



**Crawley, Horsham
& Mid-Sussex**



Because childhood can't wait



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

Home-Start CHAMS, The Orchard, 1-2 Gleneagles Court, Brighton Road, Crawley, West Sussex, RH10 6AD

www.homestartchams.org.uk 01293 416327

Company Registration Number: 06986358 Charity Registration Number: 1132506

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**HOME-START CRAWLEY, HORSHAM AND MID SUSSEX
TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2021**

The trustees present their report on the affairs of the company, together with the financial statements, for the year ended 31 March 2021.

The annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

The company is limited by guarantee and does not have share capital. The liability of the members is limited to £1 each. At 31 March 2021 there were 53 members.

TRUSTEES

Simon Berkeley	Chair
Nicola Demetriadi	Co-Chair Resigned 25 September 2020
Simon Torn	Treasurer
Rachel Rodbourne	Trustee
Sumant Raja	Trustee
Patrick Brady	Trustee
Patricia Finnimore	Trustee
Carole Evans	Trustee

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

REGISTERED OFFICE

The Orchard,
1-2 Gleneagles Court,
Brighton Road,
Crawley,
West Sussex, RH10 6AD

BANKERS

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4JQ

INDEPENDENT EXAMINER

Brian Cook Associates
Chartered Tax Advisers and Accountants
Marine House
151 Western Road
Haywards Heath
West Sussex
RH16 3LH

**HOME-START CRAWLEY, HORSHAM AND MID SUSSEX
TRUSTEES' REPORT (cont.) FOR THE YEAR ENDED 31ST MARCH 2021**

CHAIR OF TRUSTEES' INTRODUCTION

Home Start CHAMS has, like many other organisations, spent the last year riding the Covid roller-coaster, and I'm pleased to say that – despite the enormous challenges we faced from every direction – we're currently in quite a strong position. Our Staff and Volunteers worked incredibly hard to maintain support to families, creatively adapting our services every time new restrictions came up and inventing new ways of providing support several times, to keep up with demand.

The delivery of our face-to-face service had, of course, to cease but we were committed to supporting our families who, through this crisis, needed our support even more. We did this by re-adjusting our operating model with volunteers and employees working via on-line platforms with families, partners and between themselves. Whilst this is a completely different way of working, it has helped needy families receive much needed support through this pandemic.

During this year, we've discovered that we are more resilient and adaptable than we thought.

At times, the self-imposed pressure on staff to keep providing support in a constantly changing environment became very challenging and we took action to ensure the health and well-being of our employees, which kept us on track. This is a testimony to the dedication and resourcefulness of our Staff and Volunteers.

Thanks also to investment in technology, we were able to respond to the pandemic with agility, ensuring each of our employees could work safely from home. We also put in place regular on-line meetings to ensure our communications remained as excellent as they had been and to maintain our support to prevent isolation and build team spirit through this unprecedented time. Whilst this evolution was initially difficult, it is now seen that it will help Home-Start CHAMS to deliver with greater agility and enable our employees to work in more flexible ways.

At the beginning of this financial year, we were also concerned about funding, as many of our traditional, most visible, funding activities had to be stopped. We needed to take action to safeguard the organisation in the short-term and ensure it had the resilience to withstand any financial shocks that could come from increased levels of economic instability.

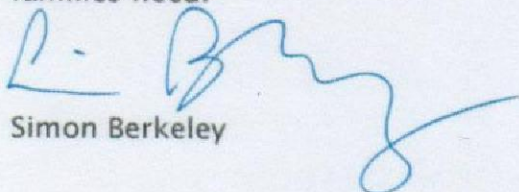
To mitigate the financial risks to Home-Start (CHAMS) including to maintain our reserves, we made the decision to reduce our costs by not renewing our office lease and sought different avenues of funding to bolster our income. This has been a success with the income generated for 19/20 and 20/21, exceeding our expectations. We maintain a close eye on available income streams, ensuring that we are accessing all available funding. Our proactive strategy has meant that we have not needed to furlough any of our employees, and we remain committed to a prudent financial strategy.

We have proven capabilities in working effectively from remote locations. As restrictions ease, we are looking at working spaces that will facilitate us coming together more often to work, which is very much needed by staff and volunteers. At the same time, we want to take the opportunity to improve operating effectiveness and enhance our contribution to the ever-changing environment of our families' needs. Going forward into 21/22, and as local council services move towards a yet more targeted service, we continue to see ourselves fulfilling a complementary role, where our early intervention will reduce the chance of families needing higher levels of support.

**HOME-START CRAWLEY, HORSHAM AND MID SUSSEX
TRUSTEES' REPORT (cont.) FOR THE YEAR ENDED 31ST MARCH 2021**

We anticipate continuing to offer interventions to support attachment, child development, play, speech and language, early literacy based on Five to Thrive and school readiness—especially needed by some families during the Covid recovery period.

Our aim is to continue our progress in becoming a resilient organisation, fit for the future and capable of responding rapidly to the changes that we may face. Going into 21/22, we have renewed confidence, vigour and optimism that we can provide the support that our families need.



Simon Berkeley

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

The principal objects of the charity, as set out in the governing document are:

- to safeguard, protect and preserve the good health, both mental and physical of children and parents of children.
- to prevent cruelty to or maltreatment of children.
- to relieve sickness, poverty and need amongst children and parents of children.
- to promote the education of the public in better standards of child care within the areas of Crawley, Horsham, Mid-Sussex and their environs.

The Trustees have considered the Charity Commission's guidance on public benefit when reviewing our aims and objectives and in planning future activities. The charity's main activities are set out below and are undertaken to further our charitable purposes for the public benefit. All of our services are free at the point of access.

**HOME-START CRAWLEY, HORSHAM AND MID SUSSEX
TRUSTEES' REPORT (cont.) FOR THE YEAR ENDED 31ST MARCH 2021**

Activities

Our usual home visiting service had to be suspended due to the Covid pandemic restrictions but the number of families needing support was still high. The type of support was adapted.

Telephone Befriending

A telephone befriending support service was offered utilizing some home visiting volunteers who were still able to offer their services, and a new training course was held specifically for telephone befriending.

"I cannot thank Home-Start enough for all your support - at the time I was just not feeling myself and so wanted the best for my baby - the volunteer was always so encouraging and so reliable - I cannot describe how much more confident she has made me feel".

"It's been like a breath of fresh air speaking with you today. I've told you the worries that I have and so wise you found a path for each worry and a long-term solution".

Group work

Once the pandemic hit, groups were no longer able to meet physically. The staff team had to make decisions quickly on which services we could provide safely and still offer non-judgmental support, friendship and advice. A **New Parents Connect group** was set up for new parents and those expecting during lockdown because parents told us they were feeling isolated. In total 91 families accessed some form of support via Zoom, outside meetups, personal contact with a Group Worker or Facebook Group interaction.

After discussions with them we set up closed Zoom group sessions including Music Bus, mindfulness and relaxation, first aid, baby signing, speech and language help and breast-feeding advice. These proved a massive success and we are now able to offer this in person at Holy Trinity Church Hall in Tilgate, Crawley. The parents are truly grateful to now be able to meet up.

"I've been able to get useful info from the baby first aid session; take part in the Facebook challenges and it's made me feel like there's actually a community around me who can help me during this pandemic".

"It helped me to see new parents because I am a first-time mum. I didn't know many things about having a baby. New Parent Connect helped me to know many ways to care for my baby".

The Crawley and Horsham Twiglets groups - for families with multiple birth children also offered Zoom and closed Facebook groups to families; with one to one advice given to those who needed more support or wanted confidential discussions. These groups have now been able to meet up in person at Crawley and are currently meeting as walk and talk groups in Horsham Park until The Needles Children's Centre opens up again on the 21st June.

"It's great to hear from the group whilst we're in lockdown with little going on. We particularly love the music bus sessions - it's great to have something on each week to help us make a bit of a routine"

**HOME-START CRAWLEY, HORSHAM AND MID SUSSEX
TRUSTEES' REPORT (cont.) FOR THE YEAR ENDED 31ST MARCH 2021**

Walk and talk in local parks - 'Get your wellies on!'

"Thank you for organising the walk and talks. It's so lovely to get out and talk to other mums again".

"Really enjoyed the walk and talks. It's nice to know there are people available for help and support if needed, especially in the current climate".

Practical Help/ Resource and emergency doorstep delivery drops

In December 2020 we were grateful to receive donations of toys, money, food hampers and Christmas goodies from local businesses, community and church groups and Cumnor House Independent School. We were also involved locally with Home-Start UK in 'The Give a Little Love' campaign, partnering John Lewis in Horsham and local Waitrose stores in West Sussex. We distributed these contributions to local families in need and we continue to deliver emergency parcels and resources to those families who still need them.

"Hi Judi - just wanted to say thank you all so much for the lovely hamper, that was far bigger than I imagined! What a lot of lovely treats, it's really made my week. I didn't chat to the lady who dropped them off as we are self-isolating (all OK now but _____ had the cough) but I thought I'd say thank you here, it was a wonderful gift!"

"Thanks a million! You guys are awesome! I haven't been able to do much for J. lately because of the lockdown and you brought such a bright smile to his face! He is super excited !! Thank you Thank you Thank you!!"

"Thank you and the volunteer elves so so much for the thoughtful and generous Christmas gifts. So lovely, your organisation has meant a lot to me and my family since moving to----. It's been a comfort to know you guys are there. We really appreciate you all."

Volunteer Training

9 volunteers were recruited and trained this year to help with our telephone befriending. Some volunteers took enforced rest periods during the year due to home schooling responsibilities and family commitments. Others committed to the telephone work but really missed the face-to-face contact with families. Periods of support to families were extended in many cases due to the mental stresses of the pandemic so some volunteers stayed longer than usual with their families.

Our ongoing Volunteer training sessions included workshops on speech and language development, modern slavery, safeguarding update and Let's play for Smiles - all delivered via Zoom. Volunteers received regular supervision and support via zoom and telephone and sometimes in person.

ACHIEVEMENTS AND PERFORMANCE

In 2020/21 we worked with 146 families with 260 children with our team of 53 volunteers, supported by 8 p/t staff members even though the number of referrals dropped from 149 last year to 113 due to the impact of the pandemic on working practices

**HOME-START CRAWLEY, HORSHAM AND MID SUSSEX
TRUSTEES' REPORT (cont.) FOR THE YEAR ENDED 31ST MARCH 2021**

The top issues identified by families as needing help were:

- Managing children's behaviour
- Coping with mental health
- Coping with feeling isolated
- Parent's self esteem
- The day-to-day running of the home
- Stress caused by conflict in the family
- Coping with child's mental health

Percentage of families reporting improvement:

- | | |
|--|-----|
| • Said their own self esteem had improved | 83% |
| • Coping with being isolated | 77% |
| • Coping better with stress within the home | 71% |
| • Told us their mental health improved | 69% |
| • More able to listen to their children and manage their behaviour | 66% |
| • Felt they were coping better with life at home with children | 63% |

"I find Home-Start amazing - the help is beyond brilliant and gives me someone to talk to - someone that really listens - and the toys and clothes came at just the right time - what else can I say - thumbs up !!"

Jane's Story [Names have been changed]

Jane had recently experienced a relationship breakdown, the death of her father and was supporting her mother with a recent diagnosis of dementia. She was signed off work, worried about her finances, worried that she was not interacting with her daughter and terrified that she would repeat unhealthy patterns learned from her abusive father. She was not coping and was desperate for help.

A volunteer was matched for weekly support. Due to covid this was initially telephone support but when restrictions allowed outdoor walk and talks took place. The volunteer initially provided a listening ear and support for Jane to tackle her financial difficulties. They then discussed her parenting challenges. Mum's high anxiety and unrealistic expectations resulted in extreme reluctance to allow Sophie to get messy or take any physical risks. So, by modelling parenting strategies through walk and talks and providing activity ideas Jane was encouraged to allow outdoor messy play and appropriate risk taking. Waterproof clothing and wellies were purchased to help with puddle jumping and den building and Jane was encouraged to participate.

Over time, Jane's mental health stabilised, her stress levels reduced and her confidence grew. She applied for a new work position and was successful in this against strong competition. She was pleased with the balance she had achieved in working and caring for her child and no longer felt guilty regarding her parenting ability. She was no longer afraid of her behaviours towards Sophie and had more realistic expectations of herself in her parenting. Sophie and her mum were sharing quality time and enjoyment together - spending more time outdoors with less reliance on electronic 'babysitters'. Routines and behaviour became more consistent, and mum was confident that she knew where to go for further help should she need it.

Jane said: "It was so good to hear us laughing again - made me realise we don't laugh enough."

STRUCTURE, GOVERNANCE AND MANAGEMENT

Home-Start Crawley, Horsham and Mid Sussex is a registered charity in England and Wales (1132506) and a company limited by guarantee registered in England (06986358).

The charity's governing documents are its Memorandum and Articles of Association.

The Scheme is a signatory to the National Home-Start Agreement and is committed to its Standards of Practice. The Scheme Policies and Practices set out a clear organisational structure detailing lines of authority and control responsibilities in key areas such as Safeguarding children, volunteer recruitment and training, staff matters and financial administration.

The Home-Start Agreement also provides for regular monitoring and evaluation of the Scheme's performance against defined standards.

Recruitment of trustees

The Governing Documents require a minimum of 4 and no more than 12 trustees and recruitment decisions are based upon needs identified by a skills audit process. Trustees consider the best methods of attracting a diverse range of candidates with the skills the charity needs and any applicants complete a recruitment process including the provision of referees and DBS checks.

The training requirement for trustees is clarified at board meetings. All new trustees undergo an induction to brief them on their legal obligations under charity and company law; the Charity Commission guidance on public benefit; and the board of directors' decision-making process. Trustees are encouraged to attend appropriate external training events where these facilitate the undertaking of their role.

The Trustees may at any time co-opt any person duly qualified to be appointed as a Trustee to fill a vacancy in their number or as an additional Trustee, but a co-opted Trustee holds office only until the next AGM at which they must be formally appointed.

FINANCIAL REVIEW AND RESERVES POLICY

The charity's income for the year was £174,533 of which £103,842 was restricted income. The charity's expenditure for the year was £153,235 of which £99,685 was restricted expenditure.

To comply with FRS 102 the charity has included its share of the Growth Plan pension liability in the financial statements. At 31 March 2021 a liability of £10,278 has been recognised. Further details are set out in note 13 to the financial statements.

Reserves Policy

The Home-Start CHAMS trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission which states:

"There is no single level, or even a range of, reserves that is right for all charities. Any target set by trustees for the level of reserves to be held should reflect the particular circumstances of the individual charity."

"The charity's target level of reserves can be expressed as a target figure or a target range and should be informed by:

its forecasts for levels of income for the current and future years, taking into account the reliability of each source of income and the prospects for developing new income sources

• its forecasts for expenditure for the current and future years on the basis of planned activity

• its analysis of any future needs, opportunities, commitments or risks, where future income alone is likely to fall short of the amount of the anticipated costs

• its assessment, on the best evidence reasonably available, of the likelihood of a shortfall arising which means that reserves are necessary, and the potential consequences for the charity of not being able to make up the shortfall

• if the reserves policy is set at zero or a low level, its strategy for an orderly closure in the event of an unplanned shutdown and insolvency and particularly where there are vulnerable beneficiaries, the care of its beneficiaries"

As a result of this the trustees have a policy to ensure that the scheme holds sufficient reserves to:

- Cover 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

And

- Cover 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 interruption to the service provided to the families.

This is a base line figure to ensure, as far as possible, the ongoing sustainability and uninterrupted support for local families in a climate of increasing economic uncertainty. Currently- due to prudent management and proactive fundraising- we are in the fortunate position of holding these reserves.

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 will monitor the level of unrestricted reserves at each Management Board meeting.

The Treasurer will update the costings annually before commencement of the financial year (1st April) and report the reserves target to the next Management Board meeting.

The balance on unrestricted funds at the year-end was £196,877 of which £130,000 has been designated to meet the charity's reserves policy. At the year-end £7,688 was held in restricted funds. We retained £66K above the minimum reserves limit. We plan to use this to increase our service offer and ensure the sustainability of the scheme over the next uncertain year.

RISK ASSESSMENT

The Trustees review financial and other risks when appropriate and have established systems to mitigate the risks arising.

TAXATION STATUS

In the opinion of the Trustees the activities of the company are within the exemptions available to charities.

**HOME-START CRAWLEY, HORSHAM AND MID SUSSEX
TRUSTEES' REPORT (cont.) FOR THE YEAR ENDED 31ST MARCH 2021**

FUNDING

The Trustees are committed to the successful continuation of the Scheme and recognize the importance of ensuring the ongoing diversity of funding streams. A sustained focus on fundraising has generated sufficient income to continue running our unique family support service and to maintain a prudent level of financial reserves.

The Scheme is grateful to all the individuals and organizations that have supported our fund-raising activities and events, and have made grants and donations to support our work, details of which can be found in note 5.

GOING CONCERN

These financial statements have been prepared on a going concern basis as the trustees believe no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months following the authorisation of these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

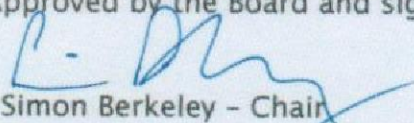
Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This trustees' report has been prepared taking the exemptions made available to small companies by the Company Act 2006.

Approved by the Board and signed on its behalf by:


Simon Berkeley - Chair
Date: 23 SEPT 2021


Simon Torn - Treasurer
Date: 23 SEPT 2021

Home-Start Crawley, Horsham and Mid-Sussex
Statement of Financial Activities
including the income and expenditure account
for the Year Ended 31 March 2021

	Note	General Fund £	Restricted Funds £	Designated Funds £	2021 Total £	2020 Total £
Income from:						
Donations and legacies						
Grants and Donations	5	67,247	103,842	-	171,089	135,812
Activities for generating funds						
Fund-raising Events		2,963	-	-	2,963	5,536
Investment Income						
Interest received		481	-	-	481	1,411
Total incoming resources in the year		<u>70,691</u>	<u>103,842</u>	<u>-</u>	<u>174,533</u>	<u>142,759</u>
Expenditure on:						
Charitable activities	6	36,241	80,314	-	116,555	115,382
Raising funds	8	7,585	2,358	-	9,943	11,283
Other	9	9,724	17,013	-	26,737	33,651
Total resources expended		<u>53,550</u>	<u>99,685</u>	<u>-</u>	<u>153,235</u>	<u>160,316</u>
Net income / (expenditure) for the year		<u>17,141</u>	<u>4,157</u>	<u>-</u>	<u>21,298</u>	<u>(17,557)</u>
Reserves brought forward at 1 April		49,736	3,531	130,000	183,267	200,824
Transfers between funds		-	-	-	-	-
Reserves carried forward at 31 March		<u>66,877</u>	<u>7,688</u>	<u>130,000</u>	<u>204,565</u>	<u>183,267</u>

Home-Start Crawley, Horsham and Mid-Sussex have not acquired or discontinued any fundamental activity during the above two financial years.

The Charity has no recognised gains and losses other than those included in the above Statement of Financial Activities.

Home-Start Crawley, Horsham and Mid-Sussex
(company registration number: 06986358)
Balance Sheet
31 March 2021

	Note	2021 £	2020 £
Fixed Assets			
Tangible Fixed Assets	10	5,258	7,330
Current Assets			
Prepayments and other debtor	11	249	4,260
Cash at bank and in hand		210,502	196,146
		<u>210,751</u>	<u>200,406</u>
Creditors: Amounts falling due within one year	12	<u>(1,166)</u>	<u>(13,859)</u>
NET CURRENT ASSETS		209,585	186,547
TOTAL ASSETS LESS CURRENT LIABILITIES		214,843	193,877
Pension Liability	13	(10,278)	(10,610)
NET ASSETS		<u>204,565</u>	<u>183,267</u>
Funds			
Unrestricted Funds	15	66,877	49,736
Designated Funds	15	130,000	130,000
Restricted Funds	15	7,688	3,531
		<u>204,565</u>	<u>183,267</u>

For the year ended 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies and no member has requested an audit.

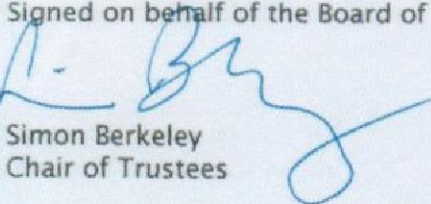
Trustees' responsibilities:

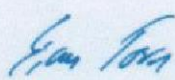
- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section the 476 of Companies Act 2006; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

These financial statements were approved by the board of trustees and authorised for issue on

Signed on behalf of the Board of Trustees


Simon Berkeley
Chair of Trustees


Simon Torn
Treasurer

Date: 23 SEPT 2021

Home-Start Crawley, Horsham and Mid Sussex
Statement of Cash Flows for the year ended
31 March 2021

	2021 £	2020 £
Reconciliation of net expenditure for the year to net cash flow from operating activities		
Net income / (expenditure) for the year	21,298	(17,557)
Adjustment for:		
Depreciation	2,072	1,036
Interest receivable	(481)	(1,411)
Decrease / (increase) in debtors	4,011	(73)
(Decrease) / increase in creditors	(12,693)	8,901
Decrease in pension liability	(332)	(178)
Net cash flow from operating activities	<u>13,875</u>	<u>(9,282)</u>
Cash flow from investing activities		
Investment income	481	1,411
Purchase of tangible fixed assets	-	(8,366)
Net Cash Flow for investing activities	<u>481</u>	<u>(6,955)</u>
Reconciliation of net cash flow to movement in net funds		
Net increase / (decrease) in cash and cash equivalents during the year	14,356	(16,237)
Cash and cash equivalents at 01 April	<u>196,146</u>	<u>212,383</u>
Cash and cash equivalents at 31 March	<u><u>210,502</u></u>	<u><u>196,146</u></u>

Home-Start Crawley, Horsham and Mid Sussex
Notes to the Financial Statements
31 March 2021

1. Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are as follows:

- a) The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Home-Start Crawley, Horsham and Mid Sussex meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are prepared in Sterling (£) and figures have been rounded to the nearest pound.

- b) All income is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For donations to be recognised the charity will have been notified on the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of that charity and it is probable that they will be fulfilled.

Where income is received in relation to future periods it is included in the accounts as deferred income.

- c) Grants are accounted for under the performance model. Grant income is recognised as follows:
- a grant that does not impose specified future performance – related conditions on the recipient is recognised in income when the grant proceeds are received or receivable.
 - a grant that imposes specified performance-related conditions on the recipient is recognised in income only when the performance related conditions are met; and
 - grants received before the revenue recognitions criteria are satisfied are recognised as a liability.

Grants are allocated to the unrestricted funds unless there is a specific restriction placed on the grant by the donor and are carried forward to future periods if the provision of service spans the financial year.

- d) Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliability. All expenditure is accounted for on an accruals basis and has been classified in the headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. It is categorised under the following headings:

- Expenditure on raising funds includes entrance fees to fundraising events such as marathons and skydives, processing fees incurred for online donations and other miscellaneous expenses for events organised by the charity.
- Expenditure on charitable activities which includes wages and salaries costs, staff and volunteer training costs and premises hire costs
- Other expenditure represents those items not falling into the categories above.

- e) Support costs are allocated to activity cost categories on a basis consistent with the use of resources i.e. staff costs by the time spent and other costs by their usage.

Home-Start Crawley, Horsham and Mid Sussex
Notes to the Financial Statements (continued)
31 March 2021

f) The company is a registered charity, carrying out charitable purposes, and all its income and gains fall within the exemptions from taxation available to charities.

g) Tangible fixed assets are stated at cost less accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible assets at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Computer equipment	25% on a straight-line basis
Office furniture	20% on a straight-line basis

h) Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

i) Cash at bank and in hand includes cash and short term highly liquid investments with short maturity of three months or less from the date of acquisition or opening of the deposit or similar account,

j) Funds held by the charity are:

General funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are funds designated to support the reserves policy of the Charity.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

k) A certain amount of time is expended on the charity's activities, which is donated free of charge. It is not possible to quantify the value of time given and accordingly it is neither recorded as donated income nor as an expense in the financial statements. This is in line with the SORP (FRS 102) and further details are given in the Trustees' Annual Report.

l) When employees have rendered service to the charity, short term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The company participates in a multi-employer pension plan. The charities share of the underlying assets and liabilities of The Pension Trust's Growth Plan (the Plan) can be measured reliably and therefore the scheme is accounted for as a defined benefit scheme. A liability for the charity's obligations under the Plan is recognised as the cost of the defined benefit plan during the period. Pension plan assets are measured at fair value and the defined benefit obligation is measured on an actuarial basis using the projected unit method. Actuarial valuations are obtained at least triennially and are updated at each balance sheet date.

m) These financial statements have been prepared on a going concern basis as the trustees believe no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months following the authorisation of these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Home-Start Crawley, Horsham and Mid Sussex
Notes to the Financial Statements (continued)
31 March 2021

2. Employee Information

The average number of persons employed by the charity during the year was:

	2021 No.	2020 No.
Staff numbers	<u>8</u>	<u>8</u>

Employee costs comprise:

	2021 £	2020 £
Wages and salaries	108,791	103,834
Social security costs	6,291	6,025
Other pension costs	4,535	5,052
	<u>119,617</u>	<u>114,911</u>

No employee received total remuneration greater than £60,000 (2020: nil).

3. Remuneration of Key management personnel

	2021 £	2020 £
Wages and salaries	51,079	48,697
Social security costs	2,960	3,085
	<u>54,039</u>	<u>51,782</u>

The charity considers its key management personnel to comprise of:

- The trustees
- The scheme manager
- The business development manager

4. Trustees' and Independent Examiner's Remuneration

No Trustee was paid any remuneration during the year or reimbursed any expenses during the year (2020: £nil).

	2021 £	2020 £
Independent Examiner's remuneration for:		
Performing an independent examination	<u>696</u>	<u>660</u>
Accountancy services	<u>-</u>	<u>-</u>

Home-Start Crawley, Horsham and Mid Sussex
Notes to the Financial Statements (continued)
31 March 2021

5. Grants and Donations

	2021 £	2020 £
Restricted Funds		
Horsham DC	7,000	7,000
Crawley BC	18,083	17,905
Children in Need	36,208	33,260
Sussex Foundation	5,000	5,000
Home Start UK	-	2,250
Co-op Community Fund	-	3,338
Lindsay Foundation	4,500	4,500
National Lottery	31,981	-
Ernest Kleinwort	-	15,000
North Horsham PC	1,070	700
	<u>103,842</u>	<u>88,953</u>
General Funds		
Talbot Underwriting	1,000	1,000
Co-op Community Fund	1,044	-
Longley Trust	-	2,500
Mannings Heath Golf Club	1,500	3,000
Grand Duo Charitable Trust	-	4,000
Blethcingley Golf Club	1,526	-
Tesco (Groundworks)	1,500	-
Globespan Media	15,300	-
Worth Parish Church	-	1,124
Hollywood Bowl	-	500
John Lewis	3,829	-
Home-Start UK Emergency Fund	750	-
Garfield Weston	15,000	10,000
RSA	2,500	-
Albert Hunt Trust	3,000	3,000
Asda Green Token	-	500
Sussex Community Foundation	2,500	-
Sylvia Adams	4,000	-
The Alfred Trust	1,500	1,500
Sussex Sign Centre	1,137	-
PCC for Sussex	500	500
Sandra Charitable Trust	-	3,000
Ron Dane, in memoriam	-	500
Other	10,661	15,735
	<u>67,247</u>	<u>46,859</u>

Home-Start Crawley, Horsham and Mid Sussex
Notes to the Financial Statements (continued)
31 March 2021

6. Charitable Activities

	General Fund £	Restricted Fund £	2021 Total £	2020 Total £
Staff Costs	34,727	75,285	110,012	105,296
Staff Travel	-	497	497	1,971
Volunteer Expenses	-	2,221	2,221	3,901
Volunteer & Staff Training	2	748	750	781
Family Group Premises Hire and Outings	1,512	854	2,366	2,760
Governance Costs	-	709	709	673
	<u>36,241</u>	<u>80,314</u>	<u>116,555</u>	<u>115,382</u>

7. Governance Costs

	General Fund £	Restricted Fund £	2021 Total £	2020 Total £
Accountancy Fees	-	696	696	660
Other	-	13	13	13
	<u>-</u>	<u>709</u>	<u>709</u>	<u>673</u>

8. Raising Funds

	General Fund £	Restricted Fund £	2021 Total £	2020 Total £
Staff Costs	7,245	2,358	9,603	9,612
Advertising and PR	-	-	-	-
Entry Fees	-	-	-	-
Other fundraising costs	340	-	340	1,671
	<u>7,585</u>	<u>2,358</u>	<u>9,943</u>	<u>11,283</u>

9. Other

	General Fund £	Restricted Fund £	2021 Total £	2020 Total £
Office costs and rent	7,652	16,763	24,415	32,194
Depreciation	2,072	-	2,072	1,036
Recruitment & Publicity	-	250	250	421
	<u>9,724</u>	<u>17,013</u>	<u>26,737</u>	<u>33,651</u>

Home-Start Crawley, Horsham and Mid Sussex
Notes to the Financial Statements (continued)
31 March 2021

10. Fixed Assets

	Office Furniture and Equipment £	Computer Equipment £	Total £
COST			
At 1 April 2020	7,085	24,120	31,205
Additions	-	-	-
At 31 March 2021	<u>7,085</u>	<u>24,120</u>	<u>31,205</u>
 DEPRECIATION			
At 1 April 2020	6,734	17,141	23,875
Charge for the year	78	1,994	2,072
At 31 March 2021	<u>6,182</u>	<u>19,135</u>	<u>25,947</u>
 Net Book Value at 31 March 2021	<u>273</u>	<u>4,985</u>	<u>5,258</u>
 Net Book Value at 31 March 2020	<u>351</u>	<u>6,979</u>	<u>7,330</u>

11. Debtors

	2021 Total £	2020 Total £
Trade debtors	-	219
Prepayments	249	4,041
	<u>249</u>	<u>4,260</u>

12. Creditors

	2021 Total £	2020 Total £
Trade creditors	466	13,159
Accruals	700	700
Deferred income	-	-
Other creditors	-	-
	<u>1,166</u>	<u>13,859</u>

Home-Start Crawley, Horsham and Mid Sussex
Notes to the Financial Statements (continued)
31 March 2021

13. Pensions

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge includes contributions payable by the charity to the fund of £4,867 (2020: £5,230).

Growth Plan

The charity participates in The Pensions Trust's Growth Plan (the Plan). The Plan is funded and is not contracted-out of the State scheme. The Plan is a multi-employer pension plan.

Contributions paid into the Plan up to and including September 2001 were converted to defined amounts of pension payable from Normal Retirement Date. From October 2001 contributions were invested in personal funds which have a capital guarantee and which are converted to pension on retirement, either within the Plan or by the purchase of an annuity.

The rules of the Plan allow for the declaration of bonuses and/or investment credits if this is within the financial capacity of the Plan assessed on a prudent basis. Bonuses/investment credits are not guaranteed and are declared at the discretion of the Plan's Trustee.

The Trustee commissions an actuarial valuation of the Plan every three years. The purpose of the actuarial valuation is to determine the funding position of the Plan by comparing the assets with the past service liabilities as at the valuation date. Asset values are calculated by reference to market levels. Accrued past service liabilities are valued by discounting expected future benefit payments using a discount rate calculated by reference to the expected future investment returns.

The rules of the Plan give the Trustee the power to require employers to pay additional contributions in order to ensure that the statutory funding objective under the Pensions Act 2004 is met. The statutory funding objective is that a pension scheme should have sufficient assets to meet its past service liabilities, known as Technical Provisions.

If the actuarial valuation reveals a deficit, the Trustee will agree a recovery plan to eliminate the deficit over a specified period of time either by way of additional contributions from employers, investment returns or a combination of these.

The rules of the Plan state that the proportion of obligatory contributions to be borne by the member and the member's employer shall be determined by agreement between them. Such agreement shall require the employer to pay part of such contributions and may provide that the employer shall pay the whole of them.

The charity paid contributions at the rate of 6% during the accounting period. Members paid contributions at the rate of 6% during the accounting period.

As at the balance sheet date there were 5 active members of the Plan employed by the charity. The charity continues to offer membership of the Plan to its employees.

It is not possible in the normal course of events to identify on a reasonable and consistent basis the share of underlying assets and liabilities belonging to individual participating employers. The Plan is a multi-employer scheme, where the assets are co-mingled for investment purposes, and benefits are paid out of the Plan's total assets. Accordingly, due to the nature of the Plan, the accounting charge for the period under FRS102 represents the employer contribution payable.

Home-Start Crawley, Horsham and Mid Sussex
Notes to the Financial Statements (continued)
31 March 2021

13. Pensions (continued)

If an actuarial valuation reveals a shortfall of assets compared to liabilities, the Trustee must prepare a recovery plan setting out the steps to be taken to make up the shortfall.

The Pensions Regulator has the power under Part 3 of the Pensions Act 2004 to issue scheme funding directions where it believes that the actuarial valuation assumptions and/or recovery plan are inappropriate. For example, the Regulator could require that the Trustee strengthens the actuarial assumptions (which would increase the Plan liabilities and hence impact on the recovery plan) or impose a schedule of contributions on the Plan (which would effectively amend the terms of the recovery plan).

Following a change in legislation in September 2005 there is a potential debt on the employer that could be levied by the Trustee of the Plan and The Pensions Act 2011 has more recently altered the definition of Series 3 of the Growth Plan so that a liability arises to employers from membership of any Series except Series 4. The debt is due in the event of the employer ceasing to participate in the Plan or the Plan winding up.

The debt for the Plan as a whole is calculated by comparing the liabilities for the Plan (calculated on a buy-out basis i.e. the cost of securing benefits by purchasing annuity policies from an insurer, plus an allowance for expenses) with the assets of the Plan. If the liabilities exceed assets there is a buy-out debt.

The leaving employer's share of the buy-out debt is the proportion of the Plan's liability attributable to employment with the leaving employer compared to the total amount of the Plan's liabilities (relating to employment with all the currently participating employers). The leaving employer's debt therefore includes a share of any 'orphan' liabilities in respect of previously participating employers. The amount of the debt therefore depends on many factors including total Plan liabilities, Plan investment performance, the liabilities in respect of current and former employees of the employer, financial conditions at the time of the cessation event and the insurance buy-out market. The amounts of debt can therefore be volatile over time.

When an employer withdraws from a multi-employer defined benefit pension scheme which is in deficit, the employer is required by law to pay its share of the deficit, calculated on a statutory basis (known as the buy-out basis). Due to a change in the definition of money purchase contained in the Pensions Act 2011 the calculation basis that applies to the Growth Plan will be amended to include Series 3 liabilities in the calculation of an employer's debt on withdrawal.

The Growth Plan is a "last man standing" multi-employer scheme. This means that if a withdrawing employer is unable to pay its debt on withdrawal the liability is shared amongst the remaining employers. The participating employers are therefore, jointly and severally liable for the deficit in the Growth Plan.

The charity has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 30 September 2020. As of this date the estimated employer debt for the charity was £10,273 (30 September 2019: £10,610). In accordance with FRS 102 the estimated employer debt has been included as a liability in these financial statements.

14. Share Capital

The Charity is a company limited by guarantee and does not have share capital. Each member is a guarantor in the sum of £1. There are 53 members.

Home-Start Crawley, Horsham and Mid Sussex
Notes to the Financial Statements (continued)
31 March 2021

15. Funds

	Balance at 31/03/20 £	Income £	Expenditure £	Transfers between funds £	Balance at 31/03/21 £
Restricted Funds					
Early Year Project	-	36,208	34,335	-	1,873
Horsham District	-	7,000	7,000	-	-
Crawley Borough	-	18,083	18,083	-	-
North Horsham Parish	-	1,070	1,070	-	-
Core Service	-	5,000	2,543	-	2,457
Twiglets Group	3,531	4,500	4,673	-	3,358
Covid 19 Response	-	31,981	31,981	-	-
	3,531	103,842	99,685	-	7,688
General Fund	49,736	70,691	53,550	-	66,877
Designated Fund	130,000	-	-	-	130,000
	183,267	174,533	153,235	-	204,565

We were awarded a bridging grant from Children in Need to continue our work supporting the early learning of young children and at the end of that year (end March 2021) it was agreed that we could retain our unspent monies to buy equipment and toys for our new groups. We were granted funds by the National Lottery as emergency funding to help with the Covid response while Horsham District, Crawley Borough and North Horsham Parish Councils awarded funds to run our service within their authority areas. The Ernest Kleinwort Charitable Trust, The Sussex Community Foundation, and Garfield Weston supported us with grants for our core work, and the Lindsay Trust has supported our Twiglets groups.

The trustees have created the designated fund to hold those reserves required by the charity's reserves policy. The amount represents six months running costs plus the estimated cost of the closure of scheme.

Home-Start Crawley, Horsham and Mid Sussex
Notes to the Financial Statements (continued)
31 March 2021

15. Funds (continued)

	Balance at 31/03/19 £	Income £	Expenditure £	Transfers between funds £	Balance at 31/03/20 £
Restricted Funds					
Early Years Project	84	33,260	33,344	-	-
Horsham District	-	7,000	7,000	-	-
Crawley Borough	-	17,905	17,905	-	-
North Horsham Parish	-	700	700	-	-
Core Services	-	5,000	5,000	-	-
Young Mums' Loneliness project	594	2,250	2,844	-	-
Twiglets Group	-	4,500	969	-	3,531
Core Service	-	15,000	15,000	-	-
Tilgate Twiglets Group	-	3,338	3,338	-	-
	678	88,953	86,100	-	3,531
General Fund	55,146	53,806	74,216	15,000	49,736
Designated Fund	145,000	-	-	(15,000)	130,000
	200,824	142,759	160,316	-	183,267

16. Analysis of Net Assets Between Funds

	Restricted Funds £	Designated Funds £	General Funds £	2021 Total £
Cash	7,688	130,000	72,814	210,502
Fixed Assets	-	-	5,258	5,258
Other Assets	-	-	249	249
Other Liabilities	-	-	(1,166)	(1,166)
Pension Liabilities	-	-	(10,278)	(10,278)
Net Assets	7,688	130,000	66,877	204,565

	Restricted Funds £	Designated Funds £	General Funds £	2020 Total £
Cash	3,531	130,000	62,615	196,146
Fixed Assets	-	-	7,330	7,330
Other Assets	-	-	4,260	4,260
Other Liabilities	-	-	(13,859)	(13,859)
Pension Liabilities	-	-	(10,610)	(10,610)
Net Assets	3,531	130,000	49,736	183,267

Home-Start Crawley, Horsham and Mid Sussex
Notes to the Financial Statements (continued)
31 March 2021

17. Statements of financial activities – comparative figures by type of fund

	General Fund £	Restricted Funds £	Designated Funds £	2020 Total £
Income from:				
Donations and Legacies				
Grants and Donations	46,859	88,953	-	135,542
Activities for generating funds				
Fund-raising events	5,536	-	-	5,536
Investment Income				
Interest received	1,411	-	-	1,411
Total incoming resources in the year	<u>53,806</u>	<u>88,953</u>	<u>-</u>	<u>142,759</u>
Expenditure on:				
Charitable activities	50,279	65,103	-	115,382
Raising funds	9,783	1,500	-	11,283
Other	14,154	19,497	-	33,651
Total resources expended	<u>74,216</u>	<u>86,100</u>	<u>-</u>	<u>160,316</u>
Net income for the year	<u>(20,410)</u>	<u>2,854</u>	<u>-</u>	<u>(17,557)</u>
Reserves brought forward at 1 April	55,146	678	145,000	200,824
Transfers between funds	15,000	-	(15,000)	-
Reserves carried forward at 31 March	<u>49,736</u>	<u>3,531</u>	<u>130,000</u>	<u>183,267</u>

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

INDEPENDENT EXAMINER'S REPORT TO THE

TRUSTEES OF HOME-START CRAWLEY, HORSHAM AND MID SUSSEX

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 12 to 25.

Responsibilities and basis of report

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

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.



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Date: 28 September 2021