

Annual Report

1st April 2023 to 31st March 2024

**Because
Childhood
Can't Wait**



**Telford &
Wrekin**



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Mission Statement

Home-Start offers support, friendship and practical help to parents with young children in local communities throughout the UK and with British Forces in Germany and Cyprus.

Home-Start offers a unique service. We recruit and train volunteers who are usually parents themselves, to visit families with at least one child under 5, at home, and offer them informal, friendly and confidential support. We also support through groups.

Introduction

Home-Start Telford & Wrekin has been supporting local families for 35 years this year; we provide a core home-visiting service, self-esteem courses, mental health support drop-ins, teenage parent support and parent and child groups. The core service of Home-Start is to provide weekly home visits to young families under pressure to give parents the support they need to give their children the best possible start in life. We work with carefully selected, vetted, and trained volunteers who are matched with parents to provide friendship and emotional and practical support. In addition to volunteer and group support we have active social media channels providing information and signposting to other sources of help.

This report was adopted by Trustees on 26th September 2024.

Signed: 

Catherine Landau, Chair, on behalf of Trustees

Chair's Report

For the year ending 31st March 2024

I am always grateful for our year being filled with precious moments: especially seeing firsthand how the Home Start team and volunteers support the families we work with. Our wonderful volunteers from all walks of life are the crucial part of how we have such a long standing Home-Start in Telford & Wrekin. They are the very essence of how we are able to provide the range of support and encouragement to parents and their families, and in November this was royally recognised with being awarded the King's Award for Voluntary Service (KAVS). Many may not be aware that this lifelong award equates to an MBE for voluntary services, and so is truly an honour, and I am doubly proud that the work that all of us do has been so highly recognised.

Sharon, in her PR role, along with her fund raising volunteer teams, were increasingly industrious in raising both our profile and funders. Alongside our annual Christmas Charity Gift Wrap (with a challenge of wrapping a golf club!), massive efforts were made with 'The Big Give' week, which along with match funding raised £11,534! To round off the year, March saw our runners do us proud again at the Ironbridge Half Marathon: thank you all for your stamina!

Looking to the future, we have also been working this year on: reviewing how best to use and develop the team and their skills as well as plan for key staff to work a balance towards retirement (but not going yet!). In January we commenced a trial adaptation of roles for Caia and Vikki to test how and where skills can be best placed to meet future needs, which will continue throughout 2024.

Building our information services:

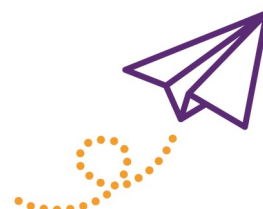
background administrative work by the team and volunteers is rarely recognised outside the office, but is essential in keeping our services going. The latter part of the year included planning the implementation of a new 'CRM' system (Customer Relationship Management); not the most exciting thing for most of us, so I am truly grateful – and relieved! – that we have the invaluable Naomi and Heidi as our administrative team, and who are looking forward to getting their teeth into making it work for all: streamlining processes, and being able to provide analyses to strengthen our funding applications to show evidence on paper the wonderful work that you all do.

Our Quality Assurance review from Home Start UK in 2024 has been another large preparatory task juggled around the day jobs, and once again, it is the commitment, conscientiousness, and downright perseverance of the staff that makes a big thank you to you all so well deserved.

At long last we have another Trustee Treasurer – and what a treasure! Kelly Chang has come to us through the Lloyds Bank Foundation, and along with her invaluable financial knowledge and skills, has life experiences and volunteering with children that we'll certainly be making the most of!

Our funders: you also make our work and achievement possible. We couldn't do what we do without you, and alongside planning for increasing financial stability, it is the ongoing support of each and every one of you: individuals, groups and organisations, that is both welcomed and truly appreciated. Thank you, as always.

Catherine Landau



Strategic Lead's Report

For the year ended 31st March 2024

Our AGM and annual report this year celebrates the impact of our volunteers who are the lifeblood of our organisation and provide excellent support and outcomes for families. The fantastic work carried out by our wonderful team of volunteers has been recognised this year by our achievement of The Kings Award for Voluntary Service – an achievement of which I'm inordinately proud!

Without our volunteers we would have no service and I continue to be inspired by their achievements and impact. Volunteers not only facilitate great outcomes for families, they have a huge impact on our funding and sustainability, they provide the figures and impact behind the statistics that I use in funding applications and the case studies of their work with families win hearts and minds – my heartfelt thanks go out to all of them!

A significant part of my work in 2023-24 was preparing our QA submission which was comprehensive and difficult to navigate as we were part of an electronic system pilot which had inevitable flaws. Part of our submission was lost and had to be re-done, so this work has been very time consuming and quite stressful; however, our subsequent interviews went very well, and we impressed the assessor with just a few minor adaptations to practice to process.

Another big project for us this year has been progressing with our CRM, this has involved several training days and a lot of time inputting data for our admin staff. We're nearly ready to go live now and training needs cascading out across the staff team. The CRM should have a significant positive impact on us – saving us time and enabling us to provide impactful reports and data easily and quickly.

A significant part of my work is ensuring financial stability and last year was a good year from this perspective as we were awarded a significant grant from Henry Smith and received funding through the Family Hubs budget for 3 new groups and an expansion of our teenage parent work; our Corporate and Community Development Lead, Sharon Uppal, also exceeded her funding target for the year and her work is vital in diversifying our funding streams. Our financial position for 2024-25 looks secure but, with charity funding, you're always looking at a potentially insecure future as grants come to an end and, for us, most of our current funding is due to finish in 2024-25 so I certainly can't afford to be complacent.

Our Family Hub work has meant a further expansion of our service, and we launched a recruitment campaign in February with the successful appointment of our new colleague, Fiona Edwards, in March – Fee is a welcome addition to the team.

For me personally, my role changed in line with our succession planning, with a gradual reduction in hours which will culminate in my eventual full retirement. My previous managerial workload has been divided between myself and our Senior Co-ordinator, Vikki Thomas, who has become Operational Lead.

Our staff team, family support volunteers and trustees have, as always, been incredible in their hard work in support of each other and our vital work – thank you to all of them!

Caia Bryant-Griffiths



Operational Lead's Report

For the year ended 31st March 2024

This year, the focus of our annual report is on volunteering and the impact it has on families. This is so difficult to put into words as our volunteers are truly amazing and the support they provide can be lifechanging!

As I struggled to know where to start, Caia suggested that I highlight some volunteer achievements, give some examples of great support that they provide, to think about what they bring to our organisation and families they support. No pressure there then!

Family support volunteers provide bespoke emotional and practical support to their families with passion and dedication, going the extra mile to help nurture and support in a way that is truly awe inspiring. Whether it is supporting an individual family, supporting by phone, taking part in fundraising events, helping in groups and courses or working as a Trustee, we are very much aware that without them, there is no Home-Start Telford & Wrekin.

Perhaps the best way to demonstrate how wonderful they are is to tell you some of the things that parents have said:

"My volunteer helped me so much! She listened to me when I was down and needed to talk; just having another adult to share my worries with made such a difference. She helped give me the courage to get my son to nursery, helped me to apply for PIP and sort out my finances, she helped me to see that I'm not worthless, not an idiot."

"My volunteer helped me in lots of ways, ideas and support with children's behaviour and managing day-to-day tasks. She built my confidence and helped me to see that I am doing a good job, and that I'm good enough."

"Home-Start supported me and my family when I was really struggling. The amount of support I received was phenomenal and if it wasn't for my volunteer, I'd never have got through that dark time of my life. Two years later, I am very proud to be volunteering myself, helping and supporting other families in need."

I can't really put it any better than that, so I'd just like to add a huge THANK YOU to you all.

Vikki Thomas



Corporate & Community Development Lead's Report

For the year ended 31st March 2024

It has been a busy year that has swiftly passed. To kickstart the year, in April 2023, I, along with Jayne, Paula and Deborah, participated in the London Landmarks Half Marathon. Crossing the finish line felt amazing, especially since this was my first running event since completing the Couch to 5K program with a local running group. We raised over £2,500 for Home-Start Telford & Wrekin.

This year I have continued to diversify our fundraising efforts by exploring events that we could get involved in. Hopefully, I can include some of these in my annual report next year.

I secured a grant through Home-Start UK with Cadent for a 2-year project, allowing us to provide slow cookers and CO2 alarms to our families. This has allowed us to run workshops in our groups around healthy cooking and being more energy efficient. Within this grant we have also been able to part-fund our HLC family groups. For the first time, we engaged in the national campaign called the Big Give 'Together with Families' to secure additional funds, enabling us to extend support to an additional 10 families. I am very pleased to share with you that we exceeded our target of £10,000 and raised over £11,000 which is phenomenal. This campaign also allowed us to welcome Fee to the team.

We participated in the Christmas Gift Wrap at Telford Town Centre for the second consecutive year. I would like to express my gratitude to our volunteers for their support during the week, with special thanks to Natasha and Linda for their invaluable support at the stall.

Following on from last year's report, we have made promising progress in enhancing our social media platforms and now have regular posts raising our profile and services on offer.

In November, we were honoured with the King's Award for Voluntary Service in recognition of all the hard work our volunteers put in, and most of all, their gift of time, to help others in need. I look forward to sharing our celebratory moments in the upcoming year's report.

Our Teenage Mum 'Me Time' drop-in group has thrived since moving to a more central location, with over 14 families registered, most of them attending weekly. We also welcomed two new baby boys to our 'family'.

Lastly, I extend heartfelt thanks to Darren and Simon, who participated in the Ironbridge Half Marathon on our behalf and successfully raised over £505, inclusive of gift aid. I also wish to thank our volunteers, who have offered unwavering support throughout the past year. I extend my appreciation to our Trustees and the staff team, who consistently provided guidance and encouragement and kept me going to reach my targets. I eagerly anticipate the prospects of the upcoming year for Home-Start Telford & Wrekin.

Sharon Uppal





Public Benefit Report

For the year ended 31st March 2024

The following is a report illustrating how our work this year has related to our constitutional objectives:

The objects for which Home-Start is established are:

To safeguard, protect and preserve the good health, both mental and physical of children and parents of children.

In order to meet this object all volunteers and staff are vetted and comprehensively trained. Training is refreshed annually. Volunteers are carefully matched, supported and supervised. Families are supported with a range of issues and our work is aimed at promoting wellbeing – both mental and physical. Newly referred families receive telephone/online support in the interim between referral and the placement of a home-visiting volunteer, ensuring families are supported from the outset. Our National Lottery funded Parents Matter project supports families with issues of isolation, mental and physical health problems and domestic abuse. Home support visits are supplemented by 'Me Time' groups, where mothers' experiencing low mood/mental health issues can meet and talk. The format for these groups includes exercises to improve mental health and self esteem, and talks by relevant professionals. Our Children in Need and Family Hubs funded Teenage Parents' project delivers well-being support to children and young people experiencing teenage parenthood. Activities aim to improve confidence, reduce isolation and improve relationships. A Family Hubs funded 0-1s group supports parents with a pregnancy and/or child up to the age of 1 year. Family Hubs also fund our Dads project which aims to reduce isolation amongst fathers—support includes a monthly meet at a soft play centre and WhatsApp support. Chatterbox and Playing Together groups held at Hadley Learning Community, aim to improve social interaction of both parents and children, with activities including crafts, song time and healthy snacks. We also deliver Something More Self Esteem Courses for vulnerable women.

To prevent cruelty to or maltreatment of children.

As above plus we maintain effective working relationships with other professionals in the sector. We attend safeguarding and family support meetings. The designated Trustee Board member and the staff Operational Lead both complete Designated Safeguarding Lead Level 3 training.

To relieve sickness, poverty and need amongst children and parents of children.

We signpost and accompany families to access specialist financial advice plus we help them think about ways to maximise their income, including introduction to community grocery stores and cooking on a budget. We access grants for items such as fridges and cookers and regularly make referrals to local food banks. Donations of food hampers, and items such as shoes and slow cookers are distributed to those most in need. Families are supported with medical issues and appointments and a healthy lifestyle is encouraged.

To promote the education of the public in better standards of child care within the area of Telford & Wrekin and its environs.

The needs of the child are paramount throughout Home-Start's work.

Our volunteer preparation courses include content on 'Meeting the Needs of Children'. All staff and volunteers model and encourage positive interaction with children. All groups and courses aim to offer support and information to enhance parents' skills in raising their children.

A Taste of Home-Start Support

Family 1585:

Family support feedback:

"I would say honestly from the start I didn't take it seriously and didn't think I would get much help but I have not regretted it one bit, I feel the service is one of the best out there as an organisation and would recommend it to anyone for support. They understand your situation and walk you through and try everything they can help you the best they can. Homestart allowed me to get back on my feet and they went above to help me. The support has made me so happy when I was in a hard place and I think I will go on now to live a happy life."

Family 1570: Lottery 'Me Time' group:

Following attendance at an 'Improving the Home Learning Environment' conference, Vikki facilitated a session on the subject for families attending the group.

"Hi Vicki I needed to send you a message separate from the group. I just really wanted the opportunity to thank you sincerely for everything that you're doing! You may not feel that you are doing much however you are vastly changing mine and the boys lives in a positive way. Yesterday after group I come home and we read three books together. Having that quality time is something that I haven't really thought about the positive repercussions for the boys but as silly as it sounds it was so special. Today we have been playing Mr funny face and had a lot of laughs and giggles. I do spend time with my boys bit it is very rare that we spend quality time together however thanks to the group yesterday and the things you told us about the impact on the children etc I am working hard to change this and have more quality time (learning without realising) this is all changing because of you so thank you from the bottom of my heart X."

Family/Volunteer 551 feedback regarding the King's Award:

"I actually had Home-Start Telford & Wrekin supporting me and my 4 children 2 years ago when I was really struggling. The amount of support and help I received from them was phenomenal, and if it hadn't of been for them I wouldn't have got through that dark time of my life and my kids wouldn't have had a Christmas that year either. 2 years later I am now volunteering for Home-Start Telford & Wrekin to help and support other families that are in need like I was 2 years ago. I am very proud to be a part of the Home-Start family. I am even prouder that the hard work from the trustees, volunteers and staff has been recognised and we have been given this award."

Teenage 'Me Time' group: Family Nurse feedback:

"It was so lovely coming out to group. I really enjoyed myself. I would love this to be a more permanent fixture once a month or so!! It was such a lovely session!!! I've had some fantastic feedback from Adele and Megan! Both thoroughly enjoyed their time, both excited to come back next week. Megan shared she felt so confident coming out of the group which was lovely to hear!!"



Objectives for 2024/2025

Develop further corporate relationships and continue to diversify funding

Recruit more volunteers to enable us to support more families

Celebrate our King's Award for Voluntary Service and use it to raise our profile further

Access continuation funding for grants finishing within the year

Progress our EEDI plan

Complete transition from 365 files to our new CRM and start fully utilising the system

Develop a new 5 year strategic plan

Recruit a Marketing and Communications Champion

Review new staff role structure and further develop our succession plan

The Home-Start Telford & Wrekin Family

For the year ended 31st March 2024

Home-Start UK

for legal guidance, quality resources, training, policies, Quality Assurance etc

223 families

(home-visited, Me Time group, Teenage Parent group, Dads project, 0-1s group High Ercall, Chatterbox and Playing Together groups). Some families access more than one project.

Volunteers

Amy, Bernice, Brian, Caroline, Claire, Courtney, Deanne, Donna, Jem, Jen, Jennifer, Jessica, Jude, June, Linda, Lisa O, Lisa P, Marg, Michelle H, Michelle P, Natasha, Pat, Samantha, Sandra, Sara, Sarah, Saranjit, Tanya, Tash, Tina, Vicky, Wendy

Staff Team

Caia Bryant-Griffiths, Strategic Lead
Vikki Thomas, Operational Lead
Sharon Uppal, Corporate & Community Development Lead
Donna Sayer, Family Support Practitioner
Elysia Davison, Family Support Practitioner
Heidi Carter, Administrator & Project Co-ordinator
Naomi Calabrese, Charity Administrator

Management Committee for the 2023-24 year

Cathy Landau, Trustee, Chairperson
Kelly Chang, Trustee
Andrea Cole, Trustee
Lynn Howarth, Trustee
Jen Morris, Trustee
Linda Sabini, Trustee
Lois Kim, Trustee—resigned 25.07.23
Lisa Oosthuizen, Trustee—resigned 11.12.23
Mel Ward, Trustee—resigned 30.06.23

Professional Services

Independent Examiner: Hilary Payne
Bankers: CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ
Unity Trust Bank plc, 4 Brindley Place, Birmingham, B1 2JB
Insurers: Zurich Insurance plc, The Zurich Centre, 3000 Parkway, Whiteley, Fareham,
Hampshire, PO15 7JZ
Chartered Accountant: Stephanie James

Home-Start Telford & Wrekin is a charitable company limited by guarantee which is governed by Memorandum and Articles of Association. A Board of Trustees is responsible for the governance and management of the charity and employ a team of staff to recruit and train a team of volunteers who deliver support to families. New Trustees are recruited to the Board after consideration of an application form, references and Trustee Declaration and are subject to relevant checks. Trustees receive their initial training through an induction process where they meet with the Chairperson and staff and are provided with a range of information regarding the Charity including a full set of Policies and Procedures. All Trustees are offered the opportunity to attend induction training with Home-Start UK as well as on-going opportunities for both in-house and Home-Start UK in-service training.

Who were our Supporters?

For the year ended 31st March 2024

Sincere thanks to all the organisations and individuals who supported Home-Start Telford & Wrekin in various ways over the past financial year, including Corporate & Community Development Lead, **Sharon Uppal**, and our amazing supporters who took part in challenge and fundraising events.

Adams Grammar School
Asda Foundation
Katrina Baker
Deanne Barnes
Barratt Homes
Big Give Trust
Elizabeth Blakemore
Bridge Inn, Trench
BT
Cadent/Centre for Warmth
Children in Need
Eve Clevenger
Clicking Mad
Co-op Local Community Fund
CQS Solutions
Roy Evans
Lady Forester Trust
Susan Gowers
Cy Grove
Gymphobics
Haughton School
Hollinswood & Randlay Parish Council
Veronika Horvath
Lynn Howarth
Albert Hunt Trust
Adam Kelsey
Catherine Landau
Lawley & Overdale Parish Council
Guy & Karen Lewis
Millichope Foundation
J D Morgan
National Lottery
Novuna Business Cash Flow
Oakengates Town Council
Rotary Club of Wellington
Shropshire Masonic Charitable Association
Henry Smith Charity
Dr Thomas Taylor
Thomas Telford School
Telford & Wrekin Council: Councillor's Pride
Telford & Wrekin Council: Family Hubs
Tibbetts Group, Shrewsbury: Easter eggs
Topinambour Trust
Turas Accountants
Waitrose (John Lewis Partnership)
Wellington Cricket Club
Wellington Town Council
Mrs Wingfield's Charitable Trust
Diane Wood
Woodward Trust
Wrekin Housing Trust
Wynn Foundation

Contact us

Home-Start Telford & Wrekin

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Wellington
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TF1 1BJ

Telephone: 01952 872280

E-mail: info@homestarttandw.org.uk

Website: www.homestarttelfordandwrekin.co.uk

Facebook: Home-Start Telford and Wrekin

Twitter: homestarttw

Other useful contact details:

Chief Executive, Home-Start UK

Clarence House, 46 Humberstone Gate, Leicester, LE1 3PJ

T: 0116 464 5490

E: info@home-start.org.uk

Charity Commission

T: 0300 066 9197

W: <https://www.gov.uk/government/organisations/charity-commission>

Companies House

T: 0303 123 4500

E: enquiries@companieshouse.gov.uk

Home-Start Telford & Wrekin

Registered Charity Number: 1148269

Company Limited by Guarantee Number: 7004506

**HOME-START TELFORD & WREKIN
ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024**

Treasurer's Report

For the year ended 31st March 2024

The Accounts 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 in the UK and Republic of Ireland (Charities SORP FRS 102, October 2019), and with the Companies Act 2006.

The organisation's funds are incorporated into one current and two deposit accounts.

A portion of income is for 'specific purposes' and/or subject to Service Level Agreements (SLAs) and/or has restrictions on its use.

Financial position at the year end:

Total reserves of the charity have increased by 32% since last year from £94,818 to £124,828. Free cash reserves, which the charity is able to spend on any of its aims, have increased by 63% from £26,768 to £43,505. The Trustees believe Home-Start Telford & Wrekin is in a stable financial position: The free cash reserves are sufficient to cover 6 months of unfunded salaries and core costs with no further funding, and the 2024-25 budget anticipates that income will exceed expenditure without the use of its reserves.

Principal sources of funds including fundraising:

The principal funds of Home-Start Telford & Wrekin during the 2023-24 year came from:

- Children in Need – Teenage Parents project
- Henry Smith Charity – PR/Fundraising role
- National Lottery – Parents Matter project
- NHS – Smoking Cessation project
- Telford & Wrekin Council: Family Hubs – Teenage Parents, Dads and 0-1s projects

Grants and donations of £1,000 or more were also received from:

- Barratt Homes
- The Big Give Trust
- Cadent/Centre for Warmth
- Co-op Local Community Fund
- The Lady Forester Trust
- The Albert Hunt Trust
- Guy & Karen Lewis
- The Millichope Foundation
- Novuna Business Cash Flow
- Thomas Telford School (via The Big Give)
- Telford & Wrekin Council: Councillor's Pride
- Waitrose (John Lewis Partnership)
- Mrs Wingfield's Charitable Trust
- The Woodward Trust
- The Wrekin Housing Group Ltd (via The Big Give)
- The Wynn Foundation

Fundraising income totalled £12,461 from activities including:

- Adams Grammar School, various fundraising activities
- Christmas gift wrapping
- Haughton School, various fundraising activities
- Ironbridge Half Marathon
- Lawley Family Fun Day toy stall
- London Landmarks Half Marathon
- Muller, raffle

We are hugely appreciative of all the funding we receive from our supporters, regardless of the amount. Please see the Annual Report 2023-24 for a full list of supporters.

Investment policy & objectives:

Home-Start Telford & Wrekin receives interest payable to the one current and two deposit accounts. The charity does not hold any other investments. A long-term objective is to raise funds to set up an investment fund from which the charity could receive an amount of income.

Designated funds/Reserves:

The Trustees took the decision in 2007/08 to put £42,700 aside for contingency purposes. Following annual re-calculation of potential costs this amount has been set at £73,900. The purpose of this money is to cover redundancy and pension costs.

Principal risks:

The year was a very positive one and our current financial position is good, however, the organisation has historically depended on a small number of funders and their ongoing support has been short term in nature and is constantly under review. National Lottery and Children in Need funding will come to an end in the 2024-25 financial year and there remains the need to raise funds for both the current and future financial years. For this reason, the organisation remains at short term risk.

The Trustees receive financial information relating to actual spend versus budget, on a bi-monthly basis, along with an overview of total funds. Reserves and budgets are reviewed annually. The scheme has a strategic plan and there are sub-groups consisting of management members who meet to address on-going needs.

Continued effective operation of the organisation over the whole of Telford & Wrekin Borough will require long term guaranteed funding.

Looking to the future

The third year of the strategic review, funded by the Lloyds Foundation and HSUK, has been completed and work has begun on a replacement 5-year strategic plan. Employment of a Corporate and Community Development Lead continues to pay dividends, with funds being received from more diverse and growing funding streams. High profile partnerships secured by HSUK continue to raise awareness, profile, and funds.

We remain, as ever, immensely grateful to all our partners for their invaluable financial support.

Cathy Landau

Chair, Trustee

Treasurer position vacant for the last 3 months of the 2023-24 accounting period.

HOME-START TELFORD & WREKIN
BALANCE SHEET AS AT 31 MARCH 2024

Non-current Assets

Equipment (note 4)

Current Assets

Debtors (note 5)

Cash at bank and in hand

Total current assets

Current Liabilities

Creditors (note 6)

Net assets

Funds of the charity

Restricted funds (note 7.1)

Unrestricted funds (note 7.2)

Total funds

2024	2023
£	£
1,131	2,276
3,557	487
145,180	138,034
148,737	138,521
(25,040)	(45,979)
124,828	94,818
9,401	4,399
115,427	90,419
124,828	94,818

HOME-START TELFORD & WREKIN

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	2024 Unrestricted Funds	2024 Restricted Funds	2024 Total	2023 Total
	£	£	£	£
INCOME:				
Donations and legacies (notes 2.1 & 7.1)	74,102	116,478	190,580	109,611
Investment Income	2,724		2,724	1,125
Total Income	76,826	116,478	193,304	110,736
EXPENDITURE:				
Raising Funds (note 3.1)	(1,146)	-	(1,146)	(1,287)
Charitable activities (note 3.2 & 7.1)	(50,672)	(111,476)	(162,148)	(129,114)
Total expenditure	(51,818)	(111,476)	(163,294)	(130,401)
Net income/(expenditure)	25,008	5,002	30,010	(19,665)
Transfer of funds	-	-	-	-
Total funds brought forward	90,419	4,399	94,818	114,483
Total funds carried forward	115,427	9,401	124,828	94,818

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derives from continuing activities.

HOME-START TELFORD WREKIN

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

Note 1 Accounting Policies

1.1 Basis of preparation

These accounts 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 in the UK and Republic of Ireland (Charities SORP FRS 102, October 2019), and with the Companies Act 2006.

1.2 Preparation of the accounts on a going concern basis

The charity has secured funding for at least the next 12 months. The trustees consider the charity to be a going concern.

1.3 Income

Grant income is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably.

Donations are included in the year in which they are receivable, which is when the charity becomes entitled to the resource.

1.4 Interest receivable

Interest on funds is included when receivable and the amount can be measured reliably by the charity. This is normally upon notification of the interest paid by the bank.

1.5 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds that the trustees have decided at their discretion to set aside for a specific purpose. Restricted funds are solely used for particular areas of the charity's work specified by the donor.

1.6 Funds received as an agent

Funds received by the charity acting as an agent are not recognised as an asset in the accounts because the funds are not within its control. Consequently, the receipt of funds as agent is not recognised as income nor is its distribution recognised as expenditure in the statement of financial activities.

1.7 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

1.8 Tangible fixed assets

Costs are capitalised if the asset can be used for more than one year. Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses.

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

Equipment	25% straight line
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1.9 Debtors

Prepayments are valued at the amount prepaid

1.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investment.

HOME-START TELFORD WREKIN

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

1.11 Creditors

Other creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured reliably.

1.12 Pensions

Home-Start contributes 5% of employees' salaries into pension schemes of staff.

Note 2 Income

2.1 Analysis of donations and legacies from unrestricted funds

	This year £	Last year £
Grants & Trust Income	47,935	13,241
Donations	12,986	2,902
Fundraising	12,461	6,447
Family Events	720	575
	<u>74,102</u>	<u>23,165</u>

Note 3 Expenditure

3.1 Analysis of expenditure on raising funds

	This year £	Last year £
Fundraising costs	<u>1,146</u>	<u>1,287</u>

3.2 Analysis of expenditure on charitable activities

	This year £	Last year £
Staff costs	122,663	100,289
Staff travel expenses	1,437	991
Staff away days	140	120
Accounting	4,777	4,456
Volunteers' travel expenses	1,782	1,927
Volunteers' events & gifts	137	266
Courses/training	272	116
Printing, postage & stationery	239	320
Telephone & Internet	1,088	877
Creche	4,155	5,656
Rent and room hire	8,053	4,276
Insurance/data protection	1,833	1,514
Home-Start UK	1,993	2,370
Equipment expensed	474	258
Licences, repairs and servicing	920	1,164
CRM	3,284	
Depreciation	2,059	1,830
Family Events	1,050	694
Materials	616	282
Refreshments	1,142	471
DBS Checks	243	351
Advertising	2,918	-
Miscellaneous	873	886
	<u>162,148</u>	<u>129,114</u>

HOME-START TELFORD WREKIN

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

3.3 Trustees expenses

	This year	Last year
Number of trustees who were paid expenses	0	0
Total amount paid for travel expenses	£0	£0

3.4 Staff costs

	This year	Last year
	£	£
Gross salaries	115,140	94,619
Employer's national insurance costs	2,677	1,586
Pension costs	4,846	4,084
	<u>122,663</u>	<u>100,289</u>

3.5 Average number of employees in the year

	This year	Last year
Charitable activities	7	6

3.6 Independent examiner

Payments made for the independent examination of the accounts totalled £200.

Note 4 Tangible Fixed Assets

4.1 Analysis of Tangible Fixed Assets

	Equipment £
<u>Cost</u>	
Balance at 1 April 2023	10,320
Additions	914
Disposals	(3,000)
Balance at 31 March 2024	<u>8,234</u>
<u>Depreciation</u>	
Balance at 1 April 2023	8,044
Disposals	(3,000)
Charge for the year	2,059
Balance at 31 March 2024	<u>7,103</u>
<u>Net Book Value</u>	
Balance at 1 April 2023	<u>2,276</u>
Balance at 31 March 2024	<u>1,131</u>

Note 5 Debtors and Prepayments

5.1 Analysis of Debtors

	Amounts falling due within 1 year	
	This year	Last year
	£	£
Accrued income	3,000	-
Prepayments	557	487
	<u>3,557</u>	<u>487</u>

HOME-START TELFORD WREKIN

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

Note 6 Creditors and accruals

6.1 Analysis of creditors

	Amounts falling due within 1 year	
	This year	Last year
	£	£
Accruals	3,067	3,505
Short-term compensated absences (holiday pay)	1,958	1,150
PAYE/NI Liability	1,696	1,385
Deferred income	18,319	39,939
	<u>25,040</u>	<u>45,979</u>

Deferred income relates to funding from The National Lottery and Children In Need.

Note 7 Funds

Note 7.1 Restricted income funds

	Balance at 01/04/2023	Income	Expenditure	Transfer from/(to) unrestricted funds	Balance at 31/03/2024
Children in Need - Teenage Parents	(510)	10,000	(11,178)	-	(1,688)
Councillor's Pride	500	-	(500)	-	-
Home-Start UK/Cadent - Centre For Warmth	-	2,188	(2,188)	-	-
Henry Smith	-	17,500	(17,500)	-	-
J D Morgan	-	100	(100)	-	-
John Lewis	400	-	(90)	-	310
Lawley and Overdale Parish Council	-	500	(500)	-	-
National Lottery	(988)	36,815	(37,992)	-	(2,165)
National Lottery - IT	1,493	-	(1,493)	-	-
NHS - Smoking Cessation	1,004	21,375	(15,649)	-	6,730
Shropshire Masonic Charitable Association	-	500	(500)	-	-
Telford & Wrekin Family Hubs	-	25,500	(19,286)	-	6,214
Wrekin Housing Group Ltd	2,500	-	(2,500)	-	-
Wynn Foundation	-	2,000	(2,000)	-	-
	<u>4,399</u>	<u>116,478</u>	<u>(111,476)</u>	<u>-</u>	<u>9,401</u>

Children in Need: Teenage Project: To deliver well-being support to children and young people experiencing teenage parenthood in Telford & Wrekin. Activities aim to improve confidence, reduce isolation and improve relationships.

Councillor's Pride Grants: Grants received supported the provision of a 'Triage' style service, providing telephone/online support to families awaiting the placement of a home-visiting volunteer, and supporting the recruitment and training of new family support volunteers.

HSUK/Cadent: Towards the provision of Chatterbox and Playing Together groups, held in term-time at Hadley Learning Community, for parents and pre-school children. The groups encourage social interaction and include craft activities, song time and the provision of healthy snacks.

Henry Smith: Funding to cover core costs, and towards staff hours for a PR/fundraising role. The aim of this role is to diversify funding and improve use of technology and social media in order to strengthen and improve the charity's profile, as well as to raise funding from new sources, making it less reliant on grants.

JD Morgan: A staff away day held on 17 October 2023, to support staff wellbeing.

John Lewis: Provision of £400 worth of John Lewis Partnership vouchers as part of the Healthy, Happy Home initiative.

Lawley & Overdale Parish Council : Grant towards a fund to purchase a CRM system to improve sustainability by delivering improved administrative processing of all family referrals and volunteers.

HOME-START TELFORD WREKIN

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

The National Lottery: This grant will enable work with more children and families impacted by issues including isolation, mental or physical health problems, and domestic abuse. As well as increasing the number of families worked with through core home-visiting work, the grant will also fund a 'Me Time' group, spread geographically across the Borough. These groups will enable mothers experiencing low mood/mental health issues to meet and talk to others in similar circumstances and enjoy time to themselves while their children are cared for in a creche. The groups will include exercises to improve mental health and self-esteem as well as talks by relevant professionals.

National Lottery - IT: To upgrade our IT capability during the first lockdown to enable us to move to virtual platforms in order to continue to support families effectively and communicate as a staff team.

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Wynn Foundation: Funding towards the provision of Chatterbox and Playing Together groups, held in term-time at Hadley Learning Community, for parents and pre-school children. The groups encourage social interaction and include craft activities, song time and the provision of healthy snacks.

Note 7.2 Designated Funds

£73,900 of the unrestricted funds are designated funds which have been set aside for potential redundancy costs.

Note 8 Other information

Home-Start Telford & Wrekin is a private company limited by guarantee and incorporated in England. Its registered office is:

8-10 Duke Street, Wellington, Telford TF1 1BJ



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
HOME-START TELFORD & WREKIN

On accounts for the year
ended

31 MARCH 2024

Charity no
(if any)

1148269

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

Hilary Payne

Date:

28/08/2024

Name:

Hilary Payne

Relevant professional
qualification(s) or body
(if any):

AAT Level 4

Address:

12 Mill Farm Drive, Randlay, Telford TF3 2NA

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

**HOME-START TELFORD & WREKIN
ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024**

Treasurer's Report

For the year ended 31st March 2024

The Accounts 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 in the UK and Republic of Ireland (Charities SORP FRS 102, October 2019), and with the Companies Act 2006.

The organisation's funds are incorporated into one current and two deposit accounts.

A portion of income is for 'specific purposes' and/or subject to Service Level Agreements (SLAs) and/or has restrictions on its use.

Financial position at the year end:

Total reserves of the charity have increased by 32% since last year from £94,818 to £124,828. Free cash reserves, which the charity is able to spend on any of its aims, have increased by 63% from £26,768 to £43,505. The Trustees believe Home-Start Telford & Wrekin is in a stable financial position: The free cash reserves are sufficient to cover 6 months of unfunded salaries and core costs with no further funding, and the 2024-25 budget anticipates that income will exceed expenditure without the use of its reserves.

Principal sources of funds including fundraising:

The principal funds of Home-Start Telford & Wrekin during the 2023-24 year came from:

- Children in Need – Teenage Parents project
- Henry Smith Charity – PR/Fundraising role
- National Lottery – Parents Matter project
- NHS – Smoking Cessation project
- Telford & Wrekin Council: Family Hubs – Teenage Parents, Dads and 0-1s projects

Grants and donations of £1,000 or more were also received from:

- Barratt Homes
- The Big Give Trust
- Cadent/Centre for Warmth
- Co-op Local Community Fund
- The Lady Forester Trust
- The Albert Hunt Trust
- Guy & Karen Lewis
- The Millichope Foundation
- Novuna Business Cash Flow
- Thomas Telford School (via The Big Give)
- Telford & Wrekin Council: Councillor's Pride
- Waitrose (John Lewis Partnership)
- Mrs Wingfield's Charitable Trust
- The Woodward Trust
- The Wrekin Housing Group Ltd (via The Big Give)
- The Wynn Foundation

Fundraising income totalled £12,461 from activities including:

- Adams Grammar School, various fundraising activities
- Christmas gift wrapping
- Haughton School, various fundraising activities
- Ironbridge Half Marathon
- Lawley Family Fun Day toy stall
- London Landmarks Half Marathon
- Muller, raffle

We are hugely appreciative of all the funding we receive from our supporters, regardless of the amount. Please see the Annual Report 2023-24 for a full list of supporters.

Investment policy & objectives:

Home-Start Telford & Wrekin receives interest payable to the one current and two deposit accounts. The charity does not hold any other investments. A long-term objective is to raise funds to set up an investment fund from which the charity could receive an amount of income.

Designated funds/Reserves:

The Trustees took the decision in 2007/08 to put £42,700 aside for contingency purposes. Following annual re-calculation of potential costs this amount has been set at £73,900. The purpose of this money is to cover redundancy and pension costs.

Principal risks:

The year was a very positive one and our current financial position is good, however, the organisation has historically depended on a small number of funders and their ongoing support has been short term in nature and is constantly under review. National Lottery and Children in Need funding will come to an end in the 2024-25 financial year and there remains the need to raise funds for both the current and future financial years. For this reason, the organisation remains at short term risk.

The Trustees receive financial information relating to actual spend versus budget, on a bi-monthly basis, along with an overview of total funds. Reserves and budgets are reviewed annually. The scheme has a strategic plan and there are sub-groups consisting of management members who meet to address on-going needs.

Continued effective operation of the organisation over the whole of Telford & Wrekin Borough will require long term guaranteed funding.

Looking to the future

The third year of the strategic review, funded by the Lloyds Foundation and HSUK, has been completed and work has begun on a replacement 5-year strategic plan. Employment of a Corporate and Community Development Lead continues to pay dividends, with funds being received from more diverse and growing funding streams. High profile partnerships secured by HSUK continue to raise awareness, profile, and funds.

We remain, as ever, immensely grateful to all our partners for their invaluable financial support.

Cathy Landau

Chair, Trustee

Treasurer position vacant for the last 3 months of the 2023-24 accounting period.

HOME-START TELFORD & WREKIN
BALANCE SHEET AS AT 31 MARCH 2024

Non-current Assets

Equipment (note 4)

Current Assets

Debtors (note 5)

Cash at bank and in hand

Total current assets

Current Liabilities

Creditors (note 6)

Net assets

Funds of the charity

Restricted funds (note 7.1)

Unrestricted funds (note 7.2)

Total funds

2024	2023
£	£
1,131	2,276
3,557	487
145,180	138,034
148,737	138,521
(25,040)	(45,979)
124,828	94,818
9,401	4,399
115,427	90,419
124,828	94,818

HOME-START TELFORD & WREKIN

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	2024 Unrestricted Funds	2024 Restricted Funds	2024 Total	2023 Total
	£	£	£	£
INCOME:				
Donations and legacies (notes 2.1 & 7.1)	74,102	116,478	190,580	109,611
Investment Income	2,724		2,724	1,125
Total Income	76,826	116,478	193,304	110,736
EXPENDITURE:				
Raising Funds (note 3.1)	(1,146)	-	(1,146)	(1,287)
Charitable activities (note 3.2 & 7.1)	(50,672)	(111,476)	(162,148)	(129,114)
Total expenditure	(51,818)	(111,476)	(163,294)	(130,401)
Net income/(expenditure)	25,008	5,002	30,010	(19,665)
Transfer of funds	-	-	-	-
Total funds brought forward	90,419	4,399	94,818	114,483
Total funds carried forward	115,427	9,401	124,828	94,818

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derives from continuing activities.

HOME-START TELFORD WREKIN

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

Note 1 Accounting Policies

1.1 Basis of preparation

These accounts 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 in the UK and Republic of Ireland (Charities SORP FRS 102, October 2019), and with the Companies Act 2006.

1.2 Preparation of the accounts on a going concern basis

The charity has secured funding for at least the next 12 months. The trustees consider the charity to be a going concern.

1.3 Income

Grant income is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably.

Donations are included in the year in which they are receivable, which is when the charity becomes entitled to the resource.

1.4 Interest receivable

Interest on funds is included when receivable and the amount can be measured reliably by the charity. This is normally upon notification of the interest paid by the bank.

1.5 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds that the trustees have decided at their discretion to set aside for a specific purpose. Restricted funds are solely used for particular areas of the charity's work specified by the donor.

1.6 Funds received as an agent

Funds received by the charity acting as an agent are not recognised as an asset in the accounts because the funds are not within its control. Consequently, the receipt of funds as agent is not recognised as income nor is its distribution recognised as expenditure in the statement of financial activities.

1.7 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

1.8 Tangible fixed assets

Costs are capitalised if the asset can be used for more than one year. Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses.

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

Equipment	25% straight line
-----------	-------------------

1.9 Debtors

Prepayments are valued at the amount prepaid

1.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investment.

HOME-START TELFORD WREKIN

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

1.11 Creditors

Other creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured reliably.

1.12 Pensions

Home-Start contributes 5% of employees' salaries into pension schemes of staff.

Note 2 Income

2.1 Analysis of donations and legacies from unrestricted funds

	This year £	Last year £
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Fundraising	12,461	6,447
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	<u>74,102</u>	<u>23,165</u>

Note 3 Expenditure

3.1 Analysis of expenditure on raising funds

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3.2 Analysis of expenditure on charitable activities

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Staff travel expenses	1,437	991
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Advertising	2,918	-
Miscellaneous	873	886
	<u>162,148</u>	<u>129,114</u>

HOME-START TELFORD WREKIN

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

3.3 Trustees expenses

	This year	Last year
Number of trustees who were paid expenses	0	0
Total amount paid for travel expenses	£0	£0

3.4 Staff costs

	This year	Last year
	£	£
Gross salaries	115,140	94,619
Employer's national insurance costs	2,677	1,586
Pension costs	4,846	4,084
	<u>122,663</u>	<u>100,289</u>

3.5 Average number of employees in the year

	This year	Last year
Charitable activities	7	6

3.6 Independent examiner

Payments made for the independent examination of the accounts totalled £200.

Note 4 Tangible Fixed Assets

4.1 Analysis of Tangible Fixed Assets

	Equipment £
<u>Cost</u>	
Balance at 1 April 2023	10,320
Additions	914
Disposals	(3,000)
Balance at 31 March 2024	<u>8,234</u>
<u>Depreciation</u>	
Balance at 1 April 2023	8,044
Disposals	(3,000)
Charge for the year	2,059
Balance at 31 March 2024	<u>7,103</u>
<u>Net Book Value</u>	
Balance at 1 April 2023	<u>2,276</u>
Balance at 31 March 2024	<u>1,131</u>

Note 5 Debtors and Prepayments

5.1 Analysis of Debtors

	Amounts falling due within 1 year	
	This year	Last year
	£	£
Accrued income	3,000	-
Prepayments	557	487
	<u>3,557</u>	<u>487</u>

HOME-START TELFORD WREKIN

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

Note 6 Creditors and accruals

6.1 Analysis of creditors

	Amounts falling due within 1 year	
	This year	Last year
	£	£
Accruals	3,067	3,505
Short-term compensated absences (holiday pay)	1,958	1,150
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Deferred income	18,319	39,939
	<u>25,040</u>	<u>45,979</u>

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Note 7.1 Restricted income funds

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Wynn Foundation	-	2,000	(2,000)	-	-
	<u>4,399</u>	<u>116,478</u>	<u>(111,476)</u>	<u>-</u>	<u>9,401</u>

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Lawley & Overdale Parish Council : Grant towards a fund to purchase a CRM system to improve sustainability by delivering improved administrative processing of all family referrals and volunteers.

HOME-START TELFORD WREKIN

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

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8-10 Duke Street, Wellington, Telford TF1 1BJ



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
HOME-START TELFORD & WREKIN

On accounts for the year
ended

31 MARCH 2024

Charity no
(if any)

1148269

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

Hilary Payne

Date:

28/08/2024

Name:

Hilary Payne

Relevant professional
qualification(s) or body
(if any):

AAT Level 4

Address:

12 Mill Farm Drive, Randlay, Telford TF3 2NA

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.