March 2021

**Company Name** Home-Start Runnymede  
and Woking

**Company Number** 5618486

**Charity Number** 1128932

**Registered Office** 1<sup>st</sup> Floor, Foxwell House  
Chobham Road  
Ottershaw  
Chertsey  
KT16 0NL

#### **Trustees**

Janice Bibby Co-Chair  
Michael Griffiths  
Elizabeth Perkins Co-Chair  
David Pointet \*  
Joanna McKenzie  
Trevor Pound Treasurer  
Jayne Skelton  
Michael Brown  
Helen Alexander  
David McKeown

\* resigned 18/8/20

**Scheme Manager** Sarah Beasley

## HOME-START RUNNYMEDE AND WOKING

### Report of the trustees for the year ended 31 March 2021

The trustees, who are also the directors of the charity for the purpose of the Companies Act 2006, are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities, and Financial Reporting Standard 102.

#### Constitution

Home-Start Runnymede and Woking is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

#### Directors and Trustees

The directors of the charitable company are its trustees for the purpose 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.

Trustees are recruited from the general public through the auspices of the Local Voluntary Service Bureau, from the bank of home visiting volunteers and from families who have received our service. A prospective trustee will receive an initial introduction to the work of the company, followed by an informal interview with two existing trustees. Following the receipt of two satisfactory references, the prospective trustee is proposed for election at a subsequent meeting of directors.

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

Janice Bibby	Co-Chair
Elizabeth Perkins	Co-Chair
Trevor Pound	Treasurer
Helen Alexander	(appointed 24/4/20)
Michael Brown	
Michael Griffiths	
David McKeown	(appointed 15/1/21)
Joanna McKenzie	
David Pointet	(resigned 18/8/20)
Jayne Skelton	

The trustees meet monthly, and delegate day to day management of the charity to the employees.

## **HOME-START RUNNYMEDE AND WOKING**

### **Report of the trustees for the year ended 31 March 2021**

#### **Objectives of the charity**

Home-Start Runnymede and Woking (Home-Start RAW) is a family support charity that provides a free service to families who live in the boroughs of Runnymede and Woking. Families who have at least one child under five, and who are experiencing difficult times in their lives and are seeking support to get through them, are referred to the charity. This can be through Health Visitors, Support Agencies, Statutory Services, Surrey's Early Help Hub or via self-referral. Trained volunteers are carefully matched with the family and offer regular support, practical help, guidance and sign-posting to parents in their own homes and as they go about their activities. The support is tailored to the individual needs of the family in order to support and empower them in moving forwards towards agreed outcomes. Families may be struggling for a wide variety of reasons and Home-Start Runnymede and Woking aims to help, support and empower parents to tackle these challenges positively. Our aim is to ensure that every child has the best possible start in life that they can have.

The principal sources of funding are described in the Review of Financial Affairs. Expenditure is utilised to support the objectives of the charity.

The trustees have carefully considered the Charity Commission's guidance on reporting public benefit in planning what activities the charity undertakes.

#### **Developments, activities and achievements**

The staff team currently comprises a Scheme Manager, who over-sees the work of the staff, liaises with other organisations, represents the charity and carries a small family workload within 25 hours per week. There are two Family Support Co-ordinators who share the remaining family case load between them, a Family Support Worker, who can offer immediate and short-term support to families within 16 hours per week, and an administrator who works 25 hours per week.

The pandemic, and subsequent lock-downs, have had a major effect on the work undertaken by the charity over the year. Whilst there has been continuing and increasing need for 1:1 volunteer support, this has had to be accomplished through a variety of means including telephone calls and video calls. These have also been used to support groups, with face to face contact only being used where considered absolutely necessary by the staff. The changing emergency funding streams have enabled the charity to meet urgent, emerging family needs and we have worked with several other organisations to ensure that the families in our area have been supported in the ways that they needed during these unprecedented times - this has included food deliveries and use of food banks, toy and activity provision, and several other new activities.

During the year we have been able to support 93 families. 57 of these have been via a home-visiting volunteer (including telephone, video calls and outdoor meet ups where appropriate). 20 have been via Family Support Worker and the remainder have been via occasional support by a member of the staff team. We have worked with 208 children, 134 under the age of 5, 63 between the ages of 6 and 10, and 9 between the ages of 10 and 16.

We have completed a volunteer preparation course and followed it up with a further two courses during the year, adding 17 new home-visiting volunteers to our team of around 50.

## **Review of financial affairs**

The company opened the year with net assets of £109,769 (as restated – see Note 12 to the accounts). On a headline basis, 2020/21 turned out to be a positive year from a financial perspective despite our initial concerns that the Covid pandemic would have a severe financial impact. In practice the level of funding and, particularly emergency funding received during the year from various funders meant that income, which totalled £156,021, exceeded expenditure of £99,356. Principal sources of funding are outlined in note 2 of the accounts. Increasingly, funding is received in the form of grants that typically come with contractual obligations, which will involve greater costs for the charity going forward. In particular, there is a need to recruit more staff in order to develop our offering to meet differing needs locally and to fulfil our undertakings.

Acknowledging the ‘one off’ nature of some of the funds received, the trustees continue to review the level of financial commitments being taken on to ensure that outgoings remain aligned to projected income and that the charity remains financially stable.

## **Reserves Policy and the Trustees’ responsibilities**

There were eight members comprising the Board of Trustees for the period. The trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise that are subject to regular review. They are also responsible for keeping proper accounting records which outline, with reasonable accuracy at any time, the financial position of the charity. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the detection and prevention of fraud and other irregularities.

Home-Start Runnymede and Woking’s Reserves Policy states that the scheme should ensure that at all times cash reserves are sufficient for the following purposes:

- To meet all outstanding liabilities at that time, and
- To cover a six month gap in funding, and
- To cover all necessary termination costs in the event of the closure of the scheme, including employment termination costs, lease termination costs etc.

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 the financial statements the trustees have made judgements and estimates that are reasonable and prudent and have prepared them on a going concern basis.

The financial statements presented here are in accordance with the special provisions of the Companies Act 2006 relating to small charitable companies. They comply with the charity’s governing document, the Charities Act 2011 and the applicable Charities (Accounts and Reporting) Regulations.

This report was approved by the trustees on ..... 2021 and signed on their behalf by:

**Janice Bibby**  
**Joint Chair**

**Liz Perkins**  
**Joint Chair**

## HOME-START RUNNYMEDE AND WOKING

### Statement of Financial Activities For the year ended 31 March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 (as restated) £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds:</b>					
Grants, donations and fund-raising	2	77,564	74,478	152,042	90,290
Coronavirus Job Retention Scheme		3,221	-	3,221	-
Investment Income		758	-	758	334
<b>Total Incoming Resources</b>		<b>81,543</b>	<b>74,478</b>	<b>156,021</b>	<b>90,624</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds:</b>					
Direct Charitable expenditure		77,953	21,303	99,256	95,642
Governance costs		100	-	100	392
<b>Total Expenditure</b>	3	<b>78,053</b>	<b>21,303</b>	<b>99,356</b>	<b>96,034</b>
<b>Net income (deficit) for the year</b>		<b>3,490</b>	<b>53,175</b>	<b>56,665</b>	<b>(5,410)</b>
<b><u>RECONCILIATION OF FUNDS</u></b>					
Brought forward (as previously stated)		66,575	48,194	114,769	120,179
Prior year adjustment	12	-	(5,000)	(5,000)	(5,000)
Balance brought forward (as restated)		66,575	43,194	109,769	115,179
Net income (deficit) for the year		3,490	53,175	56,665	(5,410)
<b>Total Funds at 31 March 2021</b>	7	<b>70,065</b>	<b>96,369</b>	<b>166,434</b>	<b>109,769</b>

## HOME-START RUNNYMEDE AND WOKING

### Balance Sheet As at 31 March 2021

	Notes	2021		2020 (as restated)	
Assets		£	£	£	£
Cash at Bank and in Hand					
Current Accounts		52,219		12,256	
Savings Accounts		115,327		94,570	
Cash in hand		<u>8</u>		<u>8</u>	
			167,554		106,834
Prepayments and grants receivable	<b>4 &amp; 12</b>		<u>4,573</u>		<u>9,358</u>
			<b>172,127</b>		<b>116,192</b>
<b>Amounts falling due within one year</b>	<b>5</b>				
Accruals-Sundry Creditors		<u>(1,357)</u>		<u>(1,285)</u>	
			(1,357)		(1,285)
<b>Provisions</b>	<b>6</b>		(4,336)		(5,138)
<b>Net Current Assets</b>			<u><b>166,434</b></u>		<u><b>109,769</b></u>
<b>Represented by</b>					
Unrestricted Funds	<b>7</b>		70,065		66,575
Restricted Funds	<b>7</b>		<u>96,369</u>		<u>43,194</u>
			<u><b>166,434</b></u>		<u><b>109,769</b></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. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Financial Statements were approved by the trustees on ..... 2021 and signed on their behalf, by:

**Trevor Pound**  
Treasurer

## HOME-START RUNNYMEDE AND WOKING

### 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. The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

##### Fund Accounting:

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

##### 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 accruals basis, inclusive of VAT and has been classified under headings that aggregate all costs related to that category. The value of volunteers' time has not been reflected in the accounts.

##### Fixed assets:

Where fixed assets have been acquired by grants received, the cost is netted against the grant. Any surplus grants are treated as restricted funds. Fixed assets totalling £1,000 (2020:£700) were acquired during the year.

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2021

#### 2. Grants, Donations and fund-raising:

	2021	2020
	£	£
<b>Unrestricted</b>		
Surrey County Council *	37,472	46,902
Woking Borough Council	10,000	7,500
Runnymede Borough Council (Covid-19 Emergency Grant Fund)	10,000	-
West Hill Golf Club	11,215	-
Various private donations and Fund- raising events	8,877	3,480
<b>Total</b>	<b>77,564</b>	<b>57,882</b>
<b>Restricted</b>		
Community Foundation for Surrey	11,644	9,616
BBC Children in Need	14,361	22,792
NHS Surrey Heartlands	26,678	-
HSUK *	11,795	-
Runnymede Borough Council	10,000	-
<b>Total</b>	<b>74,478</b>	<b>32,408</b>
<b>Total</b>	<b>152,042</b>	<b>90,290</b>

\* as per note 1, under current accounting practice, fixed assets acquired by grants received are netted against the relevant grant. Gross donations received from HSUK in the year totalled £12,795 (2020: Gross donations from Surrey County Council totalled - £47,605).

**HOME-START RUNNYMEDE AND WOKING**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

**3. Analysis of expenditure:**

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2021	2021	2021	2020
	£	£	£	£
<b>Charitable activities:</b>				
<b>Direct:</b>				
Salaries, NI & Pensions (note 10)	60,499	16,040	76,539	71,616
Staff/Volunteer expenses	2,006	-	2,006	3,971
Recruitment expenses	39	-	39	1,494
Training	685	-	685	1,419
Christmas vouchers and gift bags	1,821	-	1,821	-
Covid-19 family activity packs	786	-	786	-
Pension deficit				
Interest on pension deficit	-	115	115	79
Fund raising costs	-	-	-	215
Change in assumptions – pension deficit	-	148	148	(139)
Trustee expenses	-	-	-	-
<b>Indirect:</b>				
Office Rent	1,500	5,000	6,500	6,500
Telephone, IT, Office costs	6,578	-	6,578	5,598
Fee to Home-Start UK	1,631	-	1,631	2,533
Insurance	928	-	928	869
Stationery & postage	1,337	-	1,337	1,190
Advertising +PR	39	-	39	52
Other office costs	35	-	35	35
Bank charges	69	-	69	60
Payroll/Pension costs	-	-	-	150
Sub-total: charitable activities	<u>77,953</u>	<u>21,303</u>	<u>99,256</u>	<u>95,642</u>
<b>Governance:</b>				
Independent examination	-	-	-	150
Annual report, AGM, etc.	100	-	100	242
Sub-total: governance	<u>100</u>	<u>-</u>	<u>-</u>	<u>392</u>
<b>Total Expenditure</b>	<u><u>78,053</u></u>	<u><u>21,303</u></u>	<u><u>99,356</u></u>	<u><u>96,034</u></u>

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2021

#### 4. Prepayments and grants receivable:

	2021	2020
	£	£
Amounts due from Woking Borough Council	2,500	1,875
HSUK fee reimbursement	268	-
Amount due from BBC Children in Need	-	5,698
Prepayment for insurance	180	160
Rent	1,625	1,625
<b>Total</b>	<b>4,573</b>	<b>9,358</b>

#### 5. Liabilities-: amounts failing due within one year:

	2021	2020
	£	£
Provision for office costs	377	374
Provision for Pension Fund contributions	630	561
Provision for staff expenses	-	-
Provision for independent examination	350	350
<b>Total</b>	<b>1,357</b>	<b>1,285</b>

#### 6. Provisions:

	2021	2020
	£	£
Provision for pension deficit (note 8)	4,336	5,138
<b>Total</b>	<b>4,336</b>	<b>5,138</b>

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2021

#### 7. Movement in funds:

	At 1 April 2020 (as restated) £	Incoming resources £	Outgoing resources £	Transfers between reserves £	At 31 March 2021 £
<b>Unrestricted</b>					
General fund	66,575	81,543	(78,053)	-	70,065
<b>Restricted –</b>					
Provision for debt on withdrawal of pension fund	-	-	-	-	-
Other	48,332	74,478	(22,105)	-	100,705
Provision for pension deficit	(5,138)	-	802	-	(4,336)
	43,194	74,478	(21,303)	-	96,369
<b>Total</b>	109,769	156,021	(99,356)	-	166,434

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2021

#### 8. Membership of Pension Fund:

##### (i) Introduction

The charity participates in a scheme, a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the charity 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 scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the charity is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2017. This valuation showed assets of £794.4m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions:

From 1 April 2019 to 31 January 2025	£11,243,000 per annum (payable monthly and increasing by 3% each on 1 <sup>st</sup> April)
--------------------------------------	---

Unless a concession has been agreed with the Trustee the term to 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2014. This valuation showed assets of £793.4m, liabilities of £969.9m and a deficit of £176.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions:

From 1 April 2016 to 30 September 2025:	£12,945,440 per annum (payable monthly and increasing by 3% each on 1st April)
From 1 April 2016 to 30 September 2028:	£54,560 per annum (payable monthly and increasing by 3% each on 1st April)

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2021

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the charity has agreed to a deficit funding arrangement the charity recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

(ii) **Specific to the charity**

	<b>31 March 2021</b>	<b>31 March 2020</b>
	<b>(£s)</b>	<b>(£s)</b>
(a) Present value of provision	£4,336	£5,138
(b) Reconciliation of the opening and closing provisions		
	<b>31 March 2021</b>	<b>31 March 2020</b>
	<b>(£s)</b>	<b>(£s)</b>
Provision at start of period	5,138	6,232
Unwinding of the discount factor (interest expense)	115	79
Deficit contribution paid	(1,065)	(1,034)
Remeasurements - impact of any change in assumptions	148	(139)
Remeasurements - amendments to the contribution schedule	-	-
Provision at end of period	4,336	5,138

(c.) Income and expenditure impact

	<b>31 March 2021</b>	<b>31 March 2020</b>
	<b>(£s)</b>	<b>(£s)</b>
Interest expense	115	79
Remeasurements – impact of any change in assumptions	148	(139)
Remeasurements – amendments to the contribution schedule	-	-

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2021

#### (d) Assumptions

	<b>31 March 2021</b>	<b>31 March 2020</b>
	<b>% per annum</b>	<b>% per annum</b>
Rate of discount	0.66	2.53

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

#### (e) Deficit contribution schedule

The following schedule details the deficit contributions agreed between the charity and the scheme at each year end period:

<b>Year ending</b>	<b>31 March 2021</b>	<b>31 March 2020</b>	<b>31 March 2019</b>
	<b>(£s)</b>	<b>(£s)</b>	<b>(£s)</b>
Year 1	1,097	1,065	1,034
Year 2	1,130	1,097	1,065
Year 3	1,164	1,130	1,097
Year 4	999	1,164	1,130
Year 5	-	999	1,164
Year 6	-	-	999
Year 7	-	-	-
Year 8	-	-	-
Year 9	-	-	-
Year 10	-	-	-

These contributions have been used to derive the charity's balance sheet liability.

#### (f) Contingent liability

The potential liability of the charity of the pension scheme deficit following withdrawal from the scheme is £14,571 (2020: £15,389).

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2021

#### 9. Trustees remuneration and related parties

None of the trustees received any remuneration during the year

Expenses in the year were £nil (2019: £nil).

#### 10. Staff costs and emoluments:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Gross salaries	73,099	69,165
Employer's National Insurance	4,050	4,041
Employers' pensions contributions	3,740	3,512
Employment allowance	(4,350)	(5,102)
Total	<u><u>76,539</u></u>	<u><u>71,616</u></u>

The employment allowance, which the charity is entitled to claim to offset Employer's National Insurance, represents the full claim for 2020/21 together with the balance of the claim for 2019/20 not previously utilised.

#### 11. Employee numbers

At 31 March 2021, there were 5 part time employees (2020:5).

#### 12. Prior Year adjustment

Adjustments have been made to prior year figures in relation to the accounting for restricted grant income receivable.

	£
Opening reserves at 1 April 2019 as previously stated	120,179
Prior year adjustment:	
Correction of accounting entry in 2017/18 accounts re a restricted grant income receivable included in error	(5,000)
Opening reserves at 1 April 2019 as restated	<u><u>115,179</u></u>

## **HOME-START RUNNYMEDE AND WOKING**

### ***Independent examiner's report to the trustees of Home-Start Runnymede and Woking for the year ended 31 March 2021***

*I report on the accounts for the year ended 31 March 2021 set out on pages 5 to 15.*

#### ***Respective responsibilities of trustees as directors and the examiner.***

*The trustees, who are also directors of the company for the purposes of the Companies Act, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed. 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)(b) of the 2011 Act; and*
- to state whether particular matters have come to my attention*

#### ***Basis of Independent Examiner's Report***

*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.*

#### ***Independent Examiner's Statement***

*In connection with my examination, no matter has come to my attention:*

- 1. which gives me reasonable cause to believe that in any material respect the requirements:*
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and*
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities*

*have not been met; or*

- 2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.*

Savvy Accountancy Solutions  
Kenward House  
High Street  
Hartley Wintney  
Hampshire  
RG27 8NY

.....2021

## Review of financial affairs

The company opened the year with net assets of £109,769 (as restated – see Note 12 to the accounts). On a headline basis, 2020/21 turned out to be a positive year from a financial perspective despite our initial concerns that the Covid pandemic would have a severe financial impact. In practice the level of funding and, particularly emergency funding received during the year from various funders meant that income, which totalled £156,021, exceeded expenditure of £99,356. Principal sources of funding are outlined in note 2 of the accounts. Increasingly, funding is received in the form of grants that typically come with contractual obligations, which will involve greater costs for the charity going forward. In particular, there is a need to recruit more staff in order to develop our offering to meet differing needs locally and to fulfil our undertakings.

Acknowledging the 'one off' nature of some of the funds received, the trustees continue to review the level of financial commitments being taken on to ensure that outgoings remain aligned to projected income and that the charity remains financially stable.

## Reserves Policy and the Trustees' responsibilities

There were eight members comprising the Board of Trustees for the period. The trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise that are subject to regular review. They are also responsible for keeping proper accounting records which outline, with reasonable accuracy at any time, the financial position of the charity. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the detection and prevention of fraud and other irregularities.

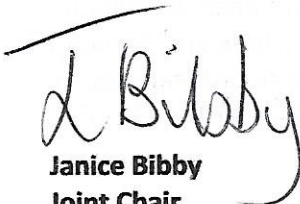
Home-Start Runnymede and Woking's Reserves Policy states that the scheme should ensure that at all times cash reserves are sufficient for the following purposes:

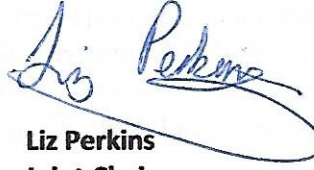
- To meet all outstanding liabilities at that time, and
- To cover a six month gap in funding, and
- To cover all necessary termination costs in the event of the closure of the scheme, including employment termination costs, lease termination costs etc.

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 the financial statements the trustees have made judgements and estimates that are reasonable and prudent and have prepared them on a going concern basis.

The financial statements presented here are in accordance with the special provisions of the Companies Act 2006 relating to small charitable companies. They comply with the charity's governing document, the Charities Act 2011 and the applicable Charities (Accounts and Reporting) Regulations.

This report was approved by the trustees on <sup>3<sup>rd</sup> September</sup>..... 2021 and signed on their behalf by:

  
**Janice Bibby**  
Joint Chair

  
**Liz Perkins**  
Joint Chair

## HOME-START RUNNYMEDE AND WOKING

### Balance Sheet As at 31 March 2021

Assets	Notes	2021		2020 (as restated)	
		£	£	£	£
<b>Cash at Bank and in Hand</b>					
Current Accounts		52,219		12,256	
Savings Accounts		115,327		94,570	
Cash in hand		<u>8</u>		<u>8</u>	
			167,554		106,834
Prepayments and grants receivable	4 & 12		<u>4,573</u>		<u>9,358</u>
			<b>172,127</b>		<b>116,192</b>
<b>Amounts falling due within one year</b>					
Accruals-Sundry Creditors	5	<u>(1,357)</u>		<u>(1,285)</u>	
			(1,357)		(1,285)
Provisions	6		(4,336)		(5,138)
<b>Net Current Assets</b>			<u><b>166,434</b></u>		<u><b>109,769</b></u>
<b>Represented by</b>					
Unrestricted Funds	7		70,065		66,575
Restricted Funds	7		<u>96,369</u>		<u>43,194</u>
			<u><b>166,434</b></u>		<u><b>109,769</b></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. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Financial Statements were approved by the trustees on 3<sup>rd</sup> September 2021 and signed on their behalf, by:



**Trevor Pound**  
Treasurer

## **HOME-START RUNNYMEDE AND WOKING**

### ***Independent examiner's report to the trustees of Home-Start Runnymede and Woking for the year ended 31 March 2021***

*I report on the accounts for the year ended 31 March 2021 set out on pages 5 to 15.*

#### ***Respective responsibilities of trustees as directors and the examiner.***

*The trustees, who are also directors of the company for the purposes of the Companies Act, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed. 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)(b) of the 2011 Act; and*
- to state whether particular matters have come to my attention*

#### ***Basis of Independent Examiner's Report***

*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.*

#### ***Independent Examiner's Statement***

*In connection with my examination, no matter has come to my attention:*

- 1. which gives me reasonable cause to believe that in any material respect the requirements:*
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and*
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities*

*have not been met; or*

- 2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.*

Savvy Accountancy Solutions  
Kenward House  
High Street  
Hartley Wintney  
Hampshire  
RG27 8NY  
19 NOVEMBER.....2021

