

Charity Registration No. 1137825

Company Registration No. 07118015 (England and Wales)

THREE SPIRES FAMILY SUPPORT TRUST
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

THREE SPIRES FAMILY SUPPORT TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|-----------------------------|--|
| Trustees | J Davies |
| | L K Day |
| | N Grew |
| | J C Halliday |
| | J Howard |
| | J K McCabe |
| | S J Ockenden |
| Charity number | 1137825 |
| Company number | 07118015 |
| Registered office | 11 City Arcade Coventry CV1 3HX |
| Independent examiner | Debra Knighton FCCA Spencer Gardner Dickins Limited 3 Coventry Innovation Village Cheetah Road Coventry CV1 2TL |

THREE SPIRES FAMILY SUPPORT TRUST

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THREE SPIRES FAMILY SUPPORT TRUST

CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 2020

Report from Chair of Trustees

2020 was a year like no other. Coffee Tots was due to celebrate its 10th birthday in October 2020, and in preparing for the celebrations it was very interesting to look back over the years and see the consistent growth, based on the vision to meet the needs of families. Needs which have developed and evolved over the years. One of the great strengths of Coffee Tots has been the ability to understand those needs, keep up to date with the evolving environment that people are living in, and then to adapt and develop what is on offer. 2020 was to push that strength even further as the team adapted to being able to offer support but without being able to use the Café or ReNew and the usual resources available.

Huge thanks must go to the Management Team for responding so quickly and imaginatively to the new and continually changing restrictions. Many hours were spent in working out risk assessments, social distancing rules and finding creative ways to support our families. The team has found ways to address the increased feelings of social isolation and anxiety of the parents, offering prebooked sessions (when possible), individual meet ups, online sessions and courses. Online social media videos (starring our very own Ann Tots), news bulletins and one to one support have all helped to maintain relationships and encourage parents and carers in a very challenging environment.

The Financial Statement demonstrates the generosity and support that we receive, from individuals, charities and churches which have all continued throughout 2020 along with the government furlough scheme and grants which have all meant that Coffee Tots is in a good financial state to head into the unknown of the future. The support and generosity of local Mothers Union groups and churches donating to the hampers and goodie bags this year has been particularly appreciated. The Building Blocks scheme is continuing to bring consistent benefits, along with the tireless fundraising and bid writing work done by Catherine Bartlem and Catherine Jupp, our Managers, which cannot be understated and often receive high praise from the funding bodies involved.

My thanks go to all the staff, both voluntary and salaried, for their hard work, dedication, patience and humour, and for always being prepared to go the "extra mile" for the people with whom they come into contact. Particular thanks to all staff this year for their ongoing support and commitment. Without such an amazing group of people Coffee Tots would not have the impact that it does. My thanks also go to the Trustees for their faithfulness, support and desire to help enable the staff to do the best job that they can.

I know Coffee Tots will continue to flourish and have a positive impact on the lives of all those that it touches. We look forward to the future and all that it might hold and pray for renewed vision, direction and hope for 2021.



N Grew

Chair of Trustees

Dated: 27.9.21

THREE SPIRES FAMILY SUPPORT TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees present their report and financial statements for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Managers Report

Objectives and activities

Three Spires Family Support Trust is a Christian charitable organisation established in 2010, which seeks to serve the community in practical ways in Coventry City Centre. Set up & run by parents who appreciate the challenges of raising small children in an increasingly isolating society, Three Spires Family Support Trust's aim is to demonstrate God's love to people who may never have encountered God or the Church. Our goal is to help parents enjoy raising their children, to feel supported and unconditionally loved and grow in confidence.

Three Spires Family Support Trust has been running a café/drop-in parenting project in Coventry City Centre called 'Coffee Tots' since October 2010. The project provides a safe and relaxed space for parents with young children offering subsidised fair-trade drinks, snacks and light lunches. A manager & volunteers are available to offer support and care for parents & their families, many of who are struggling to raise their children. Coffee Tots is staffed predominantly by parents; many of whom have themselves struggled with isolation, depression and difficult circumstances. Drawing on their own experience as parents, they are able to come alongside and support customers in a unique and caring way. All of which contributes to the welcome and acceptance that we aim to offer everyone. Alongside befriending families, we provide more structured support through our work in our support hub ReNEW. We offer courses to improve family life including art therapy, increasing self-esteem and self-worth, parenting, baby massage and introducing solids. We also run play sessions from birth to preschool age children which targets the first 1000 days of a child's life optimising their development and improving the parent/child bond.

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding what activities the charitable company should undertake.

Achievements and performance

Pre pandemic, Coffee Tots welcomed 50 to 70 parents every day with their young children; many of who are regulars and will refer to us as their "Coffee Tots Family", the family they never had.

We started 2020 with great plans for the year ahead as we prepared to celebrate our tenth birthday in the autumn, but our journey through this year has taken us a very different way. When we opened our doors in 2010 we had a vision of bringing hope to vulnerable and lonely families, to provide them with a safe place to share their burdens and we believe we have done that. Working with families in need is incredibly rewarding but often frustrating and heart-breaking; over the last ten years we have celebrated the successes and achievements but we have also mourned the failures and the losses too. Both have shaped our work and drive us to continue, Coffee Tots has grown beyond our hopes, responding to the needs of families as they arise and offering a program of support that has improved the lives of the whole family and we believe we will see a lasting generational change.

THREE SPIRES FAMILY SUPPORT TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020



For our tenth birthday, this autumn we asked parents to send us their memories of Coffee Tots and also photos of when they first came to Coffee Tots and now, it was a real delight to share these on our Facebook page and they brought back so many memories.

As we all know 2020 has panned out very differently from all expectations: in writing this, we have focused on the activities and support that we have been able to offer over the last 12 months, as we have sought to adapt what we do to best support vulnerable families through these difficult times.

In mid-March we had to shut the doors of Coffee Tots, reopening in September before having to close again in November, through December and now into the new year. When we reopened in September we offered prebooked sessions for families; where alongside the café and play area, they could access support from staff. As well as welcoming back familiar faces, it was exciting to meet many new families, mostly parents with babies born in the last 18 months. Many parents were lonely and months at home alone with young children has taken a toll on their mental health. The overriding concern shared by parents was a desire for their child to have the opportunity to interact with other children.

Although Coffee Tots the building has been closed for much of the year, our work has continued none the less and we have done this through a number of ways:

Keeping in contact - Social isolation is a real concern for many people but many of the Coffee Tots parents don't have supportive friends or family to help keep in contact with them. Each of our support workers had a group of families that they were particularly looking after; we have been keeping in regular contact with parents through Facebook, messages, post and phone calls, to help give them someone to talk to and share their concerns, and to help them to access any further help that they might need (working in partnership with other agencies as needed). Many of our parents already struggled with their mental health and in particular anxiety, so having this regular contact proved key in helping them to practice self-care. By keeping in contact on an individual basis we have also been able to follow through on the other ideas, updates etc (as detailed below) that we were providing through facebook and other mediums. Over the last year we have been supporting over 40 families in this way on a regular basis (ranging from daily to weekly contact).

Providing clear concise news updates - In the beginning we found that many parents didn't watch or read the news but garnered information from friends or facebook and these weren't reliable or up to date, in response to this we produced clear facebook posts with key information on them with links to government/NHS websites for more information and the date on which it was posted; this helped reduce anxiety as well as keeping people up to date on the current situation.

Food parcels - In addition to providing Food and Fuel Bank vouchers, where needed we provided food parcels to families who can't get out of the house or those with a limited income. We also delivered items that were needed but at times were in short supply like Calpol, nappies, baby wipes and hand soap.

THREE SPIRES FAMILY SUPPORT TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020



Recipe ideas - Many of our parents rely heavily on convenience food and take aways, with the restrictions on food availability and children not being in school or nursery at various points through the year to receive free school meals it was a real concern that children wouldn't have access to nutritious and filling meals. During the various lockdowns we posted a daily simple recipe idea to inspire parents to cook for their family, we worked to provide meal ideas which didn't need many ingredients and were quick and budget friendly. We also worked to build conversations around the meal ideas showing how substitutions can be made if people didn't have all the ingredients.

Gift Packages – at various points through the year during the periods of lockdown, we have also delivered surprise packages to our families. Containing pamper gifts for the parents and activities and treats for the children these have been a real encouragement to families. Mothers Union groups across Coventry and Warwickshire have been key contributors to these with knitted hearts/rainbows, plants, and "hug in a mug" sets.



Activity ideas - The prospect of staying in with young children is very daunting and we were worried about how families would spend their time together. Many of our families are vulnerable and therefore were eligible for their children to continue to attend school and nursery however during the first lockdown, many of them didn't send them as they were worried the children would get ill and instead kept them at home.

THREE SPIRES FAMILY SUPPORT TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

Our focus on the first 1000 days of a child's life becomes particularly stark in the context of a lockdown lasting an indeterminate amount of time. These babies and young children weren't yet eligible for nursery placements and their main social interaction and play opportunities were at Coffee Tots. To inspire parents to try new activities and encourage play with their children we ran a social media campaign 'Coffee Tots @ Home'. Each day we posted a simple indoor play activity to inspire parents to help their children get active and have fun, each activity focused on improving and maintaining key development skills, to enable children to continue to meet their milestones in spite of the change in environment. We are very grateful to local filmmaker Ben Cook who stepped in to provide technical support in editing, film production and the loan of film and sound equipment. We always strive to achieve as high a standard as possible in everything we do, but the time demands to produce material that reached our customers early in the pandemic was happening faster than we could learn the skills. Ben was a real life-line, remotely training and supporting staff. Without the support of Ben we would not have been able to achieve so much quality material. When we delivered food parcels we also took books and games to help enrich their environment. In addition, we posted links to free online activities children could take part in, there has been a lot available if you know where to look and this helped make families aware of those services.

Individual meet ups – as and when allowed, we have arranged individual meet ups with parents needing face-to-face support. These have taken place through walks in local parks but as and when guidelines change we adapt our support accordingly. We have found that parents are so keen for that face to face contact that bad weather hasn't caused any postponing of arranged walks.

Online courses and workshops – when we closed our doors in March, we were part way through various of our courses (parenting, self-esteem, creative art therapy) and so we moved these courses online through Zoom/Whats App. This was hard to do, we needed to adapt the content to make them more accessible, recognising that when attending a course onsite, we provide a crèche but with online delivery at home, the parents have to look after their children, making the practicalities of delivery and successful engagement hard to achieve.

At the end of last year, as Christmas approached, we were very aware that for many of our families it was going to be a particularly tough time. In previous years we have had a Christmas grotto at Coffee Tots where parents could come and choose presents for their children. Sadly, this wasn't possible last year, but we were able to invite families to a special Christmas session at Coffee Tots where the children decorated the tree and did Christmas craft activities. It was a great opportunity to catch up with parents and find out if they needed any support.

CHRISTMAS ISN'T CANCELLED



THREE SPIRES FAMILY SUPPORT TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

In the lead up to Christmas we ran a *Christmas isn't cancelled* appeal, to which we had an amazing response. This year we had lots of toys and presents donated from St Peters Church, Wooton Wawen along with Claverdon Church, St John's Church, Kenilworth, Holy Trinity Coventry, Mothers Union Groups across Coventry and Warwickshire and Free Radio's present appeal. This enabled us to give a massive hamper to each of our most vulnerable families, along with toys for each child and a present for parents. We delivered these to 40 families in need across Coventry. We were met with delighted parents and excited children. All of the families were incredibly thankful and were overwhelmed by everyone's generosity. It meant so much to families to know that other people care about them and to know that they can give their children a special Christmas against all expectations.

Our staff team, both paid and volunteer, are a key part of the Coffee Tots family, showing great commitment to their roles, going above and beyond what we expect of them, to serve families in need across Coventry. Our support staff have been key in helping to deliver the range of activities previously described and keeping in touch with families and we are grateful for Ann, Jenny and Ros and their willingness to adapt what they do to enable this. Apart from working September to early November, the cafe staff have been furloughed much of the last year helping us to reduce costs (recognising the reduction in income from the cafe). During this time we have kept in touch with staff members who were unable to work, checking on how they and their families are doing and keeping them up to date with any developments.

Many of our supporters are "Building Blocks for Coffee Tots" where we ask individuals to donate £10 or more each month to help support and develop the work of Coffee Tots and this support has been invaluable throughout 2020. Our prices in Coffee Tots are heavily subsidised to keep it affordable and accessible. When we are able to be open, we want customers to be able to come and spend time in Coffee Tots, accessing support and developing their own friendship networks, regardless of how much money they have available to spend. Many of our customers will stay from 2 to 4+ hours in any one day but might only have one drink or portion of food (spending less than £3). We want to be able to afford to do this; to be able to develop these vital relationships and therefore, "Building Blocks for Coffee Tots" is a key part of our funding strategy.

Urban Hope (a Christian Community that has grown out of both Coffee Tots and Bardsley House - a City Centre project aimed at reaching out to marginalised teenagers) continues to meet at Coffee Tots on Sunday afternoons, when possible with Government restrictions. Urban Hope is part of Coventry Church of England Diocese and Coffee Tots Church is Urban Hope's midweek service with a particular focus for families. This last year has been particularly difficult for Coffee Tots Church we thrive on close contact, creativity, food, and playtime with the children who attend. Coffee Tots Church is a place where people come to rest, eat, and know they are welcomed by us and by Jesus. It is a church that is accessible to those who cannot sit still, struggle to read, have burning questions that they want to have answered and not just sit and listen or just people who want to know God but would never relate to a more traditional church setting. Throughout the year we have done a variety of activities with varied success. We have run sessions online using Facebook Rooms, this worked well for those with older children or small babies but not those with toddlers who required their parents' attention. When restrictions allowed, we ran sessions in person, sharing a meal all sat about the room at two meters distance. This was popular with those who had toddlers and were pleased to be able to be out of the house but at an indoor venue. Throughout the year we have sought to remind people that we care for them, that they are not on their own and that we are alongside them, be that in person or remote contact.

THREE SPIRES FAMILY SUPPORT TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Over the last ten years, Coffee Tots has become an integral part of the day-to-day lives of many families in Coventry, we pride ourselves on the relationships we have built and the support we have been able to offer families particularly in times of crisis and this is ever more true of the last year.

Looking ahead to 2021 for Coffee Tots, we may not know how the year will pan out, but we do know that being closed hasn't stopped our outreach and support for vulnerable families and we will continue to adapt what we do around the various guidelines and regulations, whilst also planning ahead towards how we can best support our families longer term, in our post-pandemic world.


.....
C Jupp
Manager


.....
C A Bartlem
Manager

THREE SPIRES FAMILY SUPPORT TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

Financial Review

These accounts represent the tenth full year of operating Coffee Tots, having opened our doors for the first time in October 2010, we are very grateful once again to all those who have helped to make it happen, from our customers, staff and volunteers, to our regular supporters, to local churches, community groups and businesses who support us in a variety of ways, to the various Grant Bodies who have given us grants over the year.

The income of Three Spires Family Support Trust can normally be split into four main streams: income generated by the project through cafe sales; general grant income; grants for development projects; and donations. This year with the impact of COVID-19, we have an additional income stream of Government grant funding (£57,808) which includes the furlough grants towards salary costs of those furloughed, and the grant funding we have received via the City Council as an organisation paying business rates in the City.

As the café has had to be closed 8 months of the year in line with Government Restrictions café takings and costs have both dropped significantly. Even when we were open in the Autumn, the takings then were much lower as we had to operate on a bookings system with fewer tables, giving a maximum of 6 families a day compared to up to 20+ pre COVID-19. Similarly expenditure for repairs and renewals is higher as we had to make alterations over the summer to ensure the café building was COVID-19 secure, in line with Government guidelines.

Pre COVID-19 we were operating on a three year rolling fundraising plan for grant applications but in the wake of the pandemic many grant funders have revised their funding programmes. Grants totalling £132,812 were received during 2020 including Government grant funding of £57,088 with the remaining monies given by: The 29th May Charitable Trust, BBC Children in Need, Good News Evangelical Mission (GEM), Souter Charitable Trust, The Sylvia Adams Charitable Trust and The Tudor Trust. We are particularly grateful to these grant funders for their support, encouragement and understanding over this last year and would like to give special mention to The Sylvia Adams Charitable Trust and The Tudor Trust for their additional help and input.

During 2020 we have continued to be supported by a local trust, The Newfield Trust. They have given individual grants for a number of our customers enabling us to buy essential furniture and white goods on their behalf, helping to improve family life.

We continued to be encouraged by the support of individuals through our regular giving scheme for supporters – Building Blocks for Coffee Tots which has continued to grow over the last year despite the difficulties facing everyone. We have also been encouraged by the response of individuals to different appeals we ran over the year in response to needs created by the pandemic which enabled us to deliver packages of essential food and supplies to families in need, as well as surprise packages at key times during the year to encourage and help families. We are very grateful for the support of all our Building Blocks.

In addition to the support of individuals, we have been financially supported during 2020 by an increasing number of churches from Coventry and Warwickshire. It has been great to continue to develop these links as well as building new links with other Churches. It has been particularly good to build relationships with the various church families and communities and a particular highlight is the Wootton Wawen Christmas Toy Service where we were able to take part "in person"!

Although our buildings have been shut for much of 2020, our charitable activities have continued and the Manager's Report gives details on how this has adapted and developed in line with current Government guidelines and restrictions throughout the year.

THREE SPIRES FAMILY SUPPORT TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

This has been an incredibly tough year and has brought with it many uncertainties moving forward, but we remain ever grateful for all our funders, be that trusts, individuals, churches or local communities. We have been overwhelmed by the generosity we have been shown and this is enabling us to move forward into 2020 in a healthy financial position.

We couldn't do what we do without the support we receive and we are incredibly grateful for this, thank you.



C A Bartlem
Co-Manager(Finance)

THREE SPIRES FAMILY SUPPORT TRUST

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Reserves Policy

It is the policy of the charitable company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to two month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charitable company's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the charitable company is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charitable company is a company limited by guarantee and incorporated in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

J Davies
L K Day
N Grew
J C Halliday
J Howard
J K McCabe
S J Ockenden

New trustees are elected by the board of trustees.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees report was approved by the Board of Trustees.



N Grew

Chair of Trustees

Dated: 27.9.21

THREE SPIRES FAMILY SUPPORT TRUST

STATEMENT OF TRUSTEES RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees, who are also the directors of Three Spires Family Support Trust for the purpose of company law, are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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.

THREE SPIRES FAMILY SUPPORT TRUST

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THREE SPIRES FAMILY SUPPORT TRUST

I report to the trustees on my examination of the financial statements of Three Spires Family Support Trust (the charitable company) for the year ended 31 December 2020.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charitable 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 the charitable company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 charitable company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



Debra Knighton FCCA
Spencer Gardner Dickens Limited

3 Coventry Innovation Village
Cheetah Road
Coventry
CV1 2TL

Dated: 28 September 2021

THREE SPIRES FAMILY SUPPORT TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2020

| | Notes | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Total 2020 £ | Unrestricted funds 2019 £ | Restricted funds 2019 £ | Total 2019 £ |
|---|-------|---------------------------------|-------------------------------|--------------------|---------------------------------|-------------------------------|--------------------|
| Income from: | | | | | | | |
| Donations and legacies | 3 | 132,733 | 34,122 | 166,855 | 108,977 | 63,620 | 172,597 |
| Other trading activities | 4 | 3,215 | - | 3,215 | 11,669 | - | 11,669 |
| Investments | 5 | 40 | - | 40 | 56 | - | 56 |
| Total income | | 135,988 | 34,122 | 170,110 | 120,702 | 63,620 | 184,322 |
| Expenditure on: | | | | | | | |
| Raising funds | 6 | 39,021 | 318 | 39,339 | 43,165 | 1,429 | 44,594 |
| Charitable activities | 7 | 80,584 | 35,073 | 115,657 | 66,352 | 69,365 | 135,717 |
| Other | 11 | 65 | - | 65 | 28 | - | 28 |
| Total resources expended | | 119,670 | 35,391 | 155,061 | 109,545 | 70,794 | 180,339 |
| Net income/(expenditure) for the year/ | | | | | | | |
| Net movement in funds | | 16,318 | (1,269) | 15,049 | 11,157 | (7,174) | 3,983 |
| Fund balances at 1 January 2020 | | 24,313 | 5,222 | 29,535 | 13,156 | 12,396 | 25,552 |
| Fund balances at 31 December 2020 | | 40,631 | 3,953 | 44,584 | 24,313 | 5,222 | 29,535 |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THREE SPIRES FAMILY SUPPORT TRUST

BALANCE SHEET

AS AT 31 DECEMBER 2020

| | Notes | 2020 £ | £ | 2019 £ | £ |
|---|-------|-----------|--------|-----------|--------|
| Fixed assets | | | | | |
| Tangible assets | 12 | | 2,459 | | 2,986 |
| Current assets | | | | | |
| Cash at bank and in hand | | 47,009 | | 31,942 | |
| Creditors: amounts falling due within one year | 13 | (4,884) | | (5,393) | |
| Net current assets | | | 42,125 | | 26,549 |
| Total assets less current liabilities | | | 44,584 | | 29,535 |
| Income funds | | | | | |
| Restricted funds | 14 | | 3,953 | | 5,222 |
| Unrestricted funds | | | 40,631 | | 24,313 |
| | | | 44,584 | | 29,535 |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2020.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act 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 incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 27-9-21


N Grew
Trustee

Company Registration No. 07118015

THREE SPIRES FAMILY SUPPORT TRUST

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

Charity information

The charity is a company limited by guarantee and incorporated in England and Wales. The members of the company are the trustees who are also the directors. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The charitable company's registered number is 07118015 and the registered office address is 11 City Arcade, Coventry, CV1 3HX.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have assessed the charitable company's situation including the COVID-19 pandemic and the likely impact on the charitable company. The directors have a reasonable expectation that the charitable company has adequate resources and working capital to continue in operational existence for the foreseeable future including dealing with the issues arising from the COVID-19 pandemic. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the company's charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

All incoming resources are included on the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

Voluntary income resources by the way of grants, donations and gifts are included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Donated services are included at the value to the charity where this can be quantified. The value of service provided by volunteers has not been included in these accounts.

THREE SPIRES FAMILY SUPPORT TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

1.5 Expenditure

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 a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under 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.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries, it includes both costs that can be allocated directly to such activities and those costs of indirect nature necessary to support them.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the charity and include costs linked to the strategic management of the charity.

Irrecoverable VAT is charged as a cost against the act for which the expenditure is incurred.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost of assets less their residual values over their useful lives on the following bases:

| | |
|---------------------|----------------------|
| Plant and machinery | 15% reducing balance |
| Computer equipment | 33% straight line |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

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 the Statement of Financial Activity.

1.9 Taxation

The charity is exempt from corporation tax on its charitable activities.

THREE SPIRES FAMILY SUPPORT TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

| | Unrestricted funds | Restricted funds | Total | Unrestricted funds | Restricted funds | Total |
|--------------------------|-----------------------|---------------------|----------------|-----------------------|---------------------|----------------|
| | 2020 | 2020 | 2020 | 2019 | 2019 | 2019 |
| | £ | £ | £ | £ | £ | £ |
| Corporate support income | - | - | - | 12,196 | - | 12,196 |
| Donations | 29,010 | - | 29,010 | 37,883 | - | 37,883 |
| Grants | 98,690 | 34,122 | 132,812 | 53,715 | 63,620 | 117,335 |
| Gift aid | 5,033 | - | 5,033 | 5,183 | - | 5,183 |
| | <u>132,733</u> | <u>34,122</u> | <u>166,855</u> | <u>108,977</u> | <u>63,620</u> | <u>172,597</u> |

THREE SPIRES FAMILY SUPPORT TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

3 Donations and legacies

(Continued)

Grants receivable for core activities

| | | | | | | |
|-------------------------------|---------------|---------------|----------------|---------------|---------------|----------------|
| Sylvia Adams Charitable Trust | 4,000 | 26,674 | 30,674 | - | 27,764 | 27,764 |
| Tudor Trust | 25,000 | - | 25,000 | - | 26,305 | 26,305 |
| Children in Need | - | 7,448 | 7,448 | - | 9,551 | 9,551 |
| Coventry General Charities | - | - | - | 10,000 | - | 10,000 |
| Garfield Weston Foundation | - | - | - | 30,000 | - | 30,000 |
| Government grants received | 57,808 | - | 57,808 | - | - | - |
| Other grants received | 11,882 | - | 11,882 | 13,715 | - | 13,715 |
| | <u>98,690</u> | <u>34,122</u> | <u>132,812</u> | <u>53,715</u> | <u>63,620</u> | <u>117,335</u> |

4 Other trading activities

| | Unrestricted funds | Unrestricted funds |
|-------------|--------------------|--------------------|
| | 2020 | 2019 |
| | £ | £ |
| Cafe income | <u>3,215</u> | <u>11,669</u> |

5 Investments

| | Unrestricted funds | Unrestricted funds |
|---------------------|--------------------|--------------------|
| | 2020 | 2019 |
| | £ | £ |
| Interest receivable | <u>40</u> | <u>56</u> |

THREE SPIRES FAMILY SUPPORT TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

6 Raising funds

| | Unrestricted funds | Restricted funds | Total | Unrestricted funds | Restricted funds | Total |
|--------------------------|--------------------|------------------|---------------|--------------------|------------------|---------------|
| | 2020 £ | 2020 £ | 2020 £ | 2019 £ | 2019 £ | 2019 £ |
| Trading costs | | | | | | |
| Other trading activities | 3,637 | | 3,637 | 10,838 | - | 10,838 |
| Staff costs | 35,384 | 318 | 35,702 | 32,327 | 1,429 | 33,756 |
| | <u>39,021</u> | <u>318</u> | <u>39,339</u> | <u>43,165</u> | <u>1,429</u> | <u>44,594</u> |

7 Charitable activities

| | Support Costs 2020 £ | Support Costs 2019 £ |
|--|----------------------------|----------------------------|
| Wages | 11,939 | 14,632 |
| Rent | 20,030 | 24,425 |
| Rates and water | 166 | 2,065 |
| Insurance | 1,623 | 725 |
| Travel, including outings and families | 57 | 368 |
| Training and courses | 3,799 | 4,565 |
| Support worker staff costs (Children and family, and money management) | 64,462 | 79,566 |
| Light and heat | 4,694 | 4,742 |
| Printing, postage and stationery | 828 | 339 |
| Sundries | 533 | 2 |
| Repairs and renewals | 5,907 | 2,091 |
| Depreciation of tangible fixed assets | 527 | 527 |
| Accountancy and legal fees | 1,092 | 1,670 |
| | <u>115,657</u> | <u>135,717</u> |
| Analysis by fund | | |
| Unrestricted funds | 80,584 | 66,352 |
| Restricted funds | 35,073 | 69,365 |
| | <u>115,657</u> | <u>135,717</u> |

THREE SPIRES FAMILY SUPPORT TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

8 Independent Examiner's Remuneration

The analysis of independent examiner's remuneration is as follows:

| | 2020 £ | 2019 £ |
|---|--------------|--------------|
| Independent examination of the charitable company's annual accounts | 510 | 510 |
| Other services to the charitable company | | |
| Preparation of annual accounts | 510 | 510 |
| Filing of confirmation statement | 106 | 106 |
| Total independent examiner's fees | 1,126 | 1,126 |

9 Trustees

None of the trustees received any remuneration or benefits from the charitable company during the year. (2019: None)

A related party of one of the trustees is employed by the charitable company on an arms length basis. The trustee involved is excluded from discussions relating to salaries.

None of the trustees were reimbursed any expenses during the year. (2019: None)

10 Employees

Number of employees

The average monthly number of employees during the year was:

| | 2020 Number | 2019 Number |
|-------------------------|-------------------|-------------------|
| | 12 | 13 |
| Employment costs | 2020 £ | 2019 £ |
| Wages and salaries | 104,011 | 113,263 |
| Social security costs | 4,393 | 5,741 |
| Other pension costs | 3,250 | 3,241 |
| | 111,654 | 122,245 |

No employees received employee benefits of more than £60,000 (2019: None)

THREE SPIRES FAMILY SUPPORT TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

11 Other

| | Unrestricted funds | Unrestricted funds |
|--------------|--------------------|--------------------|
| | 2020 | 2019 |
| Bank charges | 65 | 28 |
| | <u>65</u> | <u>28</u> |

12 Tangible fixed assets

| | Plant and machinery £ | Computer equipment £ | Total £ |
|------------------------------------|--------------------------|-------------------------|---------------|
| Cost | | | |
| At 1 January 2020 | 10,194 | 629 | 10,823 |
| At 31 December 2020 | <u>10,194</u> | <u>629</u> | <u>10,823</u> |
| Depreciation and impairment | | | |
| At 1 January 2020 | 7,208 | 629 | 7,837 |
| Depreciation charged in the year | 527 | - | 527 |
| At 31 December 2020 | <u>7,735</u> | <u>629</u> | <u>8,364</u> |
| Carrying amount | | | |
| At 31 December 2020 | <u>2,459</u> | <u>-</u> | <u>2,459</u> |
| At 31 December 2019 | <u>2,986</u> | <u>-</u> | <u>2,986</u> |

13 Creditors: amounts falling due within one year

| | 2020 £ | 2019 £ |
|------------------------------------|--------------|--------------|
| Other taxation and social security | 924 | 1,385 |
| Accruals and deferred income | 3,960 | 4,008 |
| | <u>4,884</u> | <u>5,393</u> |

THREE SPIRES FAMILY SUPPORT TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

| | Balance at 1 January 2019 | Resources expended | Balance at 1 January 2020 | Movement in funds | | Balance at 31 December 2020 |
|----------------------------------|------------------------------|-----------------------|------------------------------|-----------------------|-----------------------|-----------------------------------|
| | £ | £ | £ | Incoming resources | Resources expended | £ |
| Children in Need | 1,670 | (10,925) | 296 | 7,448 | (7,744) | - |
| Henry Smith | 9,206 | (9,206) | - | - | - | - |
| West Midlands Police | 1,520 | - | 1,520 | - | - | 1,520 |
| Tudor Trust | - | (25,284) | 1,021 | - | (1,021) | - |
| Sylvia Adams Charitable Trust | - | (25,379) | 2,385 | 26,674 | (26,626) | 2,433 |
| | <u>12,396</u> | <u>(70,794)</u> | <u>5,222</u> | <u>34,122</u> | <u>(35,391)</u> | <u>3,953</u> |

Children in Need

A grant was received from Children in Need which was restricted towards our work targeting the physical and emotional wellbeing and development of babies/toddlers; seeking to provide opportunities to improve this and increase their bond with their parents. This was the final instalment of a 3 year grant.

Tudor Trust

In Spring 2019 a grant was received from the Tudor Trust (the final instalment of a 3 year grant). This was restricted towards salary costs for our Fresh Start Support Worker, Family Support Co ordinator and a trainee Children's worker as well as associated training and management costs.

Sylvia Adams Charitable Trust

The grant is restricted towards the development and running costs of our First 1000 Days Programme. The grant is spread over 3 years with the first instalment received February 2019 and the second February 2020.

The Henry Smith Charity

In winter 2017 a grant was received from the Henry Smith Charity. This was restricted to the running costs of Coffee Tots Church, incorporating the salary costs of the managers.

West Midlands Police

Funding is restricted towards providing training opportunities for all staff (paid and volunteer) and associated costs.

THREE SPIRES FAMILY SUPPORT TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

15 Analysis of net assets between funds

| | Unrestricted funds | Restricted funds | Total | Unrestricted funds | Restricted funds | Total |
|---|--------------------|------------------|---------------|--------------------|------------------|---------------|
| | 2020 | 2020 | 2020 | 2019 | 2019 | 2019 |
| | £ | £ | £ | £ | £ | £ |
| Fund balances at 31 December 2020 are represented by: | | | | | | |
| Tangible assets | 2,459 | - | 2,459 | 2,986 | - | 2,986 |
| Current assets/(liabilities) | 38,172 | 3,953 | 42,125 | 21,327 | 5,222 | 26,549 |
| | <u>40,631</u> | <u>3,953</u> | <u>44,584</u> | <u>24,313</u> | <u>5,222</u> | <u>29,535</u> |

16 Operating lease commitments

Operating lease payments recognised as an the expense in the financial statements total £20,030 (2019: £24,425)

Operating lease commitments relate to rental of properties at City Arcade, Coventry. Either party can give six months notice to cancel the leases. Operating lease commitments below reflect that there is no indication that either party intends to cancel the leases as at the reporting date.

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

| | 2020 | 2019 |
|----------------------------|---------------|---------------|
| | £ | £ |
| Within one year | 20,500 | 20,500 |
| Between two and five years | 10,250 | 25,625 |
| | <u>30,750</u> | <u>46,125</u> |

17 Events after the reporting date

At the time of approval of these financial statements, the United Kingdom is emerging from lockdown measures in the wake of the COVID-19 pandemic. These measures are designed to severely limit social contact in all areas in order that the virus is brought under control. The measures are likely to limit the charity's output and the trustees therefore believe that this will have an impact on the charity's outputs during any future lockdown periods, as detailed in the managers' report with these accounts. However, it is not currently possible to reliably estimate the full financial effect on the charity, especially on a long term basis.

18 Related party transactions

Key management remuneration totals £64,739 (2019: £72,536). This includes £20,406 (2019: £23,367) in respect of consultancy fees.