

# Harvey Girls

(A private company limited by guarantee)

Report and Financial Statements

Year ended: 31 March 2021

Charity no: 1142555

Company no: 07533989 (England and Wales)

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### **Legal and administrative information**

**Trustees:** Mrs A Clark (Secretary)  
Mrs G Wallis (Chair)  
C Wileman (Vice Chair)  
M Topliss (Vice Chair)  
A Cooke – appointed 24 September 2020  
Mrs C Evenden – appointed 9 July 2020  
R Morley – appointed 9 July 2020  
Ms M Wain – appointed 24 September 2020

**Secretary:** Mrs A Clark

**Registered Office:** 73 Horninglow Road  
Burton-On-Trent  
Staffordshire  
DE14 2PT

**Bankers:** HSBC  
18 High Street  
Burton-On-Trent  
Staffordshire  
DE14 1HU

## **Report of the Trustees**

### **Report of the Trustees For the year ended 31 March 2021**

The Trustees, who are also Directors of the Charity for the purpose of the Companies Act 2006, present their report with the financial statements of the Charity for the Period Ended 31st March 2021. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### ***Governing Document:***

The Charity is controlled by its governing document, a Memorandum and Articles and constitutes a private limited company, limited by guarantee, as defined by the Companies Act 2006.

#### ***Recruitment and Appointment of New Trustees:***

The Charity operates an open recruitment policy via the Board of Trustees and the Trustee Board are of the strong belief that all new Trustees have a robust knowledge of their specific field to enhance the governance and development of the organisation.

New Trustees are provided with appropriate and thorough training as part of their induction, ensuring that they are aware of both their legal and professional responsibilities under Charity law.

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure that strong and suitable controls are in place.

### **OBJECTIVES AND ACTIVITIES**

#### ***Objectives and Aims:***

To promote the benefit of the Inhabitants of East Staffordshire, South Derbyshire and surrounding areas by the provision of information, support and guidance relevant to the needs caused by conception among those under 21 years of age.

To promote and provide facilities in the interest of social welfare for recreation and other leisure time occupation of individuals who have need of such facilities by reason of conception amongst those of 21 years old or under with the object of improving their conditions of life; and

To provide education in the fields of sexual health, contraception and relationships with particular reference to personal responsibility in relationships and to encourage personal development.

Harvey Girls is a local Charity based in Burton upon Trent providing an integrated approach for Family Support to the most vulnerable families within East Staffordshire, with a specialism for young parents.

This support takes various forms, each of them connecting families to what they need in the local community and improving outcomes for children and families alike. A large proportion of the Charity's work takes place in Lower Super Output Areas of the county.

The charity currently operates the following projects: **East Staffordshire Family Support Service** and **Thinking Differently** (incorporating **Harvey Girls** and **Dads4Dads**).

**East Staffordshire Family Support Service:** Providing 'one to one' and 'whole family' support in the home, in a school setting or within the community. This support is delivered by a dedicated Family Support Worker, working in conjunction with Partner agencies where necessary.

**Thinking Differently:**

**Harvey Girls:** Harvey Girls sessions are aimed at mums and children under the age of 5 years old. The sessions aim to promote positive parenting, the development of different strategies to address challenging behaviours, consistent family routines, boundaries and behaviours together with music and movement.

**Dads4Dads:** Dads4Dads sessions aim to bring dads and their children together to focus on positive parenting, family routines, getting active as a family, building resilience and providing help and information around different parenting styles.

**Parenting Programme:** Through a 6 week 'Circle of Security' Parenting Programme, parents and care-providers are able to understand their child's emotional world, support their child's ability to successfully manage emotions, enhance the development of their child's self-esteem and honour the innate wisdom and desire for their child to be secure.

**Martial Arts:** This group encourages families to spend more time together in addition to helping young people who struggle with behaviour, low self-esteem, confidence or bullying. Parents are also encouraged to participate in order to enhance communication and family relationships.

**'Growing Together' Gardening Project:** Whilst still in its infancy, this project was initiated by the charity's partnership with South Derbyshire and Burton College. This project is to be offered to schools in the local area who identify students who may benefit from 'time out' of a structured environment. Students will then be able to help out in the garden at the charity's Family Hub, providing them with a sense of purpose, whilst working closely with a Family Support Worker to address any underlying issues.

**Music and Movement:** Providing multi-sensory music and movement activities for parents and children.

**The Charity's Response to COVID-19**

During this reporting period, the Charity's 'Face to Face' services were severely affected by the Covid-19 pandemic. However, the organisation quickly adapted to a change in working practices moving to virtual methods of engagement, including Microsoft Teams and Zoom. This ensured that as the demand for support increased, the level and standard of service delivery was maintained. In addition to using remote platforms, the Charity's Digital Offer has been developed to ensure they are pandemic-proof, flexible and more sustainable. The charity continued to communicate with families by using Facebook, putting out regular updates around key themes and issues, in addition to a series of video content from Beyond Black Belt Martial Arts and Kimble's Music and Movement.

Volunteers underpin all of the services provided by the Charity. They are recruited to a specific role, matching their skills to the needs of the Charity and the families it supports.

Volunteers provide invaluable and unprecedented support throughout the work of the charity but none more so than within its sessional activities. These activities were severely affected during the Covid-19 pandemic and the charity was unable to utilise the volunteer availability to the extent it would have liked.

As a consequence, during this period, volunteers have donated 231 volunteer hours equating to a cost saving of £2315.00 to the charity and in turn, the public purse. This is however, a substantial reduction on previous years.

Harvey Girls.

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On a more positive note, the charity was still able to recruit potential volunteers in readiness for the easing of 'lockdown' and their services are beginning to be utilised in the re-launch of the Charity's seasonal activities.

We thank them and the staff team for their valuable hard work and commitment during what has been a difficult time for us all.

## **ACHIEVEMENT AND PERFORMANCE**

Successfully supporting vulnerable families for over 17 years the charity is proud of the recognition of being the number one provider of Family Support Services throughout East Staffordshire for the last 9 years.

Demand for its services continues to grow and this is ably supported by the charity's achievements during this unprecedented Covid-19 affected period as follows:

### ***East Staffordshire Family Support Service:***

- 362 referrals were received into the service.
- 251 of these families engaged with Building Resilient Family and Communities (BRFC).
- 259 Families were closed with 100% successful outcomes.
- 305 successful Proactive visits achieving 101.7% of target
- 89% of Families accessing our service were Lower Super Output Areas 0-30% deprived areas, which achieved 188.9% of target.
- 99% of our families were satisfied with our service at closure.
- 100% of families felt they had the resilience and skills to deal with future concerns.

This resulted in a total of 28,648 substantial contacts with families during this reporting period alongside a total audience reach through Facebook of 104,048.

### ***Thinking Differently:***

In 2019, the Charity was awarded an unprecedented third Lottery funding for its 'Thinking Differently' Project. This funding supported the Harvey Girls and Dads4Dads sessions together with the 'Whole Family' sessions, Parenting Programmes, Beyond Black Belt Martial Arts Group sessions and 'Growing Together' project until March 2021.

Whilst both the Harvey Girls & Dads4Dads sessions were severely affected by the Covid-19 pandemic the charity were able to continue delivering activities and communicating with families via Facebook.

In total, 112 videos were shared including 42 Kimbles Music and Movement sessions and 43 Beyond Black Belt drills. Alternative funding was secured to support the purchase of equipment to enable the families to participate in the martial arts sessions within their home environment and maintain their wellbeing.

In addition, it was agreed with the Lottery Community Fund that, in light of 'Thinking Differently' sessions being unable to run in 2020-21 due to Government guidelines around Covid-19, that the funding be extended to September 2021, enabling the charity to deliver sessions in Summer 2021 and to support the re-launch of these projects.

## **FUNDRAISING ACTIVITIES**

The Charity is mainly reliant on grants from local and national government and charitable bodies to fund its charitable activities. Small fundraising events usually generate additional funds for the Charity but unfortunately, due to the Covid-19 pandemic this has been minimal during this reporting period.

## FINANCIAL REVIEW

### *Reserves Policy:*

It is the policy of the Charity to maintain unrestricted funds, which are the free reserves of the Charity, at a level that equals approximately twelve months' expenditure. This provides sufficient funds to cover management and administration support costs and to respond to emergency expenses.

Unrestricted funds were maintained at this level throughout the period and are reviewed as part of the Governance timetable on an annual basis.

### *Funding Information:*

The delivery of the Family Support Service is funded by Staffordshire County Council.

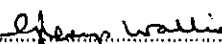
The current contract ran until March 2021 with a year's extension until March 2022 during which time it is expected that the charity will be engaged in a re-bidding process. Alternative funding will be reviewed should the current funding stream not be renewed.

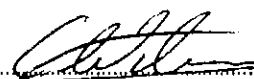
The services provided through Harvey Girls, Dads4Dads and associated partnership activities are currently funded by the Lottery Community Fund 'Thinking Differently' Project.

The current funding expired in March 2021 but due to the Covid-19 pandemic has been extended until September 2021 and development work is underway with Commissioners at the Lottery Community Fund and Staffordshire and Stoke NHS Maternity Transformation Project to explore future funding streams. The intention of both is to ensure longevity of our sessional offer to local families, and in particular with NHS funding, to facilitate a pathway to Primary Health Care services and provide a voice for parents to the Maternity Voice Partnership.

## ON BEHALF OF THE BOARD

On 23.09.2021 and signed on their behalf by:

  
.....  
Mrs G Wallis, Trustee

  
.....  
Mr C Wileman, Trustee

## Independent Examiner's Report to the Trustees of Harvey Girls

I report on the accounts of the company for the year ended 31 March 2021 which are set out on pages 6 to 12.

### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

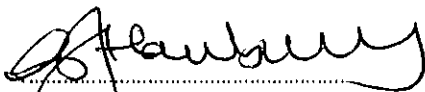
### Independent examiner's statement

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

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

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



Linda Hanbury FCCA  
Chartered Certified Accountant  
143 Tamworth Road, Long Eaton, Nottingham, NG10 1BY.

Dated 1/9/21



**Statement of Financial Activities (including summary income and expenditure account) for the year ended 31 March 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>Incoming Resources</b>					
Incoming resources from generated funds:					
Voluntary income	2	-	537,871	537,871	551,419
Investment Income	3	426	-	426	772
<b>Total incoming resources</b>		<u>426</u>	<u>537,871</u>	<u>538,297</u>	<u>552,191</u>
<b>Resources expended</b>					
Cost of generating funds:					
Charitable activities		-	381,941	381,941	361,209
<b>Total resources expended</b>	4	<u>-</u>	<u>381,941</u>	<u>381,941</u>	<u>361,209</u>
<b>Net incoming resources/(resources expended)</b>		<u>426</u>	<u>155,930</u>	<u>156,356</u>	<u>190,982</u>
<b>Net movement in funds</b>					
Fund balances brought forward at 1 April 2020		50,000	630,477	680,477	489,495
Transfers (see note 9)		(426)	426	-	-
<b>Fund balances carried forward at 31 March 2021</b>		<u>50,000</u>	<u>786,833</u>	<u>836,833</u>	<u>680,477</u>

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

Company registration number: 1142555 (England and Wales)

Charity Balance Sheet as at 31 March 2021

	Notes	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	7	1,503	2,387
		<u>1,503</u>	<u>2,387</u>
<b>Current assets</b>			
Accrued income/prepayments		92	64
Debtors		-	131,240
Cash at bank and in hand		851,170	559,850
		<u>851,262</u>	<u>691,154</u>
<b>Creditors: amounts falling due within one year</b>	8	(15,932)	(13,064)
<b>Net current assets</b>		<u>835,330</u>	<u>678,090</u>
<b>Total assets less current liabilities</b>		836,833	680,477
<b>Creditors: amounts falling due after more than one year</b>		-	-
<b>Net assets</b>		<u>836,833</u>	<u>680,477</u>
<b>Funds:</b>			
<b>Unrestricted funds</b>			
General funds		50,000	50,000
		<u>50,000</u>	<u>50,000</u>
<b>Restricted funds</b>		786,833	630,477
		<u>786,833</u>	<u>630,477</u>
<b>Total funds</b>	9/10	<u>836,833</u>	<u>680,477</u>

These accounts have been prepared in accordance with section 138 of the Charities Act 2011. These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to the small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.


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

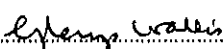
Harvey Girls.

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The financial statements on page 1 to 12 were approved and authorised for Issue by the trustees

On 23.09.2021 and signed on their behalf by:

  
.....  
Mrs A Clark, Trustee

  
.....  
Mrs G Wallis, Trustee

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**Notes forming part of the financial statements  
for the year ended 31 March 2021**

**1 Accounting policies**

**(a) Basis of preparation**

The financial statements have been prepared in accordance with 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 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

**(b) Company status**

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. 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.

**(c) Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**(d) Incoming resources**

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**(e) Resources expended**

All 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 use of the resources.

**(f) Tangible fixed assets and depreciation**

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Plant and machinery	over 5 years
Fixtures and fittings	over 5 years
Office equipment	over 3 years

**(g) Taxation**

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

Harvey Girls.

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**2 Voluntary income**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Donations received	1,706	1,779
Big Lottery Fund	90,163	90,163
Staffordshire County Council	420,155	456,276
Covid-19 related Government grants received	10,000	-
VASP Project	7,693	-
East Staffordshire Community Enabler	4,000	-
Miscellaneous	4,154	3,201
	<u>537,871</u>	<u>551,419</u>

**3 Investment Income**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Interest receivable	326	772
Bank compensation received	100	-
	<u>426</u>	<u>772</u>

#### 4 Total resources expended

	Staff Costs (note 5) £	Other Direct Costs £	Other Allocated Costs £	Total 2021 £	Total 2020 £
Wages	328,399	-	-	328,399	307,881
Volunteer and staff expenses	-	-	-	-	356
Events and outings	-	3,000	-	3,000	7,145
Direct expenses	-	20,639	-	20,639	31,669
Session expenses	-	8,053	-	8,053	4,711
Professional costs	-	-	5,946	5,946	1,901
Support costs – promotion	-	364	-	364	1,299
Support costs – administration costs	-	-	4,916	4,916	4,252
Support costs – IT	-	-	10,379	10,379	1,892
Support costs – staff training	245	-	-	245	103
Total resources expended	<u>328,644</u>	<u>32,056</u>	<u>21,241</u>	<u>381,941</u>	<u>361,209</u>

Other direct expenses include:

	2021 £	2020 £
Depreciation – on owned assets	<u>1,928</u>	<u>1,940</u>

#### Trustees' remuneration

The trustees neither received nor waived any emoluments during the year (2020: £Nil).

Out of pocket expenses were reimbursed to trustees as follows:

	2021 £	2020 £
Travel	<u>-</u>	<u>356</u>

#### 5 Staff costs

	2021 £	2020 £
Wages and salaries	301,299	276,263
Termination payment	-	7,897
Social security costs	19,097	17,700
Pension costs (note 6)	8,003	6,377
Staff training/ expenses	245	103
	<u>328,644</u>	<u>308,340</u>

	2021 Number	2020 Number
Charitable activities	15	15

## 6 Pension costs

The charity operates a contributory pension scheme. It is a defined contribution scheme and contributions are charged in the statement of financial activities as they accrue. The charge for the year/period was £8,003 (2020: £6,377).

## 7 Tangible fixed assets

	Plant and machinery £	Fixtures and fittings £	Office equipment £	Total £
<b>Cost</b>				
At 1 April 2020	4,491	898	11,631	17,020
Additions	-	-	1,044	1,044
Disposals	-	-	-	-
<b>At 31 March 2021</b>	<b>4,491</b>	<b>898</b>	<b>12,675</b>	<b>18,064</b>
<b>Depreciation</b>				
At 1 April 2020	4,069	898	9,666	14,633
Charge for year	419	-	1,509	1,928
Disposals	-	-	-	-
<b>At 31 March 2021</b>	<b>4,488</b>	<b>898</b>	<b>11,175</b>	<b>16,561</b>
<b>Net book value at 31 March 2021</b>	<b>3</b>	<b>-</b>	<b>1,500</b>	<b>1,503</b>
<b>At 31 March 2020</b>	<b>422</b>	<b>-</b>	<b>1,965</b>	<b>2,387</b>

## 8 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	7,085	7,085
Taxation and social security costs	4,492	4,469
Accruals and deferred income	4,355	1,510
	<b>15,932</b>	<b>13,064</b>

## 9 Statement of funds

	At 1 April 2020 £	Income £	Expenditure £	Investment gains £	Transfers £	At 31 March 2021 £
<b>Unrestricted funds:</b>						
General fund	50,000	426	-	-	(426)	50,000
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Restricted funds:</b>						
Dads 4 Dads	32,982	-	-	-	-	32,982
Think Differently Project	-	90,163	(60,216)	-	-	29,947
Family Support –						
SEND families	-	7,693	-	-	-	7,693
Reserves Policy	377,618	440,015	(321,725)	-	426	496,334
IT Reserve	-	-	-	-	30,000	30,000
Capital Fund	219,877	-	-	-	(30,000)	189,877
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total restricted funds</b>	<b>630,477</b>	<b>537,871</b>	<b>381,941</b>	<b>-</b>	<b>426</b>	<b>786,833</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total funds</b>	<b>680,477</b>	<b>538,297</b>	<b>381,941</b>	<b>-</b>	<b>-</b>	<b>836,833</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

Transfers have been made between funds to ensure the fund balances held as at 31 March 2021 are in line with the charity's internal policies.

## 10 Analysis of group net assets between funds

	Restricted funds £	Restricted funds (capital) £	General funds £	Total £
<b>Fund balances at 31 March 2021 are represented by:</b>				
Tangible fixed assets	1,503	-	-	1,503
Current assets	611,385	189,877	50,000	851,262
Current liabilities	(15,932)	-	-	(15,932)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total net assets</b>	<b>596,956</b>	<b>189,877</b>	<b>50,000</b>	<b>836,833</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>