

Home-Start Craven

(Registered Charity Number: 1138830)
(Registered Company Number: 7301263)

(A Company Charity limited by guarantee)

Annual Report & Financial Statements for the year ended

31st July 2021

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Charity accounts independent examination services

Home-Start Craven

(A Company Charity limited by guarantee)

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Trustees' Annual Report

From: 01 August 2020 **To:** 31 July 2021

The Board of Trustees, who are also Directors of the charity for the purpose of the Companies Act 2006, present their annual report and financial statements for the year ended 31 July 2021. The financial statements comply with the Companies Act 2006 and Accounting and Reporting by Charities, Statement of Recommended Practice (SORP 2015).

Charity's full name Home-Start Craven

Registered Company number 7301263

Registered Charity number 1138830

Objectives and activities

Summary of the purposes of the charity set out in its governing document

To safeguard, protect and preserve the good health, both mental and physical, of children and parents of children. To prevent the cruelty or maltreatment of children. To relieve sickness, poverty, and the need for high level intervention amongst children and parents of children. To promote the education of the public and better standards of childcare within the area and its environs.

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts

In all areas the Board of Trustees works for the sole public benefit as defined by the Charity Commission. The Home-Start Craven scheme offers a volunteer befriending service in the home to support families with young children. The strategy is one of early intervention and is therefore aimed at vulnerable families with children under the age of five. Home-Start Craven's aims are: to support families in their homes with a view to improving their emotional, mental and physical health, to give parents the opportunity to develop their parenting skills, to increase the confidence and independence of vulnerable families by building strong and sustainable social networks and by harnessing the volunteer capacity within the local community; to develop a culture of families supporting each other in the community, to support families in accessing health and social care services, to provide high quality volunteering opportunities to enable those who engage to gain experience which will benefit both the families they support and themselves in terms of general well-being and provision of more opportunities to access paid employment.

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

Additional details of objectives and activities

Home-Start Craven aims to help increase the confidence and empower families by building strong and sustainable social networks for vulnerable families by harnessing volunteer capacity within the local community. This is part of an early intervention strategy and is therefore targeted at families with children under the age of five. Families, with the support of their volunteer, are more likely to access health and social care services, have opportunities to develop their parenting skills, grow confidence and be more able to access activities and opportunities in their communities. Home-Start Craven also provides high-quality volunteering opportunities to enable those who engage to gain relevant experience to access employment opportunities and to enjoy improved physical, emotional and mental well being.

Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

In the eleventh year of operation, Home-Start Craven has continued to offer support to families throughout Craven and has consolidated links with partnership agencies. The team works consistently with members of the local community to promote the service and raise awareness of the scheme in a wide range of locations. The number of referrals received has increased significantly during the past year and the current issues surrounding the Covid-19 pandemic are expected to lead to numbers rising even further in the near future. An increasing number of new referrers are working with the team and the scheme is well placed in terms of strategic development within family support provision in Craven. Staff attend local networking events and continue to meet with other Home-Start schemes throughout the county to share best practice and experiences and to ensure that future planning reflects the needs of the local community. Throughout the year, Home-Start Craven has provided support to 36 families, benefiting 123 people. The scheme has established opportunities to reduce isolation and loneliness in families and to encourage healthy lifestyles. In addition, Home-Start Craven works alongside the local Aldi store, through the Neighbourly scheme, to offer surplus food and household items to families on a weekly basis and has worked in partnership with Principle Trust to provide family holidays for those in need of a break away from home. Home-Start Craven continues to recruit high calibre volunteers and despite the restrictions imposed as a result of the pandemic, twelve volunteers attended our well respected Preparation Course. Volunteers report that they feel valued and are able to use their training to access employment opportunities to further their own professional development. We are confident that we will be able to retain regular support for the families who are referred to us, or who self refer and seek to extend the project work we undertake to include opportunities for socialising for both volunteers and families in Craven. The scheme has secured funding from Henry Smith for half of the running costs for the next three years of operation. We are confident that top-up funding will be sourced from a number of smaller funders to ensure that the financial situation remains stable and the charity will thrive in the coming years. The Trustees and Staff would like to express their thanks to all volunteers, families and partnership agencies for their continued support over the past year. In addition, sincere thanks must be given to the trusts, charitable organisations and personal donations which have provided the financial support required to allow us to enjoy continued success.

Financial review

Statement explaining the policy for holding reserves stating why they are held

Home-Start Craven has developed its Reserves Policy within the Financial Management Policy to ensure stability of the mission, projects, employment and ongoing operations of the charity. Reserves are intended to provide an internal source of funds for situations such as sudden increase of expenses, one-off unbudgeted expenses, unanticipated losses in funding or uninsured losses. The Reserves may also be used for one-time, non-recurring expenses that will build long term capacity, such as staff development, research and development or investment in infrastructure. A full copy of the Reserves Policy, including a breakdown of operating costs is available on request by contacting the Home-Start Craven Office, Cowling Village Hall, Acre Road, Cowling, BD22 0FN.

Amount of reserves held

Unrestricted funds amounted to £41,991 at 31 July 2021.

Reasons for holding zero reserves

N/A

Funds materially in deficit

None

Explanation of any uncertainties about the charity continuing as a going concern

None at this year end

Structure, governance and management

Type of governing document	Memorandum and Articles of Association
How the charity is constituted	Incorporated as a Limited Company
Trustee selection methods	Appointed at AGM or by Board

Additional governance issues

Home-Start Craven is officially affiliated to Home-Start UK (HSUK) a national body which supports and advises local schemes. The two organisations work to a signed agreement and Home-Start Craven has adopted the mandatory policies set down by Home-Start UK.

Reference and administration details

Charity's full name Home-Start Craven

Other names the charity is known by None

Charity's principal address Cowling Village Hall
Acre Road
Cowling, North Yorkshire
Postcode BD22 0FN

Names of the trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Pam Waring	Chair		
Judith Brown	Treasurer		
Katherine Kitterick			
David Harper			
Tracy Farnhill			
Graham Brotherton			
Gill Osmond		16.09.2020 -	

Name of chief executive or names of senior staff members

Julie Moore - Co-Manager

Wendy Barrett - Co-Manager

Trustee responsibilities in relation to financial statements

Company law requires the directors (trustees) to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for the year. In preparing those financial statements, the directors (trustees) are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue on that basis.

The directors (trustees) are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board of Trustees, who are Directors for the purpose of company law, and Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 3.

Disclosure of information

In so far as the Trustees are aware:

- There is no relevant information of which the Charity's Independent Examiner is unaware;
- The Trustees have taken the necessary steps to be aware of the information, which would be relevant for independent examination purposes and have communicated them to the Independent Examiner.

Exemptions

The trustees have taken advantage of the exemption available to small companies, including the audit exemption (as detailed on the balance sheet).

Declaration

The trustees declare that they have approved the Trustees Annual Report and Accounts

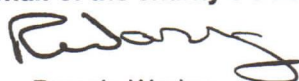
Signed on behalf of the charity's trustees

Signature

Full Name

Position

Date



Pamela Waring

Chair

Independent examiner's report to the trustees of Home-Start Craven

I report on the accounts of: **Home-Start Craven**
for the year ended: **31 July 2021** which are set out on pages 7 to 15.

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material 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 Trust as required by section 386 of the Act; or
- 2 the accounts do not accord with those records
- 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.



Jeff Todd (FCA)

Outsource independent examination
services

The Hiscox Building
Peasholme Green
York YO1 7PR

13 / 9 / 21

Date:

Home-Start Craven

Statement of Financial Activities for the year ended: 31 July 2021

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Income and endowments from:					
Grants, donations and legacies	3.1	2,112	100,561	102,673	14,274
Charitable activities	3.2	-	-	-	63,460
Investments	3.3	86	-	86	266
Total income	3	2,198	100,561	102,759	78,000
Expenditure on:					
Charitable activities	4.1	12,571	85,398	97,969	58,867
Total expenditure	4	12,571	85,398	97,969	58,867
Net income/(expenditure)		(10,373)	15,163	4,790	19,133
Gross transfers between funds		23	(23)	-	-
Net movement in funds		(10,350)	15,140	4,790	19,133
Total funds brought forward		52,341	850	53,191	34,058
Total funds carried forward		41,991	15,990	57,981	53,191

Home-Start Craven

Balance Sheet as at:

31 July 2021

	Note	2021	2020
Current Assets			
Cash at bank and in hand		59,251	54,290
Debtors & prepayments	7	741	749
Total current assets		59,992	55,039
Current Liabilities: Amounts falling due within one year			
Creditors and accruals	8	(2,011)	(1,848)
Total currentliabilitiess		(2,011)	(1,848)
Net Assets		57,981	53,191

Funds of the Charity

Unrestricted Funds (General)	9	41,991	52,341
Restricted Funds	9	15,990	850
Total Funds carried forward	9 & 10	57,981	53,191

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors (trustees) acknowledge their responsibilities for:


i) ensuring the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and

ii) preparing financial statements which give a true and fair view of the state of affairs of the company at the end of each financial year and of its profit and loss for each 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 financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the 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 (Charities SORP (FRS 102)).

The financial statements were approved by the trustees and signed on their behalf by:

Pamela Waring



Chair

Trustee

Date:

Home-Start Craven

Notes to the accounts for the year ended:

31 July 2021

1 Basis of preparation

1.1 Basis of accounting

The financial statements are prepared under the historical cost convention and the 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 (Charities SORP (FRS 102)).

1.2 Change of basis of accounting

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

1.3 Change to previous accounts

No changes have been made to accounts for previous years.

2 Accounting policies

Income and endowments

Recognition of income

Income is recognised in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- receipt is probable; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has evidence of entitlement to the resources and receipt is probable.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Expenditure and Liabilities

Expenditure

Charitable activities

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

Liability recognition

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

Assets

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year and cost at least **£1,000**. They are valued at cost or, if gifted, at the value to the charity on receipt.

There are currently no tangible fixed assets listed for the charity.

Fund accounting

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

Restricted funds are funds which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor.

Home-Start Craven

Notes to the accounts for the year ended: 31 July 2021

3 Income	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
3.1 Grants, donations and legacies						
NYCC	-	1,898	1,898	-	-	-
Skipton Mechanics	-	130	130	-	-	-
Home-Start UK	-	5,104	5,104	-	-	-
Henry Smith	-	31,000	31,000	-	-	-
Brelms Trust	-	3,840	3,840	-	-	-
Yorkshire Dales Millenium Trust	-	4,147	4,147	-	-	-
Souter	-	1,912	1,912	-	-	-
Two Ridings	-	24,000	24,000	-	-	-
TNL Community Fund	-	19,500	19,500	-	-	-
Tesco	-	1,000	1,000	-	-	-
Sport England	-	3,459	3,459	-	-	-
Two Ridings Bettys and Taylors	-	1,000	1,000	-	-	-
Craven District Council	-	571	571	-	-	-
Magdalen Hospital	-	2,000	2,000	-	-	-
Arnold Clark	-	1,000	1,000	-	-	-
Big Lottery Coronavirus support	-	-	-	6,300	-	6,300
Coronavirus support donations	1,972	-	1,972	2,900	-	2,900
Liz & Terry Bramall Trust	-	-	-	2,000	-	2,000
Two Ridings Community Fund	-	-	-	1,000	-	1,000
Syliva & Colin Shepherd Charitable	-	-	-	500	-	500
Other donations	140	-	140	1,574	-	1,574
	2,112	100,561	102,673	14,274	-	14,274
3.2 Charitable activities						
Big Lottery Fund	-	-	-	63,460	-	63,460
3.3 Investments						
Interest	86	-	86	266	-	266
Total income	2,198	100,561	102,759	78,000	-	78,000

Home-Start Craven

Notes to the accounts for the year ended: 31 July 2021

4 Expenditure	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
4.1 Charitable activities						
Salaries	9,456	48,617	58,073	40,825	-	40,825
Staff training & other costs	247	3,024	3,271	2,286	-	2,286
Volunteer expenses	-	102	102	626	-	626
Volunteer training	75	1,323	1,398	161	-	161
Rent	-	2,240	2,240	3,070	-	3,070
Coronavirus response	510	21,314	21,824	6,607	-	6,607
Memberships & affiliation fees	427	874	1,301	1,769	-	1,769
Office overheads	71	1,216	1,287	571	-	571
Telephone, printing & postage	58	331	389	493	-	493
Equipment	98	3,525	3,623	805	-	805
Insurance	130	792	922	931	-	931
Professional & payroll fees	357	408	765	393	-	393
Independent examination fees	-	-	-	330	-	330
Mama Meet sessions	1,142	1,632	2,774	-	-	-
	12,571	85,398	97,969	58,867	-	58,867

Home-Start Craven

Notes to the accounts for the year ended: 31 July 2021

5 Trustee expenses & examination fees

5.1 Trustee expenses

No trustees received a remuneration for services rendered during the year, nor were any trustees' out of pocket expenses reimbursed.

	2021 £	2020 £
5.2 Fees for examination of the accounts		
Independent Examiner's fees for reporting on the accounts	<u>330</u>	<u>330</u>
Other fees paid to the Independent Examiner	<u>-</u>	<u>-</u>

6 Paid Employees

	2021 £	2020 £
6.1 Staff costs		
Gross wages, salaries and benefits in kind	55,563	39,756
Employer's National Insurance costs	1,027	-
Employer's Pension costs	1,483	1,069
Total staff costs	<u><u>58,073</u></u>	<u><u>40,825</u></u>

6.2 Average number of full time equivalent employees by department

	2021	2020
Charitable Activities	<u>2</u>	<u>2.5</u>
Total	<u><u>2</u></u>	<u><u>2.5</u></u>

7 Debtors and prepayments

Analysis of debtors	2021 £	2020 £
Amounts falling due within one year		
Prepayments and accrued income	741	749
Total	<u><u>741</u></u>	<u><u>749</u></u>

8 Creditors and accruals

8.1 Analysis of creditors	2021 £	2020 £
Amounts falling due within one year		
Accruals and deferred income	2,011	1,848
Total	<u><u>2,011</u></u>	<u><u>1,848</u></u>

9 Movement of funds

9.1 Movement of major funds

2021

Fund Name	Balance b/fwd	Incoming resources	Outgoing resources	Transfers	Balance c/fwd
Unrestricted Funds (General)					
General funds	52,341	2,198	12,571	23	41,991
	<u>52,341</u>	<u>2,198</u>	<u>12,571</u>	<u>23</u>	<u>41,991</u>
Restricted					
Awards for All	2	-	-	(2)	-
Skipton Mechanics	21	130	130	(21)	-
Craven College	827	-	827	-	-
NYCC	-	1,898	1,898	-	-
Home-Start UK	-	5,104	4,881	-	223
Henry Smith	-	31,000	31,000	-	-
Brelms Trust	-	3,840	2,240	-	1,600
Yorkshire Dales Millenium Trust	-	4,147	3,996	-	151
Souter	-	1,912	751	-	1,161
Two Ridings Community Foundation	-	24,000	18,470	-	5,530
TNL Community Fund	-	19,500	19,500	-	-
Tesco	-	1,000	1,000	-	-
Sport England	-	3,459	-	-	3,459
Two Ridings Bettys and Taylors	-	1,000	40	-	960
Craven District Council	-	571	571	-	-
Magdalen Hospital	-	2,000	-	-	2,000
Arnold Clark	-	1,000	94	-	906
	<u>850</u>	<u>100,561</u>	<u>85,398</u>	<u>(23)</u>	<u>15,990</u>
Total Funds	<u>53,191</u>	<u>102,759</u>	<u>97,969</u>	<u>-</u>	<u>57,981</u>

2020

Fund Name	Balance b/fwd	Incoming resources	Outgoing resources	Transfers	Balance c/fwd
Unrestricted Funds (General)					
General funds	33,208	78,000	58,867	-	52,341
	<u>33,208</u>	<u>78,000</u>	<u>58,867</u>	<u>-</u>	<u>52,341</u>
Restricted					
Awards for All	2	-	-	-	2
Skipton Mechanics	21	-	-	-	21
Craven College	827	-	-	-	827
	<u>850</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>850</u>
Total Funds	<u>34,058</u>	<u>78,000</u>	<u>58,867</u>	<u>-</u>	<u>53,191</u>

9.2 Details of Funds Held

Unrestricted Funds (General)

The General fund is unrestricted and available for the general purposes of the charity.

Restricted Funds

The restricted funds are only available for the purposes specified for each fund.

Skipton Mechanics

Towards purchase of office equipment

NYCC

Towards continued support to families during Coronavirus pandemic and purchase of office equipment

Home-Start UK, Craven College, Tesco, Craven District Council

Towards continued support to families during Coronavirus pandemic

Henry Smith

Towards running costs and providing home-visiting for vulnerable families with at least one child under

Brelms Trust and Two Ridings Bettys and Taylors

Towards rent cost

Yorkshire Dales Millennium Trust

Towards provision of Mama meets sessions and continued support to families during Coronavirus

Souter

Towards volunteer training and retention

Two Ridings Community Foundation

Towards staff costs and volunteer expenses and training

TNL Community Fund

Towards staff costs, continued support to families during Coronavirus pandemic and purchase of office equipment

Magdalen Trust and Sport England

Towards Sportathon Sessions in the next financial year

Arnold Clark

Towards cooking and healthy eating project in the next financial year.

10 Net assets between funds

2021

	Unrestricted Funds	Restricted Funds	Total 2021
	£	£	£
Balances at 31st July 2021			
Current assets	44,002	15,990	59,992
Current liabilities	(2,011)	-	(2,011)
	<u>41,991</u>	<u>15,990</u>	<u>57,981</u>

2020

	Unrestricted Funds	Restricted Funds	Total 2020
	£	£	£
Balances at 31st July 2020			
Current assets	54,189	850	55,039
Current liabilities	(1,848)	-	(1,848)
	<u>52,341</u>	<u>850</u>	<u>53,191</u>