

Charity Registration No. 1150906

Company Registration No. 08261096 (England and Wales)

**REACHING FAMILIES LIMITED**  
**(LIMITED BY GUARANTEE)**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**REACHING FAMILIES LIMITED**  
**(LIMITED BY GUARANTEE)**  
**LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Trustees</b>	Helen Rodgers Chris Jay John Corr Charlotte Linington Emma Steele (resigned 15/03/21) Justin Sainsbury (appointed 19/01/21) Luke Davies (appointed 17/11/20 and resigned 19/4/21)
<b>Charity number</b>	1150906
<b>Company number</b>	08261096
<b>Registered office</b>	Unit 16 Oaklands Business Centre 64-68 Elm Grove Worthing West Sussex BN11 5LH
<b>Independent examiner</b>	Mark Cummins FCCA FCIE TC Group The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN
<b>Bankers</b>	Lloyds TSB Bank PLC South Street Worthing West Sussex BN11 3AU

**REACHING FAMILIES LIMITED  
(LIMITED BY GUARANTEE)  
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**REACHING FAMILIES LIMITED  
(LIMITED BY GUARANTEE)  
TRUSTEES' REPORT**

***FOR THE YEAR ENDED 31 MARCH 2021***

The trustees are delighted to present our annual report for the period April 2020 to March 2021.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

**Structure, Governance & Management**

In 2013 Reaching Families changed from being an unincorporated charity (The Parent & Family Care Foundation) and became Reaching Families, a charitable company limited by guarantee governed by Memorandum and Articles of Association. The new organisation was registered with Companies House on the 15<sup>th</sup> February 2013 and registered with the Charity Commission on the 20<sup>th</sup> February 2013. The trustees who are also the directors of the company who served during 2020/21 were as follows: -

Helen Rodgers  
Chris Jay  
John Corr  
Charlotte Linington  
Emma Steele (resigned 15/03/21)  
Justin Sainsbury (joined 19/01/21)  
Luke Davies (joined 17/11/20, resigned April 2021)

Trustees are recruited based on their skill, knowledge and experience of working in our field and/or their experience of charity management and governance. It is the policy of the trustees to maximise representation of parent-carers on our board wherever possible.

The trustees meet as a minimum on a bi-monthly basis to discuss matters relating to strategy, operational management, policy, administration and fundraising. Day-to-day management of the charity is delegated to a part-time project manager and a part-time operations manager who are responsible for a part-time volunteer co-ordinator, 2 part-time outreach co-ordinators, a part-time administrator, plus external personnel.

**Public Benefit**

The trustees have had due regard to the charity commission guidance on public benefit in deciding what activities it carries out.

**Principal Risks & Uncertainties**

Trustees and staff carry out regular risk assessments that affect both the operational delivery of our work and the longer term sustainability of our service delivery. The principal risk to the organisation's ongoing viability is funding. From our inception the charity has pursued a policy of spreading financial risk by developing a diverse financial model that leverages funding from a wide variety of sources including the lottery, charitable trusts and foundations, community fundraising, earned income and grant aid from West Sussex County Council.

**Remuneration Policy**

All staff, including our project manager, work part time and are therefore paid on a pro-rata basis. Their salaries are based on market rates and reviewed annually.

## Objectives & Activities

The charity's objects are (i) to relieve the needs of disabled people, particularly, but not exclusively, children, young people, their parents, carers and families (ii) to further any other such purposes deemed charitable by the law of England and Wales as the trustees shall from time to time decide. These objects are captured more succinctly in our mission statement: "to empower, inform and support parents and families of children and young people with special educational needs and disabilities in West Sussex."

## Impact of Covid-19

Our year started in the midst of the covid pandemic and a national lockdown that presented major challenges to organisations like ours in terms of offering support to families. However, our organisation was quick to adapt to meet the needs of parents and families in a radically altered environment.

On the eve of the new financial year we published our "Stay Connected" strategy for delivering services during the pandemic. The new programme included the following elements: -

- Providing information on Covid via regular FAQs published on our website and via a new series of factsheets and animations on Covid & SEND
- Delivering live chats, training workshops and training videos via Facebook and Zoom
- Providing emergency telephone counselling for parents struggling with their emotional wellbeing as a result of the pandemic
- Continuing to deliver our befriending service using telephone and Zoom
- Delivery of a weekly Umbrellas support group via Zoom
- Using Facebook to share information and resources and enable parents to stay connected

With no prior experience of virtual or remote delivery we could not predict in how parents would receive our programme of services, particularly in such extraordinary circumstances. However, within weeks we were experiencing record attendance and participation and by the Autumn there were waiting lists on all workshops. As the table below shows the level of engagement across all services was historically high: -

	<u>2019/20 *</u>	<u>2020/21</u>	<u>Growth (+/- %)</u>
Unique Web Visitors	14,532	27,015	86%
Making Sense Guides	2,602	2,666	2%
Factsheets	6,945	10,672	54%
Covid Animations	-	55,000	-
Training	405	479	18%
Mindfulness & Counselling	-	97	-
Face-2-Face Befriending	22	41	86%
Umbrellas Support Group	117	129	10%
Facebook Group	715	949	33%

\*Figures for 2019/20 are based on a 12 month average as the annual accounts for that period were 15 months in duration owing to moving to a new financial year (April to March)

## Outcomes

Despite the potential barriers regarding participation and engagement, our programme of services during the pandemic were incredibly successful and achieved what we had intended:-

- Helping parent-carers stay connected
- Keeping them informed on Covid and SEND issues
- Maintaining user-friendly access to our services, and most importantly
- Supporting parent's resilience and emotional wellbeing

The data captured below, demonstrates the degree to which these outcomes have been achieved:-

- I have improved knowledge of how to access support for my child – (83%)
- Our children have accessed new services as a result of our using Reaching Families services (38%)
- I have improved skills and self confidence in supporting my child as a result of attending training (88%)
- I have improved support from other parent-carers (60%)
- I feel less isolated as a result of the support I get from other parent-carers (63%)
- I feel more confident and resilient in overcoming difficulties as a result of the peer support I have received (64%)
- I feel have improved emotional wellbeing as a result of peer support I have received (61%)
- The early support I receive from befriending has helped me in my role as a carer (95%)
- I value that Reaching Families is led by parent-carers (87%)
- Reaching Families has helped me become less reliant on local public services (for example, social services) (17%)

## Operational Delivery

### Making Sense Guides

The huge surge in visitors to our website during 2020 had a significant impact on the use of our information resources, particularly our factsheets and *Making Sense* parent guides. We chose to pause on publishing a new edition of *Making Sense of Adult Life* in 2020 due to the inevitable upheaval to health, education, social care and the voluntary sector caused by the pandemic. This did not diminish access to our guides which were downloaded in vast numbers in e-book format. Given our limited capacity to distribute hard copies of the book, this format proved a fortunate alternative.

### Covid FAQs & Factsheets

Our Covid FAQs, which we launched on the 20<sup>th</sup> March 2020 and shared with other partners ensured we could immediately help parents navigate the deluge of information on covid. We also published a series of factsheets on Covid and SEND covering subjects like anxiety, behaviour, benefit changes, changes in education, home learning, survival strategies and returning to school. By the end of the year 2,166 copies of our Covid factsheets had been downloaded from our website whilst overall 10,672 copies of our wider library of factsheets were downloaded, 54% higher than in the previous year.

### Animations & Training Videos

Thanks to part funding from WSCC we published a short series of animations designed for parents when talking to their children about Covid. They covered issues like understanding Covid and the “new normal”, returning to school, supporting siblings and practising mindfulness. They proved an extraordinarily popular resource with parents, children and schools and have been viewed over 55,000 times on our website, on Facebook and on YouTube.

In addition to our animations we recorded several training videos to accompany live sessions delivered on Facebook. These provided both a reference for parents who attended these sessions and a resource for those unable to attend. Over the course of the year they were viewed 3,270 times.

Both animations and videos have proved educational in terms of visual learning and/or presenting information in a more accessible format. We will therefore be exploring other ways we can use visual and digital media to help inform children, parents and families on SEND issues.

### **Counselling, Mindfulness & Wellbeing**

*“The Making Sense of Wellbeing course was excellent. I particularly liked the mindfulness sessions as they provided me a time a time to de-stress, reset and refocus.”*

In April 2020 we had planned to launch a new group counselling project based in Bognor Regis and Crawley. Social distancing made this untenable. Instead we approached the issue of mental health & wellbeing through a combination of 1-2-1 counselling, mindfulness sessions and training. Given the emotional and psychological impact of the pandemic it was vital we offered a range of support in order to build and maintain parent's emotional wellbeing as much as possible.

Thanks to a grant of £5,000 from the Sussex Community Foundation Covid Crisis Fund we were able to provide emergency 1-2-1 telephone counselling to parents who were struggling with lockdown. The project was delivered on a subsidised basis in partnership with a local counselling practice, Lanes Counselling.

We also began running mindfulness sessions on zoom. They proved so popular we incorporated mindfulness as a regular feature of a new course called *Making Sense of Wellbeing*, which addressed the issues we intended on covering in group counselling, albeit with a different approach. Such was the popularity of the course we intend continuing it in place of group counselling even after social distancing measures have been lifted. We will also continue to offer 1-2-1 telephone counselling to parents struggling with the effects of the pandemic.

*“I accessed the 1-2-1 counselling after a mental health crisis. It was quick and easy which was the key thing. It really cannot be understated just how much it helped me and therefore, my children.”*

### **Training**

*“I love that the training is now online. I couldn't access before when it was in person due to my own disabilities, but the move online has made it more inclusive.”*

Of all our projects and services none is more suited to online delivery than training. Not only did parents quickly adapt to this method of delivery, it also widened access to training for parents who have issues with childcare, free time or transport. Over the course of the year we delivered 24 one-off workshops and six Making Sense courses (36 sessions) to 479 parents, an increase of almost 20% on 2019. By the second half of the year all our workshops had waiting lists.

Our training programme was enhanced this year by the introduction of two new courses – *Making Sense of It All*, a foundation course on all things SEND for new parent-carers and *Making Sense of Wellbeing*, which we introduced in lieu of our proposed group counselling project. As previously stated, the training based approach to mental health & wellbeing has proved so popular our intention is to maintain this format and forgo establishing a group counselling project.

We adapted our training during the pandemic to reflect the challenges of the times and delivered a number of workshops and live Facebook chats focussed on challenges resulting from the pandemic, for example, food issues, home learning, returning to school, survival strategies and supporting siblings. Other training content was also adapted to reflect the impact of Covid.

*"I found the Making Sense of It All foundation course really empowering. It was also reassuring to be in the company of people who speak the same language. It helped to normalise my experiences."*

## **Umbrellas**

*"The Umbrellas group has been a real lifeline for me. It is amazing to have met other parents during lockdown virtually and be able to talk about things I couldn't with close friends as I was scared they wouldn't 'get it'."*

The onset of the first lockdown meant immediate suspension of our three support groups in Billingshurst, Littlehampton and Worthing. In their place we set up a weekly support group that has met via zoom since April 2020. It has proved one of the most popular local services for parents during the pandemic.

Whilst there is no like for like replacement for the live engagement of a support group our online Umbrellas has helped parents stay connected, and despite obvious drawbacks, grew in membership from 2019. We are particularly pleased at the number of new parents who joined the group and the increased accessibility online delivery has given them. Many parents who could not make one of our live groups are now regular attendees of the online sessions. With that accessibility in mind we intend maintaining an online version of Umbrellas long after social restrictions have been lifted.

*"Without this group I would be very lost. My emotional wellbeing has definitely got stronger."*

## **Face-2-Face**

*"The befriending service has really helped me keep on track, as you feel you have found your tribe who understand and get it."*

At the beginning of the pandemic we feared our youngest service, Face-2-Face, may become victim to social distancing and the increased pressure the lockdown was placing on our team of volunteer befrienders, all of whom are themselves parent-carers. Their dedication to the project has been one of the most humbling features of the past year.

One benefit of the change to telephone befriending was our capacity to match befrienders with parents regardless of geography, which in turn made it quicker to provide support. This helped increase the number of parents we could support by over 80%. Although we are keen to return to in person delivery we will maintain a telephone befriending offer in the longer term to ensure parents can still access the service. In the following year we aim to train a new team of befrienders which will increase the capacity of the project and its geographical reach for those befrienders and parents who can and want to meet locally.

*"My befriender has definitely made me feel more knowledgeable and confident. I joined my first Umbrellas group last night and have been on a few of the workshops being run so I feel that is good support for me going forward."*

## **Facebook**

*"The Facebook group allows me to read other situations and learn from their stories. A feeling of being supported and not being alone."*



The value of Facebook to our work over the course of the pandemic cannot be overstated. It has been a vital means of sharing information, news and resources and more vital still in helping parents reach out, share stories, seek peer advice and support. Not surprisingly membership of the group rocketed during the year (33% higher than 2019) reaching over 4,000, making it the largest online support group in Sussex.

In 2020 we also launched a separate news page designed to share updates on our projects and services. By the end of the year the page had over 1,250 followers. Analysis of likes as well as membership of the two respective pages show we are now reaching an online audience of almost 5,000 parent-carers.

*“This group has made me see we are not the only family to deal with difficulties, such a great source of support and encouragement.”*

### **Campaigning**

Such was the impact of the pandemic on the SEND community Reaching Families engaged for the first time in campaigning and raising awareness of the challenges experienced by our families.

In early April 2020 our Director wrote an article for the Guardian on the impact of covid on families, pressing the case for meaningful government investment and support. In April we also ran a community survey on the effects of Covid on our families and shared the subsequent report with West Sussex County Council, West Sussex MPs, the Department of Education and national campaigning charities.

We were later asked to write an article on the impact of the Covid pandemic with the Disabled Children's Partnership for the respected Tizard Learning Disability Review. We also worked with Amaze in promoting local campaigns on issues like exercise passes for children with SEND and priority access to supermarkets for parent-carers.

*“No one does more for parent-carers in West Sussex.”*

### **Fundraising**

Despite the pandemic 2020/21 was a record year in fundraising from all sources, in particular statutory funding which increased from £19,000 in 2019/20 to £48,438 in 2020/21. We were also fortunate to secure a number of grants for covid related purposes including £9,910 from Awards for All towards training delivery, £5,000 from the Sussex Crisis Fund to deliver emergency telephone counselling and £2,500 from Ernest Kleinwort Charitable Trust to write a series of factsheets on Covid and SEND. 2020/21 also marked the first year of a new three year grant from the National Lottery Community Fund (Reaching Communities) towards developing peer support networks and early intervention to families of children undergoing diagnosis.

### **Financial Summary and Review**

Total income: £129,702

Expenditure on Charitable Activities: £121,997

Our plans to meet increased demand for our service were met during the year by a 38% increase in income from 2019/20. A significant portion of this was met by increased statutory funding from West Sussex County Council and West Sussex Clinical Commissioning Groups (£48,438) which became our largest funders this year. Whilst expenditure was lower than originally forecasted this was owing to a significant decrease in costs rendered non permissible by the pandemic, for example, book printing, room hire, staff travel, trainer costs, etc. Investment in staffing was at a record high (2.8 FTE – 2019/20: 2.1 FTE).

## **Reserves Policy**

In light of the covid pandemic in 2020 the trustees reviewed our reserves policy and decided that in order to provide greater contingency against the economic fallout from the pandemic it would be prudent to increase our level of unrestricted reserves from the equivalent of three to four months running costs. The level of reserves we hold are based on forecasted expenditure for the next financial year.

By the year end our unrestricted free reserves stood at £54,118 owing to two unexpected grants awarded in March 2021. This is £7,826 higher than the four months reserves we project we need for 2021/22 (£46,292). As a result the trustees have released the surplus to be used as income in 2021/22 and in doing so ensure we maintain reserves that are strictly proportionate to our needs.

The reserves are designed to enable us to manage an orderly closing of the charity if necessary or to provide financial contingency in other circumstances, for example, between major grants. The reserves will be used for the following specific purposes: -

- Any redundancy payments due to employees
- Support to employees in finding alternative employment
- Terminating service contracts such as office rent and equipment
- Accountancy, audit and other professional costs
- Short term contingency costs between major grants
- Mitigating short term funding cuts created by Covid-19

## **Future Plans**

We have delivered services during the pandemic around the theme of staying connected – ensuring parents can access our services as quickly and as easily as possible, helping them stay in contact with or build new connections with other parent-carers and crucially, supporting their emotional wellbeing and resilience. As we enter a new phase of the pandemic these priorities remain the same.

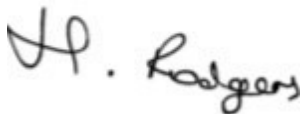
Covid may have a lasting effect on how organisations like ours operate. Software like Zoom has been vital in helping us deliver support groups and training whilst in person activities have not been possible. It has also widened accessibility. Some parents tell us they prefer online sessions as it makes their lives simpler, they don't have to get a carer or babysitter, travel to a workshop or attend outside of working hours.

Whilst uncertainty over the course of the pandemic remains we will continue to deliver online services but also expect to maintain a virtual presence long after social restrictions are no longer necessary. In effect we are moving towards a blended model of delivery that includes both virtual and in person engagement.

Over the course of 2021/22 we will be focussing on the development and delivery of the following projects and services: -

- Merging Making Sense of It All and Making Sense of Adult Life and publishing a new edition that covers the needs of families of children and young people aged 0-25
- Continue to provide an online Umbrellas group whilst we reconvene and rebuild our groups in Billingshurst, Littlehampton and Worthing with the view to maintaining an online group in the longer term
- Providing blended training delivery that will include both live and online workshops and courses (and which are adaptable to sudden changes in social restrictions)
- Resuming in person delivery of our Face-2-Face project whilst continuing to offer telephone befriending to parents who prefer this or whom we cannot match with a volunteer befriender local to them
- Continuing to offer 1-2-1 telephone counselling to parents struggling with the effects of the pandemic
- Seeking further investment from funders to increase the capacity of our current services and ensure we can meet increasing demand from parents

Signed on behalf of the board on

A handwritten signature in black ink, appearing to read 'H. Rodgers'.

**Helen Rodgers**  
**Trustee**

**Date** 14th September 2021

**REACHING FAMILIES LIMITED**  
**(LIMITED BY GUARANTEE)**  
**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF REACHING FAMILIES LIMITED**

I report to the charity trustees on my examination of the accounts of the charitable company for the period ended 31 March 2021 on pages 12-21

**Responsibilities and basis of report**

As the charity's trustees of the charitable 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 charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of 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 matters have come to my attention in connection with the examination giving me cause to believe:

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

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

*TC Group*

**Mr Mark Cummins FCCA**

TC Group  
The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
West Sussex  
BN44 3TN

Dated: 20 September 2021

**REACHING FAMILIES LIMITED**  
**(LIMITED BY GUARANTEE)**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

		Unrestricted	Restricted	Total	(15 Months) Total
	Notes	funds	funds	2021	2020
		£	£	£	£
<b><u>Income from:</u></b>					
Donations and grants	3	63,994	63,200	127,194	86,860
Charitable activities	4	2,508	-	2,508	7,200
<b>Total income</b>		<b>66,502</b>	<b>63,200</b>	<b>129,702</b>	<b>94,060</b>
<b><u>Expenditure on:</u></b>					
Charitable activities					
Furtherance of Charity's objectives	5	60,880	61,117	121,997	116,797
<b>Total expenditure</b>		<b>60,880</b>	<b>61,117</b>	<b>121,997</b>	<b>116,797</b>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>5,622</b>	<b>2,083</b>	<b>7,705</b>	<b>(22,737)</b>
Fund balances at 1 April 2020		49,401	2,917	52,318	75,055
<b>Fund balances at 31 March 2021</b>		<b>55,023</b>	<b>5,000</b>	<b>60,023</b>	<b>52,318</b>

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

**REACHING FAMILIES LIMITED**  
**(LIMITED BY GUARANTEE)**  
**BALANCE SHEET**

**AS AT 31 MARCH 2021**

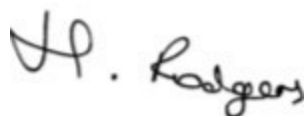
		<b>31 March 2021</b>		<b>31 March 2020</b>	
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fixed assets</b>					
Tangible assets	<b>10</b>		<b>905</b>		<b>1,611</b>
<b>Current assets</b>					
Stock	<b>11</b>	<b>444</b>		<b>2,298</b>	
Debtors	<b>12</b>	<b>84,890</b>		<b>41,120</b>	
Cash at bank and in hand		<b>75,811</b>		<b>54,735</b>	
		<b>161,145</b>		<b>98,153</b>	
<b>Creditors: amounts falling due within one year</b>	<b>13</b>	<b>(102,027)</b>		<b>(47,446)</b>	
<b>Net current assets</b>			<b>59,118</b>		<b>50,707</b>
<b>Total assets less current liabilities</b>			<b>60,023</b>		<b>52,318</b>
<b>Income funds</b>					
Restricted funds	<b>15</b>		<b>5,000</b>		<b>2,917</b>
Unrestricted funds			<b>55,023</b>		<b>49,401</b>
			<b>60,023</b>		<b>52,318</b>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the period ended 31 March 2021. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its incoming resources and application of resources, including its income and expenditure, for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 14<sup>th</sup> September 2021



**Helen Rodgers – Trustee**

**Company Registration No. 08261096**

**REACHING FAMILIES LIMITED  
(LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**1 Statutory information**

The charity is a company limited by guarantee registered in England and Wales. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member. The registered office and other statutory information can be found on the legal and administrative information page of these accounts.

**2 Accounting policies**

**2.1 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 (FRS102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Reaching Families Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about Reaching Families Limited's ability to continue as a going concern.

**2.2 Income**

Income is included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy and there is certainty over the receipt of the income. The following specific policies are applied to particular categories of income:

Grants and donations are recognised on an accrual basis, accounted for in relation to the period that they relate.

**2.3 Expenditure**

Expenditure is recognised on an accruals basis. The charity is not registered for VAT and accordingly expenditure is shown gross of VAT.

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

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees. These costs are included within support costs.

**2.4 Tangible fixed assets and depreciation**

Any tangible fixed assets under £1,000 cost are written off in the year of purchase.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	3 years straight line
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**REACHING FAMILIES LIMITED**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

**3 Income from donations and grants**

				(15 Months)
	Unrestricted	Restricted	Total	Total
	funds	funds	2021	2020
	£	£	£	£
<u>Restricted funds</u>				
WSSC – Social Story Animations	-	3,438	3,438	-
West Sussex County Council	-	5,000	5,000	19,000
Awards for All - Covid-19 response	-	9,910	9,910	-
National Lottery CF- Peer-to-peer Support	-	37,352	37,352	-
Ernest Kleinwort – COVID factsheet series	-	2,500	2,500	-
Sussex Community Foundation (Crisis Fund)	-	5,000	5,000	10,000
The True Colours Trust	-	-	-	5,000
	-	63,200	63,200	34,000
<u>Unrestricted funds</u>				
West Sussex County Council	10,000	-	10,000	-
West Sussex Clinical Commissioning Group	30,000	-	30,000	-
Sussex Community Foundation	5,000	-	5,000	-
Albert Hunt Trust	-	-	-	2,000
Garfield Weston Foundation	-	-	-	15,000
Henry Smith Charity	9,980	-	9,980	9,990
Enable Me Charity	-	-	-	11,662
Eric James	-	-	-	5,000
Royal London (SCF)	-	-	-	5,000
Sharegift	5,000	-	5,000	-
Others	4,014	-	4,014	4,208
	63,994	-	63,994	52,860
Total	63,994	63,200	127,194	86,860

**4 Income from charitable activities**

				(15 Months)
	Unrestricted	Restricted	Total	Total
	funds	funds	2021	2020
	£	£	£	£
Book sales	63	-	63	681
Training income	2,445	-	2,445	6,519
	2,508	-	2,508	7,200



**REACHING FAMILIES LIMITED**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**5 Expenditure**

	(15 Months)				
	Staff	Depreciation	Other	Total	Total
	costs		Costs	2021	2020
	£	£	£	£	£
<b>Charitable activities</b>					
Furtherance of Charity's objectives:					
Activities undertaken directly	76,245	-	36,913	113,158	108,046
Support costs	2,936	706	5,197	8,839	8,751
	<u>79,181</u>	<u>706</u>	<u>42,110</u>	<u>121,997</u>	<u>116,797</u>

**6 Support costs**

	Furtherance of Charity's objectives	
	(15 Months)	
	2021	2020
	£	£
Premises costs	2,592	3,240
Insurance	567	1,000
Finance costs	536	747
Miscellaneous costs	-	345
Administrative salaries	2,936	1,410
Depreciation	706	516
Governance costs	1,502	1,493
	<u>8,839</u>	<u>8,751</u>

Governance costs relates to independent examiners' fees.

**REACHING FAMILIES LIMITED**  
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**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

**7 Trustees**

None of the trustees (or any persons connected with them) received any remuneration during the year. No trustee invoiced for services provided (2019: none).

**8 Employees**

**Number of employees**

The average monthly number of employees during the year was:

	<b>2021</b>	2020
	<b>Number</b>	Number
Charitable activities	<b>6</b>	6
		(15 months)
<b>Employment costs</b>	<b>2021</b>	2020
	<b>£</b>	£
Wages and salaries	<b>79,181</b>	63,748

The average number of staff disclosed above all work part time. The average full time equivalent number of staff for the year totalled 2.8 (2020: 2.1).

There were no employees whose annual remuneration was £60,000 or more (2020: none). The Key Personnel of the charity comprised the director and the operations manager whose emoluments totalled £40,566 (2020: £28,190). The increase in emoluments represents an increase in hours worked by key personnel.

**REACHING FAMILIES LIMITED**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2020**

**9 Comparative funds – Statement of Financial Activities for the year ended 31 March 2020 (15 Months)**

		Unrestricted funds £	Restricted funds £	Total 2020 £
	Notes			
<b><u>Income</u></b>				
Donations & grants	3	52,860	34,000	86,860
Charitable activities	4	7,200	-	7,200
<b>Total income</b>		<b>60,060</b>	<b>34,000</b>	<b>94,060</b>
<b><u>Expenditure</u></b>				
<b>Charitable activities</b>				
Furtherance of Charity's objectives	5	35,475	81,322	116,797
<b>Total expenditure</b>		<b>35,475</b>	<b>81,322</b>	<b>116,797</b>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>24,585</b>	<b>(47,322)</b>	<b>(22,737)</b>
Fund balances at 1 January 2019		24,816	50,239	75,055
<b>Fund balances at 31 March 2020</b>		<b>49,401</b>	<b>2,917</b>	<b>52,318</b>

**REACHING FAMILIES LIMITED**  
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**FOR THE YEAR ENDED 31 MARCH 2021**

**10 Tangible fixed assets**

		<b>Fixtures, fittings &amp; equipment</b>
		<b>£</b>
<b>Cost</b>		
At 1 April 2020		4,043
Additions		-
		<hr/>
<b>At 31 March 2021</b>		<b>4,043</b>
		<hr/>
<b>Depreciation</b>		
At 1 January 2020		2,432
Charge for the period		706
		<hr/>
<b>At 31 March 2021</b>		<b>3,138</b>
		<hr/>
<b>Net book value</b>		
<b>At 31 March 2021</b>		<b>905</b>
		<hr/> <hr/>
At 31 March 2020		1,611
		<hr/> <hr/>
<b>11 Stock</b>	<b>31 March 2021 £</b>	<b>31 March 2020 £</b>
Stock of books	<b>444</b>	2,298
	<hr/> <hr/>	<hr/> <hr/>
<b>12 Debtors</b>	<b>31 March 2021 £</b>	<b>31 March 2020 £</b>
Other debtors	<b>324</b>	324
Trade debtors	<b>84,054</b>	40,000
Prepayments and accrued income	<b>512</b>	796
	<hr/>	<hr/>
	<b>84,890</b>	41,120
	<hr/> <hr/>	<hr/> <hr/>
<b>13 Creditors: amounts falling due within one year</b>	<b>31 March 2021 £</b>	<b>31 March 2020 £</b>
Trade creditors	<b>8,799</b>	978
Accruals and Other creditors	<b>1,174</b>	6,468
Deferred income	<b>92,054</b>	40,000
	<hr/>	<hr/>
	<b>102,027</b>	47,446
	<hr/> <hr/>	<hr/> <hr/>

**REACHING FAMILIES LIMITED**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR 31 MARCH 2021**

**14 Control**

The charity is under the control of the board of Trustees.

**15 Restricted funds**

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

	Movement in funds		
	Balance at 1 January 2021	Incoming resources	Resources expended
	£	£	£
WSSC – Social stories	-	3,438	(3,438)
West Sussex County Council	-	5,000	-
Awards for All - Covid-19 response	-	9,910	(9,910)
National Lottery CF- Peer-to-peer Support	-	37,352	(37,352)
Ernest Kleinwort – COVID factsheet series	-	2,500	(2,500)
Sussex Community Foundation	-	5,000	(5,000)
The True Colours Trust	2,917	-	(2,917)
	<u>2,917</u>	<u>63,200</u>	<u>(61,117)</u>
			<u>5,000</u>

WSSC – Social Story Animation – Grant funding of £3,438 for story animations on COVID.

West Sussex County Council – Grant funding of £5,000 was awarded late in the financial year and will be carried forward for counselling provision in 2021/22.

Awards for All - £9,910 grant for the Stay Connected project started as a result of Coronavirus.

The remaining £37,352 is part of a grant of £116,406 which was awarded in the current by the National Lottery Community Fund (Reaching Communities) towards our information and training delivery over the period 2020 - 2023.

Ernest Kleinwort – £2,500 is a grant towards the Coronavirus factsheet series.

Sussex Community Foundation - Grant funding of £5,000 was awarded for business planning and umbrellas.

The True Colour Trust – Grant funding of £5,000 was awarded towards our Face-2-Face befriending project.

**REACHING FAMILIES LIMITED**  
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**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

**16 Analysis of net assets between funds**

	Unrestricted funds	Restricted funds	Total 2021
	£	£	£
Fund balances at 31 March 2021 are represented by:			
Tangible fixed assets	905	-	905
Current assets	156,145	5,000	161,145
Creditors: amounts falling due within one year	(102,027)	-	(102,027)
	<u>55,023</u>	<u>5,000</u>	<u>60,023</u>
	<u><u>55,023</u></u>	<u><u>5,000</u></u>	<u><u>60,023</u></u>

**17 Analysis of net assets between funds - comparative**

	Unrestricted funds	Restricted funds	Total 2020
	£	£	£
Fund balances at 31 March 2020 are represented by:			
Tangible fixed assets	1,611	-	1,611
Current assets	95,236	2,917	98,153
Creditors: amounts falling due within one year	(47,446)	-	(47,446)
	<u>49,401</u>	<u>2,917</u>	<u>52,318</u>
	<u><u>49,401</u></u>	<u><u>2,917</u></u>	<u><u>52,318</u></u>