

**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

**HOME-START ARUN, WORTHING & ADUR**

**(COMPANY LIMITED BY GUARANTEE)**

**CHARITY REGISTRATION NUMBER 1132416**

**COMPANY REGISTRATION NUMBER 07007031**

Independent Examiners Ltd  
Unit 2  
The Broadbridge Business Centre  
Delling Lane  
Bosham  
PO18 8NF

**HOME-START ARUN, WORTHING & ADUR  
(COMPANY LIMITED BY GUARANTEE)  
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FOR THE YEAR ENDED 31ST MARCH 2021**

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**HOME-START ARUN, WORTHING & ADUR  
(COMPANY LIMITED BY GUARANTEE)  
LEGAL AND ADMINISTRATIVE INFORMATION**

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CHARITY NUMBER</b>              | 1132416                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>COMPANY REGISTRATION NUMBER</b> | 07007031                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>DATE OF REGISTRATION</b>        | 2nd September 2009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>START OF FINANCIAL YEAR</b>     | 01 April 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>END OF FINANCIAL YEAR</b>       | 31 March 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>DIRECTORS AT 31 MARCH 2021</b>  | Vince Mewett (Appointed 16 November 2017, Appointed Chair 26 June 2020)<br>Sam Singleton (Appointed 28 November 2019, Appointed Treasurer 23 January 2020)<br>Ruth Blanco (Appointed 16 November 2017, Resigned 26/11/2020)<br>Sue Hepburn (Appointed 16 November 2017)<br>Dr Gina Hobson (Appointed 16 November 2017)<br>Aly Bowman (Appointed 28 November 2019, Resigned 24/09/2020)<br>Millie Abrahams (Appointed 28 November 2019)<br>Lisa Jackson (Appointed 28 November 2019)<br>Peter Crowe (Appointed 7 November 2011 Resigned 10/2/2021)<br>Jeannette Sax (Appointed 28 November 2019)<br>Heather Higginson (Co-opted 25 March 2021)<br>Kalpna Sharma (Co-opted 25 March 2021)<br>Tim Ridgway (Co-opted 27 May 2021) |
| <b>COMPANY SECRETARY</b>           | Dr Gina Hobson (Appointed 21 September 2017)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>SCHEME MANAGER</b>              | Bridget Richardson (Appointed 18 May 2008)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>GOVERNING DOCUMENT</b>          | Memorandum and Articles of Association dated 7th December 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>OBJECTS</b>                     | <p>a) To safeguard, protect and preserve the good health, both mental and physical of children and parents of children.</p> <p>b) To prevent cruelty to or maltreatment of children.</p> <p>c) To relieve sickness, poverty and need amongst children and parents of children.</p> <p>d) To promote the education of the public in better standards of child care within the area of Arun, Worthing &amp; Adur and its environs.</p>                                                                                                                                                                                                                                                                                          |
| <b>REGISTERED ADDRESS</b>          | 5c Park Farm<br>Chichester Road<br>Arundel<br>West Sussex<br>BN18 0AG                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>BANKERS</b>                     | Barclays Bank Plc<br>17 High Street<br>Bognor Regis<br>West Sussex<br>PO21 1RL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>INDEPENDENT EXAMINER</b>        | Donna Leppitt<br>Independent Examiners Ltd<br>Unit 2<br>The Broadridge Business Centre<br>Delling Lane<br>Bosham<br>PO18 8NF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**HOME-START ARUN, WORTHING & ADUR  
(COMPANY LIMITED BY GUARANTEE)  
INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS  
FOR THE YEAR ENDED 31ST MARCH 2021**

Report to the trustees/ members of Homestart-Arun, Worthing & Adur on the accounts for the year ended 31st March 2021.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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 the 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 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

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.

Donna Leppitt  
Independent Examiners Ltd  
Unit 2  
The Broadridge Business Centre  
Delling Lane  
Bosham  
PO18 8NF

*Donna Leppitt*

Date: 14th December 2021

## HOME-START ARUN, WORTHING & ADUR

### DIRECTORS' REPORT

#### 1. Chair's welcome

After a year in post and six years as trustee, I feel fully conversant with the highs and lows of running a family support charity, and am hugely proud to see Home-Start Arun, Worthing & Adur into the 21<sup>st</sup> year of supporting parents and their young children and, I hope, to help ensure the stability of the charity for many years to come.

Sadly, Pete Crowe, a Trustee and Chair for many years, died at the beginning of 2021. His contribution to all things Home-Start is sorely missed, and I would like to acknowledge here his kindness and patience in guiding me into the role of Chair.

The pandemic brought a new dimension to the challenges families face but, despite some encountering unimaginable hardship and grief, together we have grown in strength, responding quickly to changes and finding new ways to support families.

Our team of staff, volunteers and trustees have worked hard to weather the Covid storm; moving seamlessly from face-to-face interactions, to giving remote support for parents and young children locally as social interaction was restricted. By being flexible and adaptive we are proud to say our families have not missed a single day of support. Buggy Walks gave us an early start back into face-to-face support, which has been so valued by families and given volunteers the interaction with families they joined Home-Start for, and I thank them for their loyalty over this difficult year.

Confirmation from BBC Children in Need gave us funding for a one-year pilot of the counselling service we have wanted to introduce for some years. This in-house service will support around 15 parents whose Mental Health is impacting their parenting. Early feedback shows just how much this service is valued by the parents who couldn't normally access counselling because of cost, child-minding and work commitments, and our aim is to find continuation funding to expand this provision.

Our Impact Report and updated Strategy Document will soon be available on our new website: [www.home-startawa.org.uk](http://www.home-startawa.org.uk). Please do take a look, the updated format better reflects the service we offer, gives a little insight into the teams behind the scenes, highlighting the amazing work of our volunteers and how they are transforming the lives of parents and children with their consistent, compassionate and realistic support.

Vince Mewett  
Chair

**"Most of all, she's been a fantastic emotional support for me. She's listened to me and understood me at times where I've felt no one else cared."**

**147**  
families supported

The pandemic saw many of our Health Visitors being redeployed into NHS Covid response teams. Despite receiving less referrals over 20/21, those families we did work alongside often needed more intensive support through mental health issues.

## 2. Activities , Impact and Public Benefit

Home-Start Arun, Worthing & Adur (HSAWA) support families that most need help and engages those who feel isolated from their community. We provide a preventative and early intervention service, focusing on the strengths of the family and encouraging the uptake of relevant support. All our services are free at the point of access.

There is no doubt the Covid pandemic placed pressure on a great many relationships across the UK. Overnight we had to pause the majority of our services. But we adapted quickly to ensure that we were able to provide as much support as possible remotely. The pandemic underlined many of the strengths we were acutely aware of - namely our sound governance, our ability to be flexible, and the commitment of staff, volunteers and trustees.

### Referrers

The pandemic saw many of our Health Visitors being redeployed into NHS Covid response teams. Despite there being a decrease of 27% in referrals over 2020/21, those families we did work alongside often needed more intensive support through mental health issues.

As referrers move back into their regular roles, referral numbers have already increased by 63.75%, making a robust triaging operation and volunteer recruitment our priorities.

### Volunteers and Families

During 2020/21 we had the following impact:



**325 children in 147 families** were supported over the period. All Family Days at HM Prison Ford were stopped, and we are now working on a plan to re-engage with dads who have had no contact with their children for some considerable time. Fathers and Children Together (FACT) saw the numbers of dads engaging with our service increase slightly to 11.4%, as we provided games and toys with suggestions to use them in more imaginative ways.

*"I am sad that it came to an end, but I know I am 100% a stronger person in mind and body to when I started...I felt not only was my voice heard but listened to as well. You helped me find and understand myself again."*

## Our Volunteers

---

**20+**

volunteers  
supporting at  
fundraisers, events  
or in our office

**56**

family support  
volunteers

**6,020**

hours of volunteer  
support worth  
£133,619

**10**

Trustees working  
strategically behind  
the scenes

Volunteers have played a crucial role in our Covid-19 response. They have continued to support families and their children, with some taking the difficult decision to step back due to their own vulnerability or that of those around them. We have always supported rest periods for our volunteers, and it was important that they made their own decision to suit their own circumstances.

*"It's lovely to be part of something that helps our town support each other."*

We knew we couldn't withdraw our support to families already struggling through a difficult time, so staff and volunteers mobilised at a moment's notice to working from home via phone and Zoom video calls.

Our service was about to introduce a telephone and online support service in April 2020 and so we already had a plan in place to recruit and train volunteers for this new support avenue.

*"Being a part of Home-Start is one of the greatest achievements of my life, I can't imagine a more supportive place to volunteer."*

Using adapted resources, we held our first Zoom Preparation Course sessions and 22 new volunteers have completed their training during 2020/21; a record number appreciating the need to support those in their community who were finding the effects of the pandemic particularly difficult.

Regular communication, especially in the early days, saw training and advice on remote support for the volunteers. We sourced an online Safeguarding Update, a mandatory annual piece of training for all involved with Home-Start, whether meeting with families or providing behind the scenes support. Trustees sent messages of support and thanks, and the staff team kept in weekly contact with each other during the first few months.

The staff team also kept in weekly contact with families and volunteers, creating a safe space for them to talk about how the restrictions and worries about the virus were affecting them, with Buggy Walks allowing for the socially distanced human contact for which so many families were desperate.

## Funding

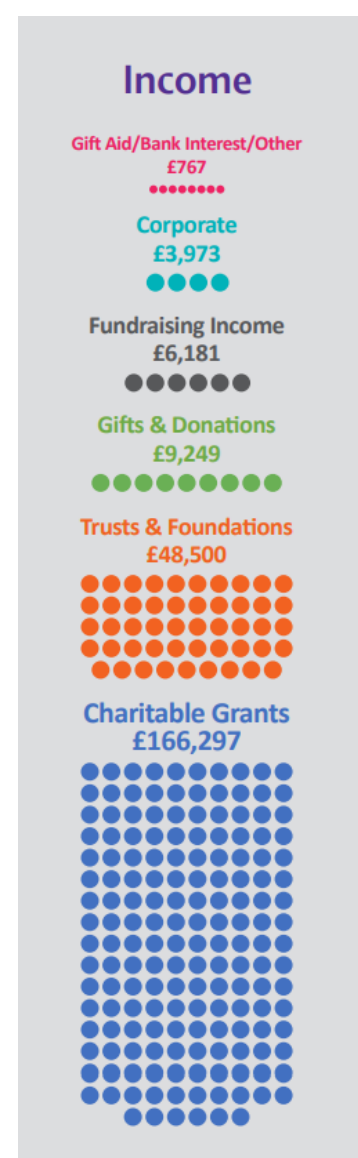
We had some good success in bidding for Covid related funds, which bridged the gap left by a lack of corporate funding. We will again be working hard to increase the variety of sustainable sources from where our funding comes, with particular emphasis on corporate and community support.

## Managing Risk

A rolling review of our Business Continuity Plan, Risk Register and Budget have been carried out by the Trustees, with Board meetings increased from bi-monthly to monthly.

The top four risks on the charity's risk register, along with summary mitigations, at the end of the 2020/21 financial year were as follows:

| Risk                                                                                                                                                                                                | Mitigations and Actions                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| An increase in demand as a result of covid restrictions being lifted (including economy, mental health etc); more complex needs of referrals; increased needs of staff/volunteers                   | Ensure high quality support for staff and volunteers.<br>Employ Volunteer Development Officer to focus on the recruitment, training and support of new volunteers.<br>Keep robust triaging operation in place.                                |
| Change of national, regional or local policy<br>Cause(s): economy; change in Government/Council; Covid implications<br>Effect: reduced availability of resources (financial, people, buildings etc) | Ensure trustees and senior staff keep abreast of any likely and planned policy change.<br>Foster strong links with West Sussex County Council and plans to amend their service offer, and closure of Children and Family Centres.             |
| Home-Start AWA operating model no longer fits the operating environment                                                                                                                             | Keep the model under review at regular Board meetings.<br>Keep in touch with H-SUK strategic review and for advice<br>Consider risks and opportunities as a result of Covid<br>Flex the offer to provide telephone, video and outdoor support |
| Insufficient staff and/or volunteers with key skills and/or organisational knowledge                                                                                                                | Plan for succession, prioritising the CEO and Senior Organiser positions.<br>Clarify roles<br>Employ Volunteer Development Officer<br>Ensure staff have flexible working options and support mechanisms                                       |



We have routinely questioned whether to issue blanket procedures as government guidance changed, but it was clear that everyone had differing needs and



vulnerabilities so, with an overarching set of criteria, a personalised approach has been taken.

Safety is always paramount in our planning and individual assessments with all volunteers and families are carried out before any meetings were held.

Key to the success of the change in support, was the ability of the whole team to respond quickly. This confirms what we already knew, that our team has a strong, flexible ethos, and has the well-being of the children and families at the very heart of what they do. Policies are embedded, so working practices were easy to adapt while still adhering to core procedures. If things hadn't been working so well before, the changes simply wouldn't have worked.

As appropriate, everyone was included in decision making, the change process was completely transparent and communicated, even when we were waiting on external decisions which would inform our own. This helped to ensure the team was able to trust the reasoning behind decisions being made.

### **Reserves Policy**

The trustees have considered the required level of reserves, appropriate to the charity's need. The aim is to hold 6 months of reserves. This is based on the charity's size and the level of financial commitments. The trustees aim to ensure that charity will be able to continue to fulfil its charitable objective even if there is a temporary shortfall in income or increase in expenditure. The trustees endeavour not to set aside funds unnecessarily.

At the end of the year the charity had a total fund value of £141,246, after deducting restricted funds and any fixed assets, the free reserve of the charity is £98,963 - this includes the designated fund we hold as part of the Reserves policy. The trustees aim to hold 6 months of Reserves and currently the charity budgets this to be 111,063. The trustees hope to increase fundraising to ensure alignment with the Reserves policy over the next financial year.

### **3. Plans for 2021/22**

The charity's priorities are driven by its Strategy and Business Plans. Our overarching priorities for 2021/22 are:

- Here for everyone  
Work with a diverse range of families who find themselves in challenging circumstances
- Improve our offer  
Continually review and improve our services to meet the individual needs of more families
- Financially sound  
Maintain a balanced budget supporting small and local infrastructure
- Early support  
Focus on early intervention and prevention support - but resisting pressure to work with families with more complex needs
- Volunteer led  
Grow and develop our volunteer network, ensuring we continue to deliver most of our support through volunteers
- Greater awareness  
Raise our local profile while increasing engagement with the wider community
- Develop responsibly

Become an even more resourceful and sustainable organisation

Detailed plans can be seen in our Strategy Document 'Building Brighter Futures Together', to be found on our website: [www.home-startawa.org.uk](http://www.home-startawa.org.uk) from December 2021.

#### **4. Legal and administrative information**

Home-Start AWA is a registered charity and a company limited by guarantee. It is regulated by the Charity Commission. The charity is governed by a board of 10 trustees, at the time of signing (who, for the purpose of company law, are also directors of the company), which oversees Home-Start AWA in the public interest in accordance with the charitable objects and powers contained within the Memorandum of Association and Articles of Association. The board has responsibility for setting the strategic direction of the charity, ensuring that proper financial arrangements are in place, and ensuring that Home-Start AWA remains focused on delivering its outcomes for the benefit of the public. The board appoints a Chief Executive to manage the day-to-day operations of the charity.

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit and the Charity Governance Code (for smaller charities). In 2021/22 the board intends to continue benchmarking its governance against the principles in the Charity Governance Code.

During 2021, the annual trustee skills audit saw the recruitment and appointment of 3 new trustees through an open and competitive process. New trustees receive an induction to brief them on their responsibilities, the charity's strategy and business plans, and key activities. Trustees are offered the opportunity to attend additional training events, which in 2020/21 included governance related topics, safeguarding, data protection, and Home-Start volunteer training to support our families.



**HOME-START ARUN, WORTHING & ADUR  
(COMPANY LIMITED BY GUARANTEE)  
DIRECTORS' REPORT (Continued)  
FOR THE YEAR ENDED 31ST MARCH 2021**

**Directors' Responsibilities**

**Statement of Directors' Responsibilities:**

The Charities Act and the Companies Act 2006 require the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company as at the end of the financial year and of the surplus or deficit of the charity in accordance with the requirements of Sections 394 and 395 of the Companies Act 2006 and which otherwise comply with its requirements relating to financial statements, so far as applicable to the charitable company. In preparing those financial statements the directors are required to :-

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business;
- d) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The Directors are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the company and which are sufficient to show and explain the company's transactions and enable them to ensure that the financial statements comply with Sections 386 and 387 of the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Directors are also responsible for the of the Directors' report, and the responsibility of the independent examiner in relation to the Directors' report is limited to examining the report and ensuring that on the face of the report there are no inconsistencies with the figures disclosed in the financial statements.

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

I approve the attached statement of financial activities and balance sheet and confirm that I have made available all information necessary for its preparation.

Approved by the Directors on the.....25-11-2021.....

Signed on their behalf by Director.....V Mewett.....

Print Name.....VINCENT MEWETT.....

**HOME-START ARUN, WORTHING & ADUR  
(COMPANY LIMITED BY GUARANTEE)  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2021**

|                                          | <b>Notes</b> | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>Designated<br/>Funds</b> | <b>Total<br/>2020/21<br/>£</b> | <b>Total<br/>2019/20<br/>£</b> |
|------------------------------------------|--------------|-------------------------------------|-----------------------------------|-----------------------------|--------------------------------|--------------------------------|
| <b>INCOMING RESOURCES</b>                |              |                                     |                                   |                             |                                |                                |
| Donations & Legacies                     | <b>3a</b>    | 15,948                              | 212,697                           | -                           | 228,645                        | 201,513                        |
| Investment Income                        | <b>3b</b>    | 45                                  | -                                 | -                           | 45                             | 176                            |
| Charitable Activities                    | <b>3c</b>    | 920                                 | 5,261                             | -                           | 6,181                          | 3,392                          |
| Other Incoming Resources                 | <b>3d</b>    | 96                                  | -                                 | -                           | 96                             | -                              |
| <b>TOTAL INCOMING RESOURCES</b>          |              | <b>17,009</b>                       | <b>217,958</b>                    | <b>-</b>                    | <b>234,967</b>                 | <b>205,081</b>                 |
| <b>RESOURCES EXPENDED</b>                |              |                                     |                                   |                             |                                |                                |
| Costs of Charitable Activities           | <b>4a</b>    | 22,839                              | 163,984                           | -                           | 186,823                        | 176,212                        |
| Costs of Generating Funds                | <b>4b</b>    | 1,859                               | 33,445                            | -                           | 35,304                         | 49,286                         |
| <b>TOTAL RESOURCES EXPENDED</b>          |              | <b>24,698</b>                       | <b>197,429</b>                    | <b>-</b>                    | <b>222,127</b>                 | <b>225,498</b>                 |
| Net gains/(Losses) on Investments        |              | -                                   | -                                 | -                           | -                              | -                              |
| <b>NET INCOMING/(OUTGOING) RESOURCES</b> |              | <b>(7,689)</b>                      | <b>20,529</b>                     | <b>-</b>                    | <b>12,840</b>                  | <b>(20,417)</b>                |
| <b>TRANSFERS BETWEEN FUNDS</b>           |              | <b>(12,000)</b>                     | <b>-</b>                          | <b>12,000</b>               | <b>-</b>                       | <b>-</b>                       |
| <b>RECONCILIATION OF FUNDS:</b>          |              |                                     |                                   |                             |                                |                                |
| <b>TOTAL FUNDS BROUGHT FORWARD</b>       |              | 73,652                              | 21,754                            | 33,000                      | 128,406                        | 148,824                        |
| PRIOR YEAR ADJUSTMENT                    |              |                                     |                                   |                             |                                | (1)                            |
| <b>TOTAL FUNDS CARRIED FORWARD</b>       |              | <b>53,963</b>                       | <b>42,283</b>                     | <b>45,000</b>               | <b>141,246</b>                 | <b>128,406</b>                 |

All of the Charity's operations are classed as continuing operations.

**HOME-START ARUN, WORTHING & ADUR**  
**(COMPANY LIMITED BY GUARANTEE)**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2021**

|                                              | Notes | Unrestricted<br>Fund<br>£ | Restricted<br>Funds | Total<br>31-Mar-21<br>£ | Total<br>31-Mar-20<br>£ |
|----------------------------------------------|-------|---------------------------|---------------------|-------------------------|-------------------------|
| <b>Fixed Assets</b>                          |       |                           |                     |                         |                         |
| Tangible Assets                              | 2     | 2,029                     | 1,304               | 3,333                   | 1,997                   |
| Investment Assets                            | 7     | -                         | -                   | -                       | -                       |
|                                              |       | <b>2,029</b>              | <b>1,304</b>        | <b>3,333</b>            | <b>1,997</b>            |
| <b>Current Assets</b>                        |       |                           |                     |                         |                         |
| Debtors & Prepayments                        | 9     | 2,891                     | -                   | 2,891                   | 2,824                   |
| Cash at bank and in hand                     | 8     | 101,886                   | 40,979              | 142,865                 | 129,554                 |
| <b>Total Current Assets</b>                  |       | <b>104,777</b>            | <b>40,979</b>       | <b>145,756</b>          | <b>132,378</b>          |
| <b>Creditors: due within one year</b>        | 10    | 7,843                     | -                   | 7,843                   | 5,969                   |
| <b>NET CURRENT ASSETS</b>                    |       | 96,934                    | 40,979              | 137,913                 | 126,409                 |
| <b>TOTAL ASSETS less current liabilities</b> |       | <b>98,963</b>             | <b>42,283</b>       | <b>141,246</b>          | <b>128,406</b>          |
| <b>Creditors: due in more than one year</b>  | 11    | -                         | -                   | -                       | -                       |
| <b>NET ASSETS</b>                            |       | <b>98,963</b>             | <b>42,283</b>       | <b>141,246</b>          | <b>128,406</b>          |
| <b>FUNDS OF THE CHARITY</b>                  |       |                           |                     |                         |                         |
| General Funds                                |       | 53,963                    | -                   | 53,963                  | 73,652                  |
| Restricted Funds                             | 5     | -                         | 42,283              | 42,283                  | 21,754                  |
| Designated Funds                             | 6     | 45,000                    | -                   | 45,000                  | 33,000                  |
| <b>TOTAL FUNDS</b>                           |       | <b>98,963</b>             | <b>42,283</b>       | <b>141,246</b>          | <b>128,406</b>          |

**Director's responsibilities:-**

For the Year ended 31st March 2021.

The Directors are satisfied the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report appears after the Notes to the Financial Statements.

The Director(s) acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The directors acknowledge their responsibility for ensuring that the company keeps proper accounting records which comply with sections 386 of the Act 2006 and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit and loss for the financial year in accordance with the requirement of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the Directors on the.....25-11-2021.....

Signed on their behalf by Director.....V Mewett.....

Print Name:.....VINCENT MEWETT.....

Company Registration Number :  
Registered Office :

07007031  
5c Park Farm  
Chichester Road  
Arundel  
West Sussex  
BN18 0AG

**HOME-START ARUN, WORTHING & ADUR  
(COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST MARCH 2021**

**1. ACCOUNTING POLICIES**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

**Basis of preparation:**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) - (Charities SORP - FRS102) and the Charities Act 2011.

The Charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost unless otherwise stated in the relevant accounting policy notes.

**Assessment of Going Concern**

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

**Cash Flow Statement**

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

**Recognition of Incoming Resources**

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

**Incoming Resources with Related expenditure**

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related

**Grants and Donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

**Tax Reclaims on Donations and Gifts**

Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

**Contractual Income and Performance Related Grants**

This is only included in the SOFA once the related goods or services has been delivered.

**Gifts in Kind**

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as income receivable.

**Volunteer Help**

The value of any voluntary help received is not included in the accounts and is described in the Report of the Trustees.

**Donated Services and Facilities**

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

**Investments**

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

**Investment Income**

This is included in the accounts when receivable.

**Investment Gains and Losses**

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

This page does not form part of the statutory financial statements

**HOME-START ARUN, WORTHING & ADUR**  
**(COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

**1. ACCOUNTING POLICIES (continued)**

**Expenditure and Liabilities**

**Liability Recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

**Governance Costs**

Include costs of the preparation and examination of statutory accounts, the costs of the trustees meetings and cost of any legal advice to trustees on governance or constitutional matters.

**Grants with Performance Conditions**

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

**Grants Payable without Performance Conditions**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity.

**Support Costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**Pensions**

Pension contributions are charged to the Statement of Financial Activities as they become payable.

**Fund Accounting**

Funds held by the charity are either:

**1. Unrestricted funds**

These are funds which can be used in accordance with the charity's objectives, at the discretion of the trustees.

**2. Restricted funds**

These are funds that can only be used for particular restricted purposes within the objects of the charity.

**3. Designated funds**

These funds are funds set aside by the trustees out of unrestricted general funds for specific purposes or projects.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Fixed Assets**

Fixed Assets are capitalised if they can be used for more than one year and cost at least £1,500. They are valued at cost or, if gifted, at the value to the charity on receipt.

**Depreciation Expense**

Depreciation is calculated at a rate to write off the cost of tangible fixed assets over their estimated useful lives. The rates applied are as follows:

|                      |     |
|----------------------|-----|
| General Equipment    | 25% |
| Restricted Equipment | 25% |

There has been no change to the accounting policies (Variation rules and methods of accounting) since last year.

**HOME-START ARUN, WORTHING & ADUR**  
**(COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

**2. TANGIBLE FIXED ASSETS**

|                                 | Restricted<br>Equipment | General<br>Equipment | 2020/21       |
|---------------------------------|-------------------------|----------------------|---------------|
| <b>Cost</b>                     | £                       | £                    | £             |
| At 1 April 2020                 | 11,057                  | 13,331               | 24,388        |
| Additions                       | -                       | 2,360                | 2,360         |
| At 31 March 2021                | <u>11,057</u>           | <u>15,691</u>        | <u>26,748</u> |
| <b>Accumulated Depreciation</b> |                         |                      |               |
| At 1 April 2020                 | 9,753                   | 12,638               | 22,391        |
| Charge for the Year             | -                       | 1,024                | 1,024         |
| At 31 March 2021                | <u>9,753</u>            | <u>13,662</u>        | <u>23,415</u> |
| <b>Net Book Value</b>           |                         |                      |               |
| At 31 March 2021                | <u>1,304</u>            | <u>2,029</u>         | <u>3,333</u>  |
| At 1 April 2020                 | <u>1,304</u>            | <u>693</u>           | <u>1,997</u>  |

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

31st March 2021 : None  
31st March 2020 : None



**HOME-START ARUN, WORTHING & ADUR**  
**(COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

**3. INCOMING RESOURCES**

| Note                                       | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Designated<br>Funds | <b>Total<br/>2020/21<br/>£</b> | <b>Total<br/>2019/20<br/>£</b> |
|--------------------------------------------|----------------------------|--------------------------|---------------------|--------------------------------|--------------------------------|
| <b>a) Donations &amp; Legacies</b>         |                            |                          |                     |                                |                                |
| Charitable Grants                          | -                          | 166,297                  | -                   | 166,297                        | 135,952                        |
| Gift Aid Tax Recovered                     | 626                        | -                        | -                   | 626                            | 512                            |
| Gifts & Donations                          | 9,249                      | -                        | -                   | 9,249                          | 16,095                         |
| Trusts & Foundations                       | 3,500                      | 45,000                   | -                   | 48,500                         | 11,000                         |
| Corporate (inc Rolls Royce)                | 2,573                      | 1,400                    | -                   | 3,973                          | 37,954                         |
|                                            | <b>15,948</b>              | <b>212,697</b>           | <b>-</b>            | <b>228,645</b>                 | <b>201,513</b>                 |
| <b>b) Investment Income</b>                |                            |                          |                     |                                |                                |
| Bank Interest                              | 45                         | -                        | -                   | 45                             | 176                            |
|                                            | <b>45</b>                  | <b>-</b>                 | <b>-</b>            | <b>45</b>                      | <b>176</b>                     |
| <b>c) Activities for Generating Income</b> |                            |                          |                     |                                |                                |
| Community Fundraising income               | 920                        | -                        | -                   | 920                            | 1,750                          |
| Fundraising Income                         | -                          | 5,261                    | -                   | 5,261                          | 1,642                          |
|                                            | <b>920</b>                 | <b>5,261</b>             | <b>-</b>            | <b>6,181</b>                   | <b>3,392</b>                   |
| <b>d) Other Income</b>                     |                            |                          |                     |                                |                                |
| COVID Grants (inc COVID SSP)               | 96                         | -                        | -                   | 96                             | -                              |
|                                            | <b>96</b>                  | <b>-</b>                 | <b>-</b>            | <b>96</b>                      | <b>-</b>                       |

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**HOME-START ARUN, WORTHING & ADUR**  
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**FOR THE YEAR ENDED 31ST MARCH 2021**

**4. RESOURCES EXPENDED**

| Note                                   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Designated<br>Funds | Total<br>2020/21<br>£ | Total<br>2019/20<br>£ |
|----------------------------------------|----------------------------|--------------------------|---------------------|-----------------------|-----------------------|
| <b>a) Charitable Activities</b>        |                            |                          |                     |                       |                       |
| <b>Administrative Costs:-</b>          |                            |                          |                     |                       |                       |
| Administrative Expenses                | 9,933                      | 5,240                    | -                   | 15,173                | 5,603                 |
| Telephone & IT                         | 2,805                      | 419                      | -                   | 3,224                 | 6,396                 |
| Website costs                          | -                          | 1,200                    | -                   | 1,200                 | 466                   |
| Worthing & Adur Staff Costs            | -                          | -                        | -                   | -                     | 12,503                |
| <b>Premises Costs:-</b>                |                            |                          |                     |                       |                       |
| Property Costs                         | 299                        | -                        | -                   | 299                   | 579                   |
| Rent, Rates & Utilities                | 1,278                      | 6,548                    | -                   | 7,826                 | 9,785                 |
| <b>Salary Costs:-</b>                  |                            |                          |                     |                       |                       |
| Administrative Salaries                | 2,737                      | 6,051                    | -                   | 8,788                 | 14,007                |
| Salaries & N.I                         | (148)                      | 89,230                   | -                   | 89,082                | 87,065                |
| Pensions Costs                         | 3,412                      | 320                      | -                   | 3,732                 | 2,784                 |
| <b>Other Costs:-</b>                   |                            |                          |                     |                       |                       |
| Activities (inc FACT)                  | 500                        | 15,525                   | -                   | 16,025                | -                     |
| Consultancy Costs                      | -                          | 814                      | -                   | 814                   | 525                   |
| Depreciation Expense                   | 1,024                      | -                        | -                   | 1,024                 | 666                   |
| Family Groups                          | -                          | 24,977                   | -                   | 24,977                | 20,963                |
| Sundry expenses                        | -                          | 1                        | -                   | 1                     | -                     |
| Training & Recruitment Costs (inc DBS) | 4                          | 6,417                    | -                   | 6,421                 | 2,793                 |
| Travel & Subsistence-Staff             | 71                         | 480                      | -                   | 551                   | 2,871                 |
| Volunteer Costs                        | 12                         | 971                      | -                   | 983                   | 1,506                 |
| <b>Governance costs:-</b>              |                            |                          |                     |                       |                       |
| Independent Examiner Fee               | 877                        | 143                      | -                   | 1,020                 | 945                   |
| Governance/ Head Office                | 35                         | -                        | -                   | 35                    | 515                   |
| Legal & Professional fees              | -                          | 5,648                    | -                   | 5,648                 | 6,240                 |
|                                        | <b>22,839</b>              | <b>163,984</b>           | <b>-</b>            | <b>186,823</b>        | <b>176,212</b>        |
| <b>b) Fund Trading Costs</b>           |                            |                          |                     |                       |                       |
| Advertising & Publicity                | 272                        | -                        | -                   | 272                   | 95                    |
| Business Development Manager           | 159                        | 20,223                   | -                   | 20,382                | 31,954                |
| Fundraiser Costs                       | 1,408                      | 13,222                   | -                   | 14,630                | 16,508                |
| Fundraising Costs                      | 20                         | -                        | -                   | 20                    | 729                   |
|                                        | <b>1,859</b>               | <b>33,445</b>            | <b>-</b>            | <b>35,304</b>         | <b>49,286</b>         |

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**HOME-START ARUN, WORTHING & ADUR**  
**(COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

**5. RESTRICTED FUNDS**

**CURRENT FINANCIAL YEAR**

|                                    | Balance<br>01-Apr-20<br>£ | Income<br>£    | Expenditure<br>£ | Unrealised<br>Gain/Loss<br>£ | Transfer<br>£ | Balance<br>31-Mar-21<br>£ |
|------------------------------------|---------------------------|----------------|------------------|------------------------------|---------------|---------------------------|
| CAF                                | -                         | 10,000         | (10,000)         | -                            | -             | -                         |
| Children in Need                   | 6,581                     | 31,448         | (25,054)         | -                            | -             | 12,975                    |
| Children in Need - Dads            | -                         | 8,773          | (8,598)          | -                            | -             | 175                       |
| Crowdfunding-COVID 19              | -                         | 5,445          | (5,445)          | -                            | -             | -                         |
| COVID 19                           | -                         | 3,150          | (3,150)          | -                            | -             | -                         |
| Durrington Cycle Club              | -                         | 1,000          | (1,000)          | -                            | -             | -                         |
| Henry Smith                        | -                         | 55,000         | (53,900)         | -                            | -             | 1,100                     |
| HSUK (Caring)                      | -                         | 3,600          | (284)            | -                            | -             | 3,316                     |
| The National Lottery               | 574                       | 49,150         | (48,404)         | -                            | -             | 1,320                     |
| The National Lottery (COVID Fund)  | -                         | 11,950         | (11,950)         | -                            | -             | -                         |
| Roddick Foundation                 | -                         | 20,000         | -                | -                            | -             | 20,000                    |
| St James's Palace Foundation       | 5,360                     | -              | (5,360)          | -                            | -             | -                         |
| Sussex Community Foundation        | -                         | 15,000         | (15,000)         | -                            | -             | -                         |
| The Michael and Betty Little Trust | 6,158                     | -              | (6,158)          | -                            | -             | -                         |
| Town/Parish Council - Volunteers   | 552                       | 3,125          | (3,125)          | -                            | -             | 552                       |
| WSSC - Aspire/Crowd Funding        | 2,529                     | 316            | -                | -                            | -             | 2,845                     |
|                                    | <b>21,754</b>             | <b>217,957</b> | <b>(197,428)</b> | <b>-</b>                     | <b>-</b>      | <b>42,283</b>             |

**PREVIOUS FINANCIAL YEAR**

|                                     | Balance<br>01-Apr-19<br>£ | Income<br>£    | Expenditure<br>£ | Unrealised<br>Gain/Loss<br>£ | Transfer<br>£ | Balance<br>31-Mar-20 |
|-------------------------------------|---------------------------|----------------|------------------|------------------------------|---------------|----------------------|
| Adur DC - Training                  | 2,146                     | -              | (2,146)          | -                            | -             | -                    |
| Adur Vol Action (Training)          | 371                       | -              | (371)            | -                            | -             | -                    |
| Bassil Shippham                     | 1,057                     | -              | (1,057)          | -                            | -             | -                    |
| CAF                                 | -                         | -              | -                | -                            | -             | -                    |
| Children in Need                    | 6,624                     | 20,741         | (20,784)         | -                            | -             | 6,581                |
| Children in Need - Dads             | -                         | 8,711          | (8,711)          | -                            | -             | -                    |
| Crowdfunding-COVID 19               | -                         | -              | -                | -                            | -             | -                    |
| COVID 19                            | -                         | -              | -                | -                            | -             | -                    |
| Durrington Cycle Club               | -                         | -              | -                | -                            | -             | -                    |
| Henry Smith                         | -                         | 53,400         | (53,400)         | -                            | -             | -                    |
| Lions                               | 1,413                     | -              | (1,413)          | -                            | -             | -                    |
| The National Lottery                | 31,587                    | 50,000         | (76,693)         | -                            | (4,320)       | 574                  |
| The National Lottery (COVID Fund)   | -                         | -              | -                | -                            | -             | -                    |
| The National Lottery Awards for All | 5,250                     | -              | (5,250)          | -                            | -             | -                    |
| Roddick Foundation                  | -                         | -              | -                | -                            | -             | -                    |
| St James's Palace Foundation        | 4,500                     | 5,000          | (4,140)          | -                            | -             | 5,360                |
| Sussex Community Foundation         | -                         | 5,000          | (5,000)          | -                            | -             | -                    |
| The Michael and Betty Little Trust  | 6,076                     | 8,000          | (7,918)          | -                            | -             | 6,158                |
| The Seedbed Trust                   | 377                       | -              | (377)            | -                            | -             | -                    |
| Town/Parish Council - Volunteers    | 837                       | 2,800          | (3,085)          | -                            | -             | 552                  |
| Warburton                           | -                         | 250            | (250)            | -                            | -             | -                    |
| WSSC - Aspire/Crowd Funding         | 6,162                     | 241            | (3,874)          | -                            | -             | 2,529                |
|                                     | <b>66,400</b>             | <b>154,143</b> | <b>(194,469)</b> | <b>-</b>                     | <b>(4320)</b> | <b>21,754</b>        |

The Restricted Funds are wholly represented by the Charity's cash reserves and are to be expended as specified above.

**HOME-START ARUN, WORTHING & ADUR**  
**(COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

**6. DESIGNATED FUNDS**

**CURRENT FINANCIAL YEAR**

|              | <b>Balance</b><br><b>01-Apr-20</b><br>£ | Income<br>£ | Expenditure<br>£ | Unrealised<br>Gain/Loss<br>£ | Transfer<br>£ | <b>31-Mar-21</b><br>£ |
|--------------|-----------------------------------------|-------------|------------------|------------------------------|---------------|-----------------------|
| Reserve Fund | 33,000                                  | -           | -                | -                            | 12,000        | 45,000                |
|              | <b>33,000</b>                           | <b>-</b>    | <b>-</b>         | <b>-</b>                     | <b>12,000</b> | <b>45,000</b>         |

**PREVIOUS FINANCIAL YEAR**

|              | <b>Balance</b><br><b>01-Apr-19</b><br>£ | Income<br>£ | Expenditure<br>£ | Unrealised<br>Gain/Loss<br>£ | Transfer<br>£ | <b>31-Mar-20</b><br>£ |
|--------------|-----------------------------------------|-------------|------------------|------------------------------|---------------|-----------------------|
| Reserve Fund | 33,000                                  | -           | -                | -                            | -             | 33,000                |
|              | <b>33,000</b>                           | <b>-</b>    | <b>-</b>         | <b>-</b>                     | <b>-</b>      | <b>33,000</b>         |

The trustees have reviewed the charity's needs for reserves last year in line with guidance issued by the Charity Commission and consider it prudent that designated reserves should be sufficient to cover:

1. We aim to hold six months running costs in order to negate any problems with cash flow due to late payments of grants etc. to ensure there will be no interruptions to the service provided to the families. If funds become available we will increase the Designated Fund accordingly.
2. All necessary expenses for the closure of the scheme in the event that this proves necessary - to include staff redundancies, outstanding rent on the office accommodation and other associated closure costs.

The trustees believe that reserves should be at least at this level to ensure the charity can run efficiently and meet the needs of the beneficiaries. Trustees monitor the level of unrestricted reserves at each Management Board meeting.

The Designated Funds are wholly represented by the Charity's cash reserves.

**HOME-START ARUN, WORTHING & ADUR**  
**(COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

**7. INVESTMENTS**

The Charity held no investment assets during this or the previous financial period.

**8. CASH AT BANK AND IN HAND**

|                     | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Designated<br>Funds | <b>Total<br/>31-Mar-21<br/>£</b> | <b>Total<br/>31-Mar-20<br/>£</b> |
|---------------------|----------------------------|--------------------------|---------------------|----------------------------------|----------------------------------|
| Current A/c         | (21,270)                   | 40,979                   | 45,000              | 64,709                           | 79,345                           |
| Bank Investment A/c | 78,116                     | -                        | -                   | 78,116                           | 50,209                           |
| Petty Cash          | 40                         | -                        | -                   | 40                               | -                                |
|                     | <b>56,886</b>              | <b>40,979</b>            | <b>45,000</b>       | <b>142,865</b>                   | <b>129,554</b>                   |

**9. DEBTORS AND PREPAYMENTS**

|             | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Designated<br>Funds | <b>Total<br/>31-Mar-21<br/>£</b> | <b>Total<br/>31-Mar-20<br/>£</b> |
|-------------|----------------------------|--------------------------|---------------------|----------------------------------|----------------------------------|
| Prepayments | 2,891                      | -                        | -                   | 2,891                            | 2,824                            |
|             | <b>2,891</b>               | <b>-</b>                 | <b>-</b>            | <b>2,891</b>                     | <b>2,824</b>                     |

**10. CREDITORS AND ACCRUALS AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                            | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Designated<br>Funds | <b>Total<br/>31-Mar-21<br/>£</b> | <b>Total<br/>31-Mar-20<br/>£</b> |
|----------------------------|----------------------------|--------------------------|---------------------|----------------------------------|----------------------------------|
| AVIVA Pension              | 751                        | -                        | -                   | 751                              | 658                              |
| Accruals                   | 242                        | -                        | -                   | 242                              | 671                              |
| PAYE/NIC Liability         | 2,225                      | -                        | -                   | 2,225                            | 2,149                            |
| Creditors : Short Term     | 3,094                      | -                        | -                   | 3,094                            | 1,020                            |
| Independent Examiner's Fee | 1,531                      | -                        | -                   | 1,531                            | 1,471                            |
|                            | <b>7,843</b>               | <b>-</b>                 | <b>-</b>            | <b>7,843</b>                     | <b>5,969</b>                     |

**11. CREDITORS AND ACCRUALS AMOUNTS FALLING DUE IN MORE THAN ONE YEAR**

The Charity held no long term liabilities during this or the previous financial period.

**HOME-START ARUN, WORTHING & ADUR**  
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**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

**12. STAFF COSTS AND NUMBERS**

|                                     | <b>TOTAL<br/>2020/21<br/>£</b> | <b>TOTAL<br/>2019/20<br/>£</b> |
|-------------------------------------|--------------------------------|--------------------------------|
| Gross Wages & Salaries              | 95,170                         | 109,641                        |
| Employer's National Insurance Costs | 2,701                          | 3,935                          |
| Pension Contributions               | 3,732                          | 2,784                          |
|                                     | <b><u>101,603</u></b>          | <b><u>116,360</u></b>          |

Employees who were engaged in each of the following activities:

|                             | <b>TOTAL<br/>2020/21</b> | <b>TOTAL<br/>2019/20</b> |
|-----------------------------|--------------------------|--------------------------|
| Charitable Activities       | 7                        | 7                        |
| Management & Administration | 3                        | 3                        |
|                             | <b><u>10</u></b>         | <b><u>10</u></b>         |

The Charity operates a PAYE scheme to pay all employed members of staff and no employees received emoluments in excess of £60,000.

(2019/20- None)

**13. CAPITAL AND RESERVES**

The Company is Limited by Guarantee (0700703) and it is a charity registered with the Charity Commission (1132416).

It does not have a Share capital and has no income subject to Corporation Tax.

|                                         | 31-Mar-21<br>£        | 31-Mar-20<br>£         |
|-----------------------------------------|-----------------------|------------------------|
| Profit / Deficit for the financial year | 12,840                | (20,417)               |
| Other Recognised Gains                  | -                     | -                      |
|                                         | <b><u>12,840</u></b>  | <b><u>(20,417)</u></b> |
| Balance Brought Forward                 | 128,406               | 148,824                |
| Prior year Adjustment                   | -                     | (1)                    |
| Closing Funds at 31-Mar-21              | <b><u>141,246</u></b> | <b><u>128,406</u></b>  |

**14. TRUSTEES AND OTHER RELATED PARTIES**

No payments were made to trustees or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

(2019/20- None)

**15. RISK ASSESSMENT**

The Directors actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Directors have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

**16. RESERVES POLICY**

The Directors have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The Directors aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The Directors will endeavour not to set aside funds unnecessarily.

**HOME-START ARUN, WORTHING & ADUR  
(COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS (continued)  
FOR THE YEAR ENDED 31ST MARCH 2021**

**17. PUBLIC BENEFIT**

The Charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Directors' report. The Directors confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.