

# HOME-START GUILDFORD

England & Wales · Charity number 1154609

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2013-11-17

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Home Start Guildford  
Astolat  
Coniers Way  
Guildford  
GU4 7HL

**Phone** 01483511181

**Email** [office@hsguildford.org.uk](mailto:office@hsguildford.org.uk)

**Website** [www.hsguildford.org.uk](http://www.hsguildford.org.uk)

## Activities

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**Objects:** (A) TO SAFEGUARD, PROTECT AND PRESERVE THE GOOD HEALTH, BOTH MENTAL AND PHYSICAL OF CHILDREN AND PARENTS OF CHILDREN. (B) TO PREVENT CRUELTY OR MALTREATMENT OF CHILDREN (C) TO RELIEVE SICKNESS, POVERTY AND NEED AMONG CHILDREN. 4. TO PROMOTE THE EDUCATION OF THE PUBLIC IN BETTER STANDARDS OF CHILD CARE; WITHIN THE BOROUGH OF GUILDFORD AND ITS ENVIRONS.

**Activities:** Home-Start Guildford offers support, friendship and practical help to parents with young children in the local community. We recruit and train volunteers who are usually parents themselves to visit families with at least one child under five, at home, and offer them informal, friendly and confidential support.

## Classification

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- **How:** Provides Human Resources, Provides Services
- **What:** General Charitable Purposes, The Advancement Of Health Or Saving Of Lives, Other Charitable Purposes
- **Who:** Children/young People

## Geography

- **Area of benefit:** BOROUGH OF GUILDFORD AND ITS ENVIRONS
- Surrey

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£163,853	£231,216	-	-
2024-03-31	£302,555	£216,546	-	-
2023-03-31	£160,723	£204,104	-	-
2022-03-31	£138,537	£179,354	-	-
2021-03-31	£142,089	£143,947	-	-

## Trustees

Name	Role	Appointed
<b>Robert McCall</b>	Chair	2025-11-24
Bryan Phillips		2026-02-23
CHARLOTTE FRENCH		2017-11-06
Hilary Nicholls		2023-11-13
Marian Holliday		2025-03-17
Philip Graham		2026-02-23
Sarah Jane Pearson		2025-05-19
Victoria Roberton		2023-02-09

**HOME-START GUILDFORD**

England & Wales - Charity number 1154609

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# Accounts

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**Registered Charity No. 1154609**

**HOME-START GUILDFORD**

**Financial Statements**

**For the year ended 31<sup>st</sup> March 2025**

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## LEGAL & ADMINISTRATION

### **Registered and Office Address**

Home-Start Guildford  
Astolat  
Coniers Way  
Burpham  
Guildford  
Surrey GU4 7HL

01483 511181

Email: [office@hsguildford.org.uk](mailto:office@hsguildford.org.uk)

### **Bankers**

HSBC  
12a North Street  
Guildford  
Surrey  
GU1 4AF

### **Independent Examiner**

Kevin Cook  
Mindelo  
Heath View  
East Horsley  
Surrey  
KT24 5ED

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025**

The Trustees present their report with the financial statements of the charity for the year ended 31 March 2025. The Trustees have adopted the provisions of the Statement of Recommended Practice known as FRS 102 (SORP).

### **OBJECTIVES AND ACTIVITIES**

Home-Start Guildford is a local, independent charity supporting families with at least one child under the age of 5, living in Guildford Borough. We are part of the Home-Start UK, one of the UK's leading family support charities, benefitting from their policy framework and quality assurance, but not funding. We raise our own income through grants, charitable trusts and general funding.

Home-Start Guildford provides support and friendship to help parents give their children the best possible start in life. It is about parents helping other parents. We support a wide range of family difficulties: for example, post-natal depression, isolation, illness of parent or child, disability, or lack of parenting skills and confidence. Our support comes in the form of trained volunteer support in the family's home or at one of our Family Groups in Pirbright and Hazel Avenue. Families with more complex needs benefit from working with our Family Support Workers, who are able to provide more focused work with the family in their home and out in the community.

The support we provide is tailored to the needs of the family, with regular support offered each week, for as long as the support is needed, which is on average 9-12 months. We carefully review the support provided to each family to ensure that it continues to be effective. When we feel that the family has made sufficient progress and their volunteer or support worker could be better deployed with another family, we will sensitively bring the support to a close.

### **GOVERNANCE AND MANAGEMENT**

**Trustees:** Home-Start Guildford had 8 trustees during the year, ending the year with 6 trustees.

**Patrons:** We also received the continued support of our 8 Patrons.

### **FINANCIAL REVIEW**

#### **Overview**

The year started with very healthy reserves following the amazingly successful fund-raising ball held in February 2024. Unfortunately, this position was negatively impacted by the considerable reduction in funding received from Surrey County Council. Total income for the year was £163,853, compared to £302,555 in 2023-24. Historically income received from SCC and GBC has accounted for approximately 30% of our total income. Although we were awarded a grant from the Mental Health Investment Fund, this is for a 2-year period, and most of the money is being used to pay for an additional member of staff. Only a small part of the funds is available to help cover our core costs, which in this financial year were £231,216.

The biggest expense we incur is staff salaries, which account for 77% of our total costs. We have 7 staff members, with a full time equivalent of 5.7 staff. Our staff recruit, train and look after our volunteers who support the families who are referred to us. They also run the groups, various events throughout the year such as Bockett's Farm Park, and support other more complex families. The Trustees and home-visiting volunteers give their time freely.

### **Fundraising**

Despite the significant loss of statutory funding, we were extremely fortunate to receive a generous grant of £15,000 a year for three years from the Borrows Charitable Trust. We were successful in our bid for a grant from BBC Children in Need which also awarded us £15,000 a year for three years, and we received a one-off grant of £15,000 from the Peter Harrison Foundation. We were very pleased to be selected as one of the Mayor's Charities for her elected year of 2024-25. As the result of her Mistletoe Ball, we were fortunate to receive £9,900 towards training 6 volunteers. Various other local organisations and individuals supported our valuable work throughout the year through a range of one-off events such as running the Marathon to being Charity of the Year where on-going events resulted in donations to Home-Start.

### **Reserves Policy and Risk Management**

Overall reserves total £113,031 including £51,184 which are restricted funds to cover specific programmes at the charity. The total reserves represent approximately 6 months of operating expenditure.

The Trustees consider that, with the fundraising strategy in place, there are sufficient reserves to maintain service through 2025/26.

The safeguarding of children is also a key risk, given the nature of our work. We follow the strict Safeguarding policies set by Home-Start UK, and we have strong links with local safeguarding professionals. Our Safeguarding lead Trustee is Charlotte French. All cases of concern are reported by the Manager to the Safeguarding lead Trustee and to the Management Committee.

### **The Financial Statements**

Charity law requires the Trustees to prepare financial statements that give a true and fair view of the situation of the charity at the end of each financial year and of its surplus or deficit for the financial year. In doing so, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on a going-concern basis unless it is inappropriate to assume that the charity will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and

which enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for the safeguarding of the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Reference and Administration**

Legal and reference information, as shown after the contents page, forms part of this report.

The financial statements comply with the current statutory requirements, the charity's governing document and the SORP 'Accounting and Reporting by Charities'.

On behalf of the Trustees,

Hilary Nicholls  
Acting Chair

## Report of the Independent Examiner

I report on the accounts of the charity for the year to 31<sup>st</sup> March 2025 which are set out on pages 14 to 19.

### **Respective responsibilities of trustees and examiner**

As the charity's trustees, you are responsible for the preparation of the accounts. You consider that the audit requirements of the Charities Act 2011 (the Act) do not apply.

It is my responsibility to state, based on procedures specified in the General Directions given by the Charities Commission under s145(5)(b) of the Act, whether matters have come to my attention.

### **Basis of the independent examiner's report**

My examination was conducted in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - a) to keep accounting records in accordance with Section 130 of the Act; and
  - b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
2. to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin Cook  
Mindelo  
Heath View  
East Horsley  
Surrey  
KT24 5ED

Signed: .....

Date: .....

## HOME-START GUILDFORD

### Statement of Financial Activities for Year Ended 31<sup>st</sup> March 2025

	Notes	UR 2025 £	R 2025 £	TOTAL 2025 £	TOTAL 2024 £
<b>Income &amp; Endowments</b>	2				
Statutory grants		5,000	40,454	45,454	88,870
Charitable trusts		29,006	43,275	72,281	88,012
Fundraising events		18,915	0	18,915	81,794
Donations, legacies & other		27,203	0	27,203	43,879
Bank interest		0	0	0	0
<b>Total income</b>		<u>80,124</u>	<u>83,729</u>	<u>163,853</u>	<u>302,555</u>
<b>Resources expended</b>					
Expenditure on raising funds	3	10,637	0	10,637	15,157
Expenditure on charitable activities	9	174,700	45,879	220,579	201,389
<b>Total resources expended</b>		<u>185,337</u>	<u>45,879</u>	<u>231,216</u>	<u>216,546</u>
<b>Net income/costs</b>		<u>-105,213</u>	<u>37,850</u>	<u>-67,363</u>	<u>86,009</u>
<b>Funds b/f</b>		167,060	13,334	180,394	94,385
<b>Net income/costs for the year</b>		<u>-105,213</u>	<u>37,850</u>	<u>-67,363</u>	<u>86,009</u>
<b>Funds c/f</b>		<u>61,847</u>	<u>51,184</u>	<u>113,031</u>	<u>180,394</u>

The statement of Financial Activities has been prepared on the basis that all operations are continuing operations. The Charity has no gains or losses other than dealt with in the Statement of Financial Activities. The notes on pages 10 to 13 form part of these financial statements.

# HOME-START GUILDFORD

## Balance Sheet as at 31<sup>st</sup> March 2025

	Notes	2025 £	2024 £
<b>Fixed Assets</b>			
Tangible Assets	6	0	0
<b>Current Assets</b>			
Debtors		0	2,572
Cash at bank		<u>113,267</u>	<u>183,516</u>
<b>Total Assets</b>		<u>113,267</u>	<u>186,088</u>
<b>Current Liabilities</b>			
Other creditors	7	236	1,194
Deferred income		<u>0</u>	<u>4,500</u>
<b>Total Liabilities</b>		<u>236</u>	<u>5,694</u>
<b>Net Assets</b>		<u>113,031</u>	<u>180,394</u>
<b>The Funds of the Charity</b>			
Unrestricted funds		61,847	167,060
Restricted funds	9	<u>51,184</u>	<u>13,334</u>
		<u>113,031</u>	<u>180,394</u>

The notes on the following pages form part of these financial statements.

.....  
Hilary Nicholls  
Acting Chair

.....  
Victoria Robertson  
Trustee

DATE

# HOME-START GUILDFORD

## Notes to the Financial Statements as at 31<sup>st</sup> March 2025

### 1. Basis of Preparation

The financial statements have been prepared under the historic cost convention, following the recommendations of the Statement of Recommended Practice known as FRS 102 introduced in 2014 covering charities with a year-end after January 2015.

### 2. Accounting Policies

#### 2.1 Income

All income is accounted for on an accrual basis, except for voluntary donations, which are considered when received.

Grants are recognised in full during the year that they are received.

Incoming receipts from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

#### 2.2 Fixed Assets

Fixed assets are stated at cost and depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life.

Computer equipment and office equipment 25% straight line basis. It is the Charity's policy to capitalise fixed assets that are above a de-minimus level of £800.

#### 2.3 Pensions

Pension costs charged in the financial statements represent contributions payable by the charity in the year in accordance with FRS 17.

The pension scheme is administered by The Pension Trust.

#### 2.4 Funds held for restricted purposes

Restricted funds represent income received by the Charity for specific purposes or areas.

#### 2.5 Resources expended

Resources are accounted for on an accrual's basis. Expenditure is appointed to cost categories based on the amount attributable during the year, including the cost of generating funds and charitable activities.

Governance costs include legal costs and Trustee meetings only.

#### 2.6 Recognition of Liabilities

These financial statements recognise all liabilities that the charity has responsibility for. The charity is not aware of any contingent liabilities.

### 3. Costs of Generating Voluntary Income

Our fundraising was focused on grant applications and on-line activities.

Direct costs of events are charged to fundraising, including our 100 Club prizes which are paid monthly.

The cost of raising funds is noted below:

	<b>2025</b>	<b>2024</b>
<b>Expenditure on raising funds</b>		
Direct costs of fundraising events	275	3,957
Departmental costs	<u>10,362</u>	<u>11,200</u>
	<u>10,637</u>	<u>15,157</u>

#### **4. Staff Costs**

	<b>2025</b>	<b>2024</b>
Gross salaries	161,414	151,221
Employers NIC	8,992	8,891
Employers pension costs	<u>6,774</u>	<u>6,141</u>
	<u>177,180</u>	<u>166,253</u>

There were no employees with emoluments more than £60,000 per annum.

The average full time equivalent employees during the year were 5.7 heads.

#### **5. Trustee Expenses**

Expenses claimed by Trustees in the year were £194.

## 6. Tangible Fixed Assets

There were no tangible assets held during the year.

## 7. Current Liabilities

This includes pension liabilities.

## 8. Lease

The charity has an annual lease for premises within the Astolat complex in Guildford, at a cost, inclusive of light, heat, and power, of £5,629 per annum.

The current lease was signed on 1<sup>st</sup> April 2023 and runs until 31<sup>st</sup> March 2026.

## 9. Restricted Funds

	Balance 01/04/202	Additions in year	Charge for year	Balance 31/03/202
	£	£	£	£
Albert Hunt	1,667		1,667	0
Community Fund for Surrey	5,000	8,775	5,000	8,775
Garfield Weston	6,667		6,667	0
MHIF		40,454	11,795	28,659
Peter Harrison Foundation		15,000	1,250	13,750
Army Central Fund		4,500	4,500	0
BBC Children in Need		15,000	15,000	0
Total	13,334	83,729	45,879	51,184

The balance on 31<sup>st</sup> March 2025 will be used within the current financial year, with the exception of £8,425 of the MHIF which will be used in the financial year ending 31<sup>st</sup> March 2027.

## 10. Analysis of group net assets between funds

Funds on 31<sup>st</sup> March 2025 are represented by:

	URF £	RF £	Total Funds £
Tangible fixed assets	0	0	0
Debtors	0	0	0
Bank deposits	62,083	51,184	113,267
Current liabilities	-236	0	-236
	<hr/>		
Total	61,847	51,184	113,031

**HOME-START GUILDFORD**

England & Wales - Charity number 1154609

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# Accounts

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**Registered Charity No. 1154609**

**HOME-START GUILDFORD**

**Financial Statements**

**For the year ended 31 March 2024**

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7	Report of the Independent Examiner
8	Statement of Financial Activities
9	Balance Sheet
10-13	Notes forming part of the Financial Statements

## LEGAL & ADMINISTRATION

### Registered and Office Address

Home-Start Guildford  
Astolat  
Coniers Way  
Burpham  
Guildford  
Surrey GU4 7HL

01483 511181

Email: [office@hsguildford.org.uk](mailto:office@hsguildford.org.uk)

### Bankers

HSBC  
12a North Street  
Guildford  
Surrey  
GU1 4AF

### Independent Examiner

Kevin Cook  
Mindelo  
Heath View  
East Horsley  
Surrey  
KT24 5ED

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024**

The Trustees present their report with the financial statements of the charity for the year ended 31 March 2024. The Trustees have adopted the provisions of the Statement of Recommended Practice known as FRS 102 (SORP).

### **OBJECTIVES AND ACTIVITIES**

Home-Start Guildford is a local, independent charity supporting families with at least one child under the age of 5, living in Guildford Borough. We are part of the Home-Start UK, one of the UK's leading family support charities, benefitting from their policy framework and quality assurance, but not funding. We raise our own income through grants, charitable trusts and general funding.

Home-Start Guildford provides support and friendship to help parents give their children the best possible start in life. It is about parents helping other parents. We support a wide range of family difficulties: for example, post-natal depression, isolation, illness of parent or child, disability, or lack of parenting skills and confidence. Our support comes in the form of trained volunteer support in the family's home or at one of our Family Groups in Pirbright and Hazel Avenue. Families with more complex needs benefit from working with our Family Support Workers, who are able to provide more focused work with the family in their home and out in the community.

The support we provide is tailored to the needs of the family, with regular support offered each week, for as long as the support is needed, which is on average 9-12 months. We carefully review the support provided to each family to ensure that it continues to be effective. When we feel that the family has made sufficient progress and their volunteer or support worker could be better deployed with another family, we will sensitively bring the support to a close.

### **ACHIEVEMENTS AND PERFORMANCE**

#### **Families supported**

Our staff and volunteers have been able to help 167 families, compared with 188 in the previous year, through home visiting support, our Family Groups and directly by our Home-Start Family Support Workers.

The statistics below show the number of families supported in 2023/24 in diverse ways (*Last year's figures are in brackets*):

- 167 families supported in total (188)
- 66 families supported by regular home-visiting volunteers (67)
- 34 families attended the Pirbright Family Group (41)
- 26 families attended the Hazel Avenue Family Group (29)
- 17 families supported by regular Family Support Worker support (19)
- 25 families received some basic support from staff (35)
- 14 families received volunteer support as well as attending a Group setting.

Based on data collected from families where volunteer support came to an end in 2023/24 who were identified as needing support in these areas:

- 100% reported an improvement in their mental health
- 100% reported feeling less isolated
- 90% reported an improvement in the running of the home
- 78% reported an improvement in their parenting skills

### **Events**

A highlight of the year was Home-Start Guildford's fundraising event, the "Together Ball", where we raised just over £74,000 at a key time for our sustainability.

### **Fundraising**

We have continued to focus on seeking and securing grants from trusts and other charitable organisations. We also received support on-line through JustGiving, as well as one-off donations from individuals and other parties which amounted to £30,000.

## **GOVERNANCE AND MANAGEMENT**

**Trustees:** Home-Start Guildford had 11 trustees during the year, ending the year with 7 trustees.

**Patrons:** We also received the continued support of our 8 Patrons.

### **FINANCIAL REVIEW**

Expenditure was £216,546, of which £166,253 (circa 77%) is accounted for by staff salaries. During the year, we had 7 staff members which is the equivalent of 4.8 full-time salaries. The Trustees and home-visiting volunteers give their time freely.

Total income for the year was £302,555. This produced an overall surplus for 2023/24 of £86,009, which is a greatly improved position from the previous year. The increase in income is attributed to the hugely successful Fundraising Ball held in February 2024, and a grant awarded from the National Lottery Cost of Living Fund (NL CoL) which was used to cover core costs.

Statutory support was received from Surrey County Council, Guildford Borough Council and the UK Government totalling £88,870. This is an increase on 2022/23 mainly due to the NL CoL grant.

### **Reserves Policy and Risk Management**

Overall reserves total £180,394 including £13,334 which are restricted funds to cover specific programmes at the charity. The total reserves represent approximately 10 months of operating expenditure.

The Trustees consider that there are sufficient reserves to maintain service through 2024/25.

The safeguarding of children is also a key risk, given the nature of our work. We follow the strict Safeguarding policies set by Home-Start UK and we have strong links with local safeguarding professionals. Our Safeguarding lead Trustee is Charlotte French. All cases of concern are reported to the Safeguarding lead Trustee by the Manager and to the Management Committee.

### **The Financial Statements**

Charity law requires the Trustees to prepare financial statements that give a true and fair view of the situation of the charity at the end of each financial year and of its surplus or deficit for the financial year. In doing so, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for the safeguarding of the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Reference and Administration**

Legal and reference information, as shown after the contents page, forms part of this report.

The financial statements comply with the current statutory requirements, the charity's governing document and the SORP 'Accounting and Reporting by Charities'.

On behalf of the Trustees,

Katie McGuire  
Chair

## **Report of the Independent Examiner**

I report on the accounts of the charity for the year to 31<sup>st</sup> March 2024 which are set out on pages 14 to 19.

### **Respective responsibilities of trustees and examiner**

As the charity's trustees, you are responsible for the preparation of the accounts. You consider that the audit requirements of the Charities Act 2011 (the Act) do not apply.

It is my responsibility to state, based on procedures specified in the General Directions given by the Charities Commission under s145(5)(b) of the Act, whether matters have come to my attention.

### **Basis of the independent examiner's report**

My examination was conducted in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - a) to keep accounting records in accordance with Section 130 of the Act; and
  - b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
2. to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin Cook  
Mindelo  
Heath View  
East Horsley  
Surrey  
KT24 5ED

Signed: .....

Date: .....

## HOME-START GUILDFORD

### Statement of Financial Activities for Year Ended 31<sup>st</sup> March 2024

	Note	UR 2024 £	R 2024 £	TOTAL 2024 £	TOTAL 2023 £
<b>Income &amp; Endowments</b>	2				
Statutory grants		51,909	36,961	88,870	55,557
Charitable trusts	10	64,012	24,000	88,012	60,677
Fundraising events		81,794	0	81,794	11,672
Donations, legacies & other		43,879	0	43,879	32,227
Bank interest		0	0	0	590
<b>Total income</b>		<u>241,594</u>	<u>60,961</u>	<u>302,555</u>	<u>160,723</u>
<b>Resources expended</b>					
Expenditure on raising funds	3	15,157	0	15,157	12,658
Expenditure on charitable activities	10	124,695	76,694	201,389	191,446
<b>Total resources expended</b>	9	<u>139,852</u>	<u>76,694</u>	<u>216,546</u>	<u>204,104</u>
<b>Net income/costs</b>		<u>101,742</u>	<u>-15,733</u>	<u>86,009</u>	<u>43,381</u>
<b>Funds b/f</b>		65,318	29,067	94,385	137,766
<b>Net income/costs for the year</b>		<u>101,742</u>	<u>-15,733</u>	<u>86,009</u>	<u>43,381</u>
<b>Funds c/f</b>		<u>167,060</u>	<u>13,334</u>	<u>180,394</u>	<u>94,385</u>

The statement of Financial Activities has been prepared on the basis that all operations are continuing operations. The Charity has no gains or losses other than dealt with in the Statement of Financial Activities. The notes on pages 16 -19 form part of these financial statements.

# HOME-START GUILDFORD

## Balance Sheet as at 31<sup>st</sup> March 2024

	<b>Notes</b>	<b>2024</b>	<b>2023</b>
		<b>£</b>	<b>£</b>
<b>Fixed Assets</b>			
Tangible Assets	6	0	0
<b>Current Assets</b>			
Debtors		2,572	0
Cash at bank		<u>183,516</u>	<u>103,631</u>
<b>Total Assets</b>		<u>186,088</u>	<u>103,631</u>
<b>Current Liabilities</b>			
Accruals	7	1,194	2,911
Deferred income		<u>4,500</u>	<u>6,335</u>
<b>Total Liabilities</b>		<u>5,694</u>	<u>9,246</u>
<b>Net Assets</b>		<u>180,394</u>	<u>94,385</u>
<b>The Funds of the Charity</b>			
Unrestricted funds		167,060	65,318
Restricted funds	9	<u>13,334</u>	<u>29,067</u>
		<u>180,394</u>	<u>94,385</u>

The notes on the following pages form part of these financial statements.

.....  
Katie McGuire  
Chair

.....  
Hilary Nicholls  
Hon. Treasurer

DATE

# HOME-START GUILDFORD

## Notes to the Financial Statements as at 31st March 2024

### 1. Basis of Preparation

The financial statements have been prepared under the historic cost convention, following the recommendations of the Statement of Recommended Practice known as FRS 102 introduced in 2014 covering charities with a year-end after January 2015.

### 2. Accounting Policies

#### 2.1 Income

All income is accounted for on an accrual basis, except for voluntary donations, which are considered when received.

Grants are recognised in full during the year that they are received.

Incoming receipts from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

#### 2.2 Fixed Assets

Fixed assets are stated at cost and depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life.

Computer equipment and office equipment 25% straight line basis. It is the Charity's policy to capitalise fixed assets that are above a de-minimus level of £800.

#### 2.3 Pensions

Pension costs charged in the financial statements represent contributions payable by the charity in the year in accordance with FRS 17.

The pension scheme is administered by The Pension Trust.

#### 2.4 Funds held for restricted purposes

Restricted funds represent income received by the Charity for specific purposes or areas.

#### 2.5 Resources expended

Resources are accounted for on an accrual's basis. Expenditure is appointed to cost categories based on the amount attributable during the year, including the cost of generating funds and charitable activities.

Governance costs include legal costs and Trustee meetings only.

#### 2.6 Recognition of Liabilities

These financial statements recognise all liabilities that the charity has responsibility for. The charity is not aware of any contingent liabilities.

### 3. Costs of Generating Voluntary Income

Our fundraising was focused on grant applications and on-line activities.

Direct costs of events are charged to fundraising, including our 100 Club prizes which are paid monthly.

The cost of raising funds is noted below:

	<b>2024</b>	<b>2023</b>
<b>Expenditure on raising funds</b>		
Direct costs of fundraising events	3,957	2,530
	11,20	10,12
Departmental costs	<u>0</u>	<u>8</u>
	15,15	12,65
	<u>7</u>	<u>8</u>

### 4. Staff Costs and Emoluments

	<b>2024</b>	<b>2023</b>
<b>Staff costs</b>		
	151,2	148,6
Gross salaries	21	40
Employers NIC	8,891	8,553
Employers pension costs	<u>6,141</u>	<u>6,803</u>
	166,2	163,9
	<u>53</u>	<u>96</u>

There were no employees with emoluments more than £60,000 per annum.

The average full time equivalent employees during the year were 4.8 heads.

### 5. Trustee Expenses

Expenses claimed by Trustees in the year were £195.



## 6. Tangible Fixed Assets

There were no tangible assets held during the year.

## 7. Current Liabilities

This includes prepaid revenue for 2024/25.

## 8. Lease

The charity has an annual lease for premises within the Astolat complex in Guildford, at a cost, inclusive of light, heat, and power, of £6,073 per annum.

A new lease has been signed until March 2025.

## 9. Restricted Funds

	<b>Balance 01/04/2 023 £</b>	<b>Additi ons in year £</b>	<b>Charg e for year £</b>	<b>Balance 31/03/2 024 £</b>
Army Central Fund	4,400	0	4,400	0
Guildford Poyle	4,667	0	4,667	0
Community Fund for Surrey	7,500	10,000	12,500	5,000
Awards for All	5,833	0	5,833	0
Garfield Weston	6,667	10,000	10,000	6,667
Albert Hunt	0	4,000	2,333	1,667
NL Cost of Living vis HSS	0	36,961	36,961	0
	<hr/>			
Total	<u>29,067</u>	<u>60,961</u>	<u>76,694</u>	<u>13,334</u>

The balance on 31<sup>st</sup> March 2024 will be used within the current financial year.



## 10. Analysis of group net assets between funds

Funds on 31 March 2023 are represented by:

	<b>URF</b>	<b>RF</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>Funds</b>
			<b>£</b>
Tangible fixed assets	0	0	0
Debtors	2,572	0	2,572
Bank deposits	170,182	13,334	183,516
Current liabilities	-5,694	0	-5,694
	<hr/>		
Total	<u>167,060</u>	<u>13,334</u>	<u>180,394</u>

**HOME-START GUILDFORD**

England & Wales - Charity number 1154609

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# Accounts

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**Registered Charity No. 1154609**

**HOME-START GUILDFORD**

**Financial Statements**

**For the Year  
Ended 31 March 2023**

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## LEGAL & ADMINISTRATION

### Registered and Office Address

Home-Start Guildford  
Astolat  
Coniers Way  
Burpham  
Guildford  
Surrey GU4 7HL

01483 511181

Email: [office@hsguildford.org.uk](mailto:office@hsguildford.org.uk)

### Bankers

HSBC  
12a North Street  
Guildford  
Surrey  
GU1 4AF

### Independent Examiner

Pierre Okusi  
Vestry Hall  
336 London Road  
Cricket Green  
Mitcham  
CR4 3UD

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023**

The Trustees present their report with the financial statements of the charity for the year ended 31 March 2023. The Trustees have adopted the provisions of the Statement of Recommended Practice known as FRS 102 (SORP).

### **OBJECTIVES AND ACTIVITIES**

Home-Start Guildford provides support and friendship to help parents give their children the best possible start in life. It is about parents helping other parents. We train volunteers to visit parents who have young families (at least one child under 6), are facing difficulties and live in the Guildford Borough. We deal with a wide range of family difficulties: for example, post-natal depression, isolation, illness of parent or child, disability, or lack of parenting skills and confidence.

The support we provide is tailored to the needs of the family, with regular support offered each week, for as long as the support is needed, which is on average 9-12 months. We carefully review the support provided to each family to ensure that it continues to be effective. When we feel that the family has made sufficient progress and their volunteer could be better deployed with another family, we will sensitively bring the support to a close. It is remarkable how much difference can be made to the lives of children and families by this relatively small amount of time, committed on a regular basis. We also run Family Groups at Pirbright to provide support to army families, and at the Family Centre in Bellfields.

Home-Start Guildford is a local, independent charity which celebrated 25 years of support to vulnerable families in 2022. We are part of a network of over 180 Home-Starts in the UK and the central organisation, Home-Start UK, provides a framework of policies, standards, and Quality Assurance to which we adhere. This central support reduces the need for us to devise these things ourselves, but we get no financial support from the Centre (in fact we pay about £2,600 per annum to HS-UK). We must find all our running costs ourselves.

Expenditure for the year totalled £204,104. Over 87% of expenditure is accounted for by staff salaries and rent. The increase in expenses over 2021/22 was largely due to increasing staff salaries (to match those paid by other Home-Starts and comparable organisations) and by an increase in the hours worked by our part-time professional fundraisers as the most cost-effective way to increase revenue.

We received about 25% of this total expense from two contracts: one with Surrey County Council (SCC) which is delivered in partnership with Surrey Care Trust (SCT) and the second partly funded by the Surrey Heartlands CCG (NHS) and more recently also by SCC. The rest we receive from applications to grant-giving bodies, donations and, normally, from fund-raising events. As in 2020/21 and 2021/22 our fundraising plans were significantly affected by the Covid pandemic as we were unable to run planned fund-raising events. In 2023/24 we will be returning to holding fundraising events, notably a Ball in February 2024 at G Live.

During 2022/23 we had 6 staff for most of the year (4.8 full-time equivalents): the Manager and 2 Co-Ordinators working with families, training and supporting volunteers, matching volunteers to families and monitoring the support; 2 part-time staff supporting families at the Pirbright Family Group and at Hazel Avenue, one of whom also supports recently referred families directly and an administrator in the office. The Trustees and home-visiting volunteers give their time freely which means

we can run the organisation very cost-efficiently.

Families are generally referred to us by Health Visitors, Family Centre workers, schools, and Social Workers but they can also self-refer. The very significant increase in referrals from the first quarter of 2021/22 onwards was not maintained, unsurprisingly, given the latent demand that had been suppressed by the first year of Covid, but demand levels remain high, and our staff continue to be very busy. About a third of our families have very 'complex' needs – they may have multiple problems, mental health issues, domestic abuse or the children may be subject to a Child in Need or Child Protection Plan.

## **ACHIEVEMENTS AND PERFORMANCE**

This past year has continued to be influenced by the long tail of the Covid pandemic, but in comparison to the previous year, we have been able to provide support in a much more normal way. The continuing challenges posed by the pandemic have included cases of Covid and required isolation for staff, volunteers, and families. In the latter cases this is clearly difficult for the families concerned and complicates our planning and provision of support. The challenges faced by families have been often compounded by the pressures which the cost-of-living crisis has created, causing severe strains in families' lives.

Our staff and volunteers have been able to help 188 families, compared with 174 in the previous year, through home visiting support, through our Family Groups on the Army base in Pirbright and in Hazel Avenue and directly by our Home-Start Support Worker.

### **Contracts with Surrey County Council and Heartlands CCG**

From the middle of January 2020, a new contract was awarded to Surrey Care Trust, with Guildford and the other seven Home-Start schemes in Surrey acting as sub-contractors with responsibility, within their own boroughs, for providing support to families with at least one child under the age of six.

The income that we received in 2022/23 from this contract was about £26,000. This contract will end in March 2024, and we are already planning for the re-tendering process.

Along with four other Home-Start schemes in Surrey we were awarded a contract by the Heartlands CCG, in our case, for support to families in Guildford borough, also covering children under 6, with an annual value of about £22,000. The contract ran from September 2020 to the end of August 2022. This was extended to June 2023 with funding from SCC.

Home-Start Surrey, which comprises all eight Surrey schemes, continues to look at ways to share best practice and to gain efficiencies through working together, through regular meetings of the Chairs and of the Managers of the eight Home-Starts across Surrey.

## **Families supported.**

We invested in our staff capacity to meet the increased demand which was emerging during Covid. The opening of the second family group and the recruitment of the new post of Home-Start Support Worker meant that our staff capacity was and remains more than 20% higher than pre-Covid levels. The statistics below show the number of families supported in 2022/23 in diverse ways (*Last year's figures are in brackets*):

- 188 families supported (174) in total.
- 67 families supported with home-visiting volunteers (75),
- 41 families supported by the Pirbright Family Group, (39)
- 29 families supported at the Hazel Avenue Family Group (32)
- 19 families were matched to the Support Worker (partial year in 2021/22)
- 36 families received occasional support from staff (35, staff and online)
- 63 initial visits were conducted (108), on average 2 weeks from referral. 95 families were closed from receiving regular volunteer support (34); this sharp increase in numbers results from catching up after supporting families for longer than normal through Covid and a policy to accelerate closures where families are now coping and the volunteer could be better re-deployed. For 95% of the families (77%) overall the family considered the support to be either 'Very Effective' or 'Effective'. For 5 families support was considered to have 'limited impact' (C), which is lower than last year and is associated with short periods of support. Feedback from referrers continues to be incredibly positive.
- All volunteers report monthly on their support visits/calls, so we keep track of how the support is progressing. With complex families, the reporting may be more frequent, and staff attend any multi-professional meetings for the family to ensure the support is well coordinated.

## **Events**

We were delighted to be able to resume normal family activities, including an afternoon in Stoke Park at the end of July, which was attended by 29 adults and 35 children and a trip to Bocketts Farm which was enjoyed by an incredible 95 adults and 118 children, supported by 25 volunteers. Thanks to the continuing support of the Guildford Model Engineering Society, we also held a Steam Train Day which was attended by 61 adults and 75 children.

We were also able to resume holding a New Year Party for families, which was attended by 31 adults and 39 children, including 9 aged over 6.

We are incredibly grateful to all the staff and volunteers who made these events so successful and to Bocketts Farm, Stoke Park and the GMES.

## **Pirbright Family Group**

Our Family Group, which meets on Tuesdays at the Jubilee Community Centre in Pirbright continues to provide unbelievably valuable support to families whose partners are often away from the base for lengthy periods and whose own families may also be a long way away. Our work at Pirbright camp is very highly regarded by Health Visitors, and by the Army Welfare Officers and senior Army staff. In turn, we

really value the co-operation and support of the Army staff, including Major England.

Over the year 41 families received support from the Group with an average of 16 adults and 17 children attending each week. The Family Group had some informative and exciting sessions over the year with highlights including cooking, soft play, messy play, gardening, crafts, celebrations for Easter and Chinese New Year and the Queen's Jubilee. Families continue to appreciate the supportive group atmosphere and play opportunities for their children and the consistency of support.

### **Hazel Avenue Family Group**

This opened at the end of April 2021 and was immediately busy, confirming the need for this support. Over the course of 2022/23, 29 families attended the group, with an average of 10 adults and 12 children.

The programme of activities was broadly like that provided in Pirbright but with some local variation. There are also differences between the two groups, in particular, the higher proportion of Hazel Avenue families who have additional support from volunteers or staff.

### **FORWARD LOOK**

The context within which we were working in 2022/23 continued to be very challenging. However, we are always aware that whatever difficulties we face as a charity, they are as nothing compared with the challenges faced by most of the families whom we support.

Our Strategy Day in March 2023 focused on our capability to recruit, train, and deploy volunteers, including other ways in which volunteers could be deployed to help vulnerable families.

We continue to challenge ourselves to identify other needs in our borough which we feel we may be best placed to meet and then to work out how to raise the money required, while retaining a prudent level of reserves. We have ended the 2022/23 financial year with slightly less in reserves than our policy. This has been despite our best efforts to increase income. We have an ambitious but well-founded plan for income generation in 2023/24 which should restore reserves to just within the target range of six to nine months of expenditure.

We appreciate that fundraising is becoming increasingly competitive and, as noted above, we hope to resume a more normal balance between seeking funds from grants and via events in 2023/24.

### **Our Strategy**

Our strategy remains essentially unchanged from previous years but is included here for reference.

We will remain focused on our core mission and will seek to grow in a balanced way. Focusing on the core mission means continuing to do wonderful work through our home visiting volunteers and the family groups. By remaining focused in this way, we believe that we can continue to deliver services of such quality and cost-effectiveness that we will be the obvious choice for funding bodies such as SCC.

Growing in a balanced way means meeting what we believe is an increasing demand for our support by balancing our resources in terms of volunteers, staff capacity and financial resources.

Our financial strategy is to balance the funding which we receive from SCC via Surrey Care Trust with money from grants, events, corporate and individual donors. Our aim is not to be over-reliant on one source and to hold sufficient reserves to enable us to continue to operate and provide support even in the event of a significant (but temporary) drop in funding.

We also have an overall risk management plan which attempts to anticipate and evaluate risks and provide mitigation strategies, to further enhance our resilience and ensure, as far as possible, that our support for families will remain constant. At each Management Committee meeting (held every six weeks) we focus on those risks which we believe to be particularly relevant (or “live”) at that moment.

Overall, the Trustees feel positive about the future, but we are having to work much harder to secure funding. We are inspired by the knowledge that the challenges faced by the families that we support are much greater than our own and that if we are not able to support them, in many cases no-one will. We have also taken our case to various representatives of SCC, as part of Home-Start Surrey to try to secure additional funding.

We have a great team of staff who deliver a very professional service, and we have very committed groups of trustees, patrons, volunteers, and supporters. We have an excellent track record of being able to raise the money we need so, despite the short-term challenges, our optimism about the future is reasonably grounded.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Charitable Incorporated Organisation (CIO)**

Home-Start Guildford was registered as a CIO in November 2013, and this has been our operational status since 1 April 2014. The objects of the charity can be seen in full on the Charity Commission website under our registration number 1154609.

**Trustees:** A Management Committee of Trustees runs Home-Start Guildford. We meet every 6 weeks. The Trustees are:

- Hugh Shanks – Chair
- Ann Taylor, CBE
- Adam Grant – Hon Treasurer
- Charlotte French
- Shen Lee
- Claire Wilkinson (until February 2023)
- Katie McGuire- Vice Chair
- Caroline Dore
- Sabine Bates (from November 2022)
- Vicky Robertson (from February 2023)
- Laura Brunner (from March 2023)

Ruth Jubert, BEM, (former Chair and Vice Chair and now a Patron) continues to play a key role coordinating the activities of the Patrons of Home-Start Guildford.

I would like to thank all my colleagues on the Management Committee for their hard work in support of Home-Start Guildford and their strong commitment to our organisation.

**Our Staff:** We are very lucky to have such a great team of staff supporting families, in our office and at Pirbright and Hazel Avenue. The current staff team is:

- Sarah Black - Manager
- Lorraine Macdonald - Senior Co-Ordinator
- Jenny Hanson - Family Group Co-Ordinator
- Sandra Durand - Co-Ordinator
- Lelani Pereira - Administrator (until January 2023)
- Francesca Bone – Home-Start Support Worker
- Arjun Lakhani – Administrator (from January 2023)

We can be immensely proud of the support we give to families and of the professional service we run in training volunteers, matching them to families and monitoring our work and in our delivery of incredibly supportive and friendly family groups. Our team has strong links with other care professionals in the borough and we work in partnership with Guildford Family Centre and other charities and services for the benefit of our families.

**Volunteers:** Our volunteers are at the centre of what Home-Start does. We are extremely grateful to them for putting themselves forward for this work and for the impact they have on the lives of young families. As noted earlier, the amount of time they spend with families may seem small (two-three hours per week) but the fact that it is a regular commitment, allied to the sensitivity and skill of our volunteers makes an enormous, in some cases, life-changing difference. In June 2022, by kind permission of The Lord Lieutenant, we held a 25th anniversary celebration at the Lord Lieutenant's home. Over 60 people attended, including many of our volunteers and some supporters.

Parents supporting other parents is quite a simple idea – but it works. At the end of the year, we had 61 (58) home-visiting volunteers on our books. We ran a Volunteer Preparation course in Autumn 2022 for 5 new recruits. And a second Preparation course was run in Spring 2023, with 9 volunteers.

I am incredibly grateful to Charlotte French and Vicky Robertson on the Management Committee for the programme of on-going training and development for volunteers which they have put together over the past year. The programme of events is balanced between training, peer support and fun and several successful training sessions were delivered including on mental health, first aid, benefits, anxiety in children, healthy eating and with Citizens Advice. We also held a delicious and convivial Christmas lunch party for volunteers. There were also several sociable, supportive ‘coffee and catch up’ volunteer support sessions.

**Fundraising:** As noted above, our focus has continued to be less on events and more on seeking grants from trusts and other charitable organisations.

The 100 Club continues to be a valuable support with over 100 members, who pay a monthly subscription of £5 into a prize fund, of which 40% is paid out and 60% retained by the charity. In addition, the Guildford Community Lottery continues to provide an additional source of regular income from the sale of tickets to our supporters.

**Patrons:** We remain immensely grateful for the ongoing support of our Patrons and look forward to being able to involve them more in our profile and fundraising activities going forwards. Our Patrons are:

- The Rt Hon Anne Milton, former MP for Guildford
- The Very Reverend Dianna Gwilliams, Dean of Guildford Cathedral
- Councilor Pauline Searle
- Ruth Jubert, BEM
- Councillor Diana Jones, philanthropist
- Caroline Breckell, MVO DL, Under Sheriff of Surrey
- Jane Derbyshire, Chair of The County Club

## **FINANCIAL REVIEW**

Income for the year totalled £160,723.

We are extremely grateful for all the support we receive to fund our scheme. In October 2022 we were delighted that our Patron, Jane Derbyshire hosted a fundraising event for us at The County Club, at which Anne Milton (also a Patron) and Christopher Critchlow, the High Sheriff of Surrey, spoke.

Generous donors this year have included the Shere Hill Climb, The Merry Harriers in Hambledon, the Army Training Centre Pirbright, Guildford Cathedral, Maybrook Properties, Pennington Manches Cooper LLP, Charles Russell Speechlys, the Royal Warrant Holders Association, Servium, Waitrose Guildford (Community Matters), West Byfleet Golf Club, the RHS Wisley, St Martin's Church, East Horsley, JE Fergusson, Margaret Sharp, John Rigg and The David Williamson Trust. We have also benefitted from some generous anonymous donations.

Statutory support was received from Surrey County Council and Surrey Heartlands CCG totalling £50,557. We are also grateful to Guildford Borough Council for a grant of £5,000. We also received significant grants from the Community Foundation for Surrey while vital on-going charitable trust support included The Matthew 25:35 Trust, the Army Central Fund, The Borrowes Charitable Trust, St Faith's Trust, The Beatrice Laing Trust, and Guildford Poyle Charities. We received new grants from Garfield Weston and Awards for All. Fundraising through our 100 Club, Guildford Lottery and Just Giving donations raised over £10,000, including donations to support Oliver Hutley's extraordinary feat in running the Marathon des Sables across the Sahara Desert. The race was in April 2023, but many donations came before the end of the 2022/23 financial year.

Expenditure was £204,104, an increase of £24,750 on 2021/22, largely because of increases in staff salaries and the cost of our part-time professional fund-raiser. This produced an overall deficit for 2022/23 of £43,381.

### **Reserves Policy and Risk Management**

Overall reserves total £94,385 including £29,067 which are restricted funds to cover specific programmes at the charity. The total reserves represent approximately 5.5 months operating expenditure.

The Trustees consider that there are sufficient reserves to maintain service through 2023/24 but acknowledge that there is a considerable challenge in the short term to ensure that reserves do not fall too much further.

The safeguarding of children is also a key risk, given the nature of our work. We follow the strict Safeguarding policies set by Home-Start UK and we have strong links with local safeguarding professionals. Our Safeguarding lead Trustee is Charlotte French. All cases of concern are reported to me by the Manager and to the Management Committee.

### The Financial Statements

Charity law requires the Trustees to prepare financial statements that give a true and fair view of the situation of the charity at the end of each financial year and of its surplus or deficit for the financial year. In doing so, the Trustees are required to:

- Select suitable accounting policies and apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business.

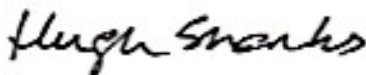
The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for the safeguarding of the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Reference and Administration

Legal and reference information, as shown after the contents page, forms part of this report.

The financial statements comply with the current statutory requirements, the charity's governing document and the SORP "Accounting and Reporting by Charities".

On behalf of the Trustees,



Hugh Shanks  
Chair

## Report of the Independent Examiner

I report on the accounts of the charity for the year to 31 March 2023 which are set out on pages 14 to 19.

### **Respective responsibilities of trustees and examiner**

As the charity's trustees, you are responsible for the preparation of the accounts. You consider that the audit requirements of the Charities Act 2011 (the Act) do not apply.

It is my responsibility to state, based on procedures specified in the General Directions given by the Charities Commission under s145(5)(b) of the Act, whether matters have come to my attention.

### **Basis of the independent examiner's report**

My examination was conducted in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - a) to keep accounting records in accordance with Section 130 of the Act; and
  - b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
2. to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Pierre Okusi  
Independent Examiner  
Vestry Hall  
336 London Road  
Cricket Green  
Mitcham  
CR4 3UD



Signed: .....

Nov 8, 2023  
Date: .....

**HOME-START GUILDFORD**  
**Statement of Financial Activities for Year Ended 31 March 2023**

	<i>Note</i>	Unrestricted	Restricted	Total	Total
		£	£	£	£
		2023	2023	2023	2022
<b>Income and Endowments</b>	2				
Statutory Grants		55,557	0	55,557	54,683
Charitable Trusts		0	60,677	60,677	56,250
Fundraising Events		11,762	0	11,762	6,842
Donations, legacies & other		32,227	0	32,227	20,421
Bank Interest		590	0	590	390
<b>Total Income</b>		<b>100,046</b>	<b>60,677</b>	<b>160,723</b>	<b>138,587</b>
<b>Resources Expended</b>					
Expenditure on raising funds	3	12,658	0	12,658	9,240
Expenditure on Charitable activities		144,631	47,085	191,446	170,114
<b>Total resources expended</b>		<b>157,019</b>	<b>47,085</b>	<b>204,104</b>	<b>179,354</b>
<b>Net incoming/outgoing resources</b>		<b>(56,973)</b>	<b>13,592</b>	<b>(43,381)</b>	<b>(40,767)</b>
Funds brought forward at 1 April 2022		122,291	15,475	137,766	137,766
Prior year adjustment		0	0	0	0
<b>Funds carried forward at 31 March 2023</b>		<b>65,318</b>	<b>29,067</b>	<b>94,385</b>	<b>137,766</b>

The statement of Financial Activities has been prepared on the basis that all operations are continuing operations. The Charity has no gains or losses other than dealt with in the Statement of Financial Activities. The notes on pages 16 -19 form part of these financial statements.

# HOME-START GUILDFORD

## Balance Sheet as of 31 March 2023

	<i>Note</i>	£ 2023	£ 2022
<b>Fixed Assets</b>			
Tangible Assets	6	0	0
<b>Current Assets</b>			
Debtors		0	0
Cash at Bank		103,631	138,637
<b>Liabilities</b>			
Creditors: Amounts falling due in 1 year	7	2,911	871
Deferred income		6,335	0
<b>Net Assets</b>		<b>94,385</b>	<b>137,766</b>
<b>The Funds of the Charity</b>			
Unrestricted funds		65,318	122,291
Restricted Funds	9	29,067	15,475
<b>Total Charity Funds</b>		<b>94,385</b>	<b>137,766</b>

The notes on the following pages form part of these financial statements.

*Hugh Shanks*

.....  
Hugh Shanks  
Chair

*Adam Grant*

.....  
Adam Grant  
Hon. Treasurer

DATE 11-10-23

# HOME-START GUILDFORD

## Notes to the Financial Statements as at 31 March 2023

### 1 Basis of Preparation

The financial statements have been prepared under the historic cost convention, following the recommendations of the Statement of Recommended Practice known as FRS 102 introduced in 2014 covering charities with a year-end after January 2015.

### 2 Accounting Policies

#### 2.1 Income

All income is accounted for on an accrual basis, except for voluntary donations, which are considered when received.

Grants are recognised in full during the year that they are received.

Incoming receipts from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

#### 2.2 Fixed Assets

Fixed assets are stated at cost and depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life.

Computer equipment and office equipment 25% straight line basis. It is the Charity's policy to capitalise fixed assets that are above a de-minimus level of £500.

#### 2.3 Pensions

Pension costs charged in the financial statements represent contributions payable by the charity in the year in accordance with FRS 17.

The pension scheme is administered by The Pension Trust.

#### 2.4 Funds held for restricted purposes

Restricted funds represent income received by the Charity for specific purposes or areas.

#### 2.5 Resources expended

Resources are accounted for on an accrual's basis. Expenditure is appointed to cost categories based on the amount attributable during the year, including the cost of generating funds and charitable activities.

Governance costs include legal costs and Trustee meetings only.

#### 2.6 Recognition of Liabilities

These financial statements recognise all liabilities that the charity has responsibility for. The charity is not aware of any contingent liabilities.

### 3 Costs of Generating Voluntary Income

Our fundraising was focused on on-line activities and grant applications, with support from our freelance fundraisers, Dan Read and Mike Mordecai.

Direct costs of events are charged to fundraising, together with an element of staff time in supporting donor development and the preparation of grant applications.

The cost of raising funds is noted below:

	2023	2022
	£	£
a) direct costs of the fundraising events	2,530	2,540
b) departmental costs	10,128	6,700
<b>Total</b>	<b>12,658</b>	<b>9,240</b>

### 4 Staff Costs and Emoluments

	2022	2022
	£	£
Wages and salaries	148,640	135,132
Social Security Costs	8,553	7,705
Staff Pension Costs	6,803	6,478
<b>Total</b>	<b>163,996</b>	<b>149,315</b>

There were no employees with emoluments more than £60,000 per annum.

The average full time equivalent employees during the year were 4.8 heads.

### 5 Trustee Expenses

Expenses claimed by Trustees were £1,234.

## 6 Tangible Fixed Assets

No tangible assets held during the year.

## 7 Creditors

Comprise general creditors all due for settlement within 12 months.

## 8 Lease

The charity has an annual lease for premises within the Astolat complex in Guildford, at a cost, inclusive of light, heat, and power of £6,073 pa.

A new lease has been signed until March 2024.

## 9 Restricted Funds

	Balance 31.3.22	Additions in year	Charge for year	Balance 31.3.23
	£	£	£	£
David Williamson	0	937	937	0
Anonymous	0	2,000	2,000	0
Army Central Fund	4,400	5,000	5,000	4,400
Beatrice Laing	4,500	0	4,500	0
Guildford Poyle	0	7,740	3,073	4,667
St Faith's Trust	3,300	0	3,300	0
Community Foundation for Surrey	3,275	15,000	10,775	7,500
Awards for All	0	10,000	4,167	5,833
The Borrows Trust	0	10,000	10,000	0
Garfield Weston	0	10,000	3,333	6,667
<b>Balances</b>	<b>15,475</b>	<b>60,677</b>	<b>47,085</b>	<b>29,067</b>

The balance at 31.3.23 will be used within the current financial year.

## 10. Analysis of group net assets between funds

Funds on 31 March 2023 are represented by:

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Tangible fixed assets	0		0
Debtors	0		0
Bank deposits	74,564	29,067	103,631
Current liabilities	(9,246)		(9,246)
<b>Total Assets</b>	<b>65,318</b>	<b>29,067</b>	<b>94,385</b>

**HOME-START GUILDFORD**

England & Wales - Charity number 1154609

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# Accounts

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**Registered Charity No. 1154609**

**HOME-START GUILDFORD**

**Financial Statements**

**For the Year  
Ended 31 March 2022**

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## LEGAL & ADMINISTRATION

### Registered and Office Address

Home-Start Guildford  
Astolat  
Coniers Way  
Burpham  
Guildford  
Surrey GU4 7HL

01483 511181

Email: [office@hsguildford.org.uk](mailto:office@hsguildford.org.uk)

### Bankers

HSBC  
12a North Street  
Guildford  
Surrey  
GU1 4AF

### Independent Examiner

Pierre Okusi  
Vestry Hall  
336 London Road  
Cricket Green  
Mitcham  
CR4 3UD

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

The Trustees present their report with the financial statements of the charity for the year ended 31 March 2022. The Trustees have adopted the provisions of the Statement of Recommended Practice known as FRS 102 (SORP).

### **OBJECTIVES AND ACTIVITIES**

Home-Start Guildford provides support and friendship to help parents to give their children the best possible start in life. It is about parents helping other parents. We train volunteers to visit parents who have young families (at least one child under 6), are facing difficulties and live in the Guildford Borough. We deal with a wide range of family difficulties: for example, post-natal depression, isolation, illness of parent or child, disability, or lack of parenting skills and confidence.

The support we provide is tailored to the needs of the family, with regular support offered each week, for as long as the support is needed, which is on average 9-12 months. During the past year, the typical length of support has increased as families have, understandably, needed more help. We carefully review the support provided to each family to ensure that it continues to be effective. It is remarkable how much difference can be made to the lives of children and families by this relatively small amount of time, committed on a regular basis. We also run a Family Group at Pirbright to provide support to army families, and in April 2021 we opened a new family group at the Family Centre in Bellfields.

Home-Start Guildford is a local, independent charity which celebrates 25 years of support to vulnerable families in 2022. We are part of a network of over 180 Home-Start schemes in the UK and the central organisation, Home-Start UK, provides a framework of policies, standards and Quality Assurance to which we adhere. This central support reduces the need for us to devise these things ourselves, but we get no financial support from the centre (in fact we pay £2,600 per annum to HS-UK). We have to find all our running costs ourselves.

Expenditure for the year totaled **£179,354**. Over 87% of expenditure is accounted for by staff salaries and rent. We received about 25% of this total expense from two contracts: one with Surrey County Council (SCC) which is delivered in partnership with Surrey Care Trust (SCT) and the second from the Surrey Heartlands CCG (NHS). The rest we receive from applications to grant-giving bodies, donations and normally, from fund-raising events. As in 2020/21 our fundraising plans were significantly affected by the Covid pandemic as we were unable to run planned fund-raising events.

During 2021/22, we had 6 staff for most of the year (4.8 full-time equivalents): the Manager and 2 Co-ordinators working with families, training and supporting volunteers, matching volunteers to families and monitoring the support; 2 part-time staff supporting families at the Pirbright Family Group and at Hazel Avenue, one of whom also supports recently referred families directly and an administrator in the office. The Trustees and home-visiting volunteers give their time freely which means we can run the organisation very cost-efficiently.

Families are generally referred to us by Health Visitors, Family Centre workers, schools and Social Workers but they can also self-refer. During the pandemic in 2020/21, referral numbers dropped but there was a significant increase in referrals from the first quarter of 2021/22 onwards. About a third of our families have very 'complex' needs – they may have multiple problems, mental health issues, domestic abuse or the children may be subject to a Child in Need or Child Protection Plan.

### **ACHIEVEMENTS AND PERFORMANCE**

This past year has continued to be influenced by the Covid pandemic, but in comparison to the previous year, we have been able to provide support in a much more normal way. The continuing challenges posed by the pandemic have included cases of Covid and required isolation for staff, volunteers and families. In the latter cases this is clearly difficult for the families concerned and also complicates our planning and provision of support.

Clearly, the last year has been continued to be very difficult for the vulnerable families that we support. With the significant bounce-back in referral numbers our staff and volunteers have been able to help 174 families, (compared with 115 in the previous year) through home visiting support, through our Family Groups on the Army base in Pirbright and in Hazel Avenue and directly by our Home-Start Support Worker who joined us in September.

### **Contracts with Surrey County Council and Heartlands CCG**

From the middle of January 2020, a new contract was awarded to Surrey Care Trust, with Guildford and the other seven Home-Start schemes in Surrey acting as sub-contractors with responsibility, within their own boroughs, for providing support to families with at least one child under the age of six.

The income that we received in 2021/22 from this contract was about £26,000. We have been informed that this contract will be extended for a further two years from April 2022.

Along with four other Home-Start schemes in Surrey we were awarded a contract by the Heartlands CCG for support to families in Guildford borough, also covering children under 6, with an annual value of about £22,000. The contract runs from September 2020 to the end of August 2022.

Home-Start Surrey continues to look at ways to share best practice and to gain efficiencies through working together, through regular meetings of the Chairs and of the Managers of the eight Home-Starts across Surrey.

### **Families supported**

We were convinced in 2021/21 that the demand for our support was as high as ever, despite the inevitable difficulties which prevented families from being referred and

this has proven to be the case. We have invested in our staff capacity to meet this increased demand. The opening of the second family group and the recruitment to the new post of Home-Start Support Worker mean that our staff capacity is more than 20% higher than pre-Covid levels. The statistics below show the number of families supported in 2021/22 in different ways (*Last year's figures are in brackets*):

- 174 families supported (115) in total
- 75 families supported with home-visiting volunteers (71),
- 39 families supported by the Pirbright Family Group, including 5 with volunteers or the Support Worker (28)
- 32 families supported at the Hazel Avenue Family Group, including 12 with volunteers or the Support Worker
- 35 families received staff support and on-line group support (22). 11 of these families were awaiting volunteer support at the year-end.
- 108 initial visits were carried out (46), on average 2 weeks from referral.
- 40 new families were matched with a volunteer (21).
- 10 families were matched to the Support Worker
- 34 families were closed from receiving regular volunteer support (34); for 77% of the families (88%) overall the support was considered by the family to be either 'Very Effective' or 'Effective'. For 6 families support was considered to have 'limited impact' (C), which is slightly higher than last year and is generally associated with short periods of support. Feedback from referrers continues to be very positive.
- All volunteers report monthly on their support visits/calls, so we keep track of how the support is progressing. With complex families, the reporting may be more frequent, and staff attend any multi-professional meetings for the family to ensure the support is well coordinated.

### **Events**

We were delighted to be able to resume normal family activities, including an afternoon in Stoke Park at the end of July, which was attended by 21 families and a trip to Bocketts Farm which was enjoyed by over 30 families and 60 children. We are very grateful to all the staff and volunteers who make these events so successful.

### **Pirbright Family Group**

Our Family Group, which meets on Tuesdays at the community centre in Pirbright continues to provide very valuable support to families whose partners are often away from the base for long periods and whose own families may also be a long way away. Our work at Pirbright camp is very highly regarded by Health Visitors, and by the Army Welfare Officers and senior Army staff. In turn, we really value the co-operation and support of the Army staff, including Major England and Captain O'Gara.

Over the year 39 families received support from the Group (including 5 who also had volunteer support) with an average of 12 adults and 13 children attending each week. The Family Group had some informative and exciting sessions over the year with highlights including meeting the outreach worker from Wisley, an Easter Egg hunt, a visit to the Watts Gallery and a visit from Father Christmas. Families continue to greatly appreciate the supportive group atmosphere and play opportunities for their children and the consistency of support when so many other groups have been disrupted.

### **Hazel Avenue Family Group**

This opened at the end of April, 2021 and was immediately very busy, confirming the need for this support. Over the course of the rest of the year, 32 families attended the group, including 12 who also had support from a home visiting volunteer or the Support Worker. On average the group was attended by 8 adults and 9 children. The programme of activities was broadly similar to that provided in Pirbright but with some local variation. There are also differences between the two groups, in particular, the higher proportion of Hazel Avenue families who have additional support from volunteers or staff. There was a wonderful Christmas Party at the group in December attended by 14 families and with gifts for all the children and boxes of biscuits donated by Waitrose.

### **FORWARD LOOK**

The context within which we were working in 2021/22 continued to be very challenging. However, we are always aware that whatever difficulties we face as a charity, they are as nothing compared with the challenges faced by most of the families whom we support.

Our Strategy Day in March 2022 focused on trying to increase our resilience. We recognise that, as a small charity, we can be vulnerable to unexpected changes, whether in our staffing, financial position or availability of volunteers. We are planning actions which will increase our overall profile (with benefits in terms of volunteer recruitment and fundraising) and to build more capacity to raise money. We continue to challenge ourselves to identify other needs in our borough which we feel we may be best placed to meet and then to work out how to raise the money required, while retaining a prudent level of reserves.

We appreciate that fundraising is becoming increasingly competitive and we hope to resume a more normal balance between seeking funds from grants and via events in 2023/24 when, we hope, the pandemic will be well behind us.

### **Our Strategy**

Our strategy remains essentially unchanged from previous years but is included here for reference.

We will remain focused on our core mission and will seek to grow in a balanced way.

Focusing on the core mission means continuing to do wonderful work through our home visiting volunteers and the family groups. By remaining focused in this way, we believe that we can continue to deliver services of such quality and cost-effectiveness that we will be the obvious choice for funding bodies such as SCC.

Growing in a balanced way means meeting what we believe is an increasing demand for our support by balancing our resources in terms of volunteers, staff capacity and financial resources.

Our financial strategy is to balance the funding which we receive from SCC via Surrey Care Trust and from the Heartlands CCG with money from grants, events, corporate and individual donors. Our aim is not to be over-reliant on one source and to hold sufficient reserves to enable us to continue to operate and provide support even in the event of a significant (but temporary) drop in funding.

We also have an overall risk management plan which attempts to anticipate and evaluate risks and provide mitigation strategies, to further enhance our resilience and ensure, as far as possible, that our support for families will remain constant.

Overall, the Trustees feel very positive about the future and our belief that the demand for our services was growing despite the temporary drop in referrals during the first year of the pandemic has been borne out. We have a great team of staff who deliver a very professional service and we have very committed groups of trustees, patrons, volunteers and supporters. We have an excellent track record of being able to raise the money we need so our optimism about the future is reasonably grounded.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Charitable Incorporated Organisation (CIO)**

Home-Start Guildford was registered as a CIO in November 2013, and this has been our operational status since 1 April 2014. The objects of the charity can be seen in full on the Charity Commission website under our registration number 1154609.

**Trustees:** Home-Start Guildford is run by a Management Committee of Trustees. We meet every 6 weeks. The Trustees are:

- Hugh Shanks – Chair
- Ann Taylor, CBE - Vice Chair (Vice-Chair until February 2022, continuing as a Trustee)
- Adam Grant – Hon Treasurer
- Kate Mutton (until September 2021)
- Charlotte French
- Shen Lee
- Claire Wilkinson
- Katie McGuire- Vice Chair (from February 2022)
- Caroline Dore (from December 2021)

In addition, Vicky Robertson, who is a current home visiting volunteer, continues as an adviser, working with Charlotte French on volunteer support and training. Ruth

Jubert, BEM, (former Chair and Vice Chair and now a Patron) continues to play a key role coordinating the activities of the Patrons of Home-Start Guildford.

I would like to thank all my colleagues on the Management Committee for their hard work in support of Home-Start Guildford and their strong commitment to our scheme.

**Our Staff:** We are very lucky to have such a great team of staff in supporting families, in our office and at Pirbright and Hazel Avenue. The staff team is:

- Liz Westwood - Scheme Manager (until June 2022)
- Sarah Black –Scheme Manager (from June 2022)
- Lorraine Macdonald - Senior Co-ordinator
- Jenny Hanson - Family Group Co-ordinator
- Sandra Durand - Co-ordinator (from January 2021)
- Andrea Stockford - Family Group Assistant Co-ordinator (until July 2021)
- Lelani Pereira - Administrator
- Francesca Bone – Home-Start Support Worker (from September 2021)

We can be very proud of the support we give to families and of the professional service we run in training volunteers, matching them to families and monitoring our work and in our delivery of a very supportive and friendly family groups. Our team has strong links with other care professionals in the borough and we work in partnership with Guildford Family Centre and other charities and services for the benefit of our families.

**Volunteers:** Our volunteers are at the centre of what Home-Start does. We are extremely grateful to them for putting themselves forward for this work and for the impact they have on the lives of young families. As noted earlier, the amount of time they spend with families may seem relatively small (two-three hours per week) but the fact that it is a regular commitment, allied to the sensitivity and skill of our volunteers makes an enormous, in some cases, life-changing difference.

Parents supporting other parents is a very simple idea – but it works. At the end of the year, we had 58 home-visiting volunteers on our books. We ran a Volunteer Preparation course in Spring 2021 for 8 new recruits on Zoom. This was completed with a final in-person session in May. A second Preparation course was run, in-person, in the Autumn, with 9 volunteers. In between these two courses we held a wonderful summer celebration and thank-you event for volunteers in the garden of our patron Diana Jones, attended by 31 volunteers, along with staff, trustees and patrons.

I am very grateful to Charlotte French and Vicky Robertson on the Management Committee for the programme of on-going training and development for volunteers which they have put together over the past year. The programme of events is balanced between training, peer support and fun and although it has inevitably still been affected by the pandemic, several successful training sessions were delivered including on mental health awareness, safeguarding and parenting. We were also able to hold a Christmas lunch party for volunteers with 19 able to participate. There were

also a number of sociable, supportive 'coffee and catch up' volunteer support sessions.

**Fundraising:** As noted above, our focus has continued to be less on events and more on seeking grants from trusts and other charitable organisations. The 100 Club continues to be a valuable support with over 100 members, who pay a monthly subscription of £5 into a prize fund, from which 40% is paid out and 60% retained by the charity. In addition, the Guildford Community Lottery continues to provide an additional source of regular income from the sale of tickets to our supporters.

**Patrons:** We remain very grateful for the ongoing support of our patrons and look forward to being able to involve them more in our profile and fundraising activities going forwards. Our patrons are:

- The Rt Hon Anne Milton, former MP for Guildford
- The Very Reverend Dianna Gwilliams, Dean of Guildford Cathedral
- Councillor Pauline Searle
- Ruth Jubert
- Councillor Diana Jones, philanthropist
- Caroline Breckell, MVO DL, Under Sheriff of Surrey
- Jane Derbyshire

## FINANCIAL REVIEW

Income for the year totalled **£138,537**.

We are extremely grateful for all the support we receive to fund our scheme.

Generous donors this year have included The Matthew 25:35 Trust, the Army Training Centre Pirbright, Guildford Cathedral, Maybrook Properties, Pennington Manches Cooper LLP, Charles Russell Speechlys, the Royal Warrant Holders Association, Servium, Waitrose Guildford (Community Matters), West Byfleet Golf Club, the RHS Wisley, St Martin's Church, East Horsley, JE Fergusson, Tom and Margaret Sharp, Jo and Rob Kelly and Louise and Richard Wynne-Griffith. We have also benefitted from some generous anonymous donations.

Statutory support was received from Surrey County Council and Surrey Heartlands CCG totalling **£49,683**. We are also grateful to Guildford Borough Council for a grant of £5,000. We also received a significant grant from the Community Foundation for Surrey while vital on-going charitable trust support included Army Central Fund, BBC Children in Need, The Borrowes Trust, St Faith's Trust, The Beatrice Laing Trust, and Guildford Poyle Charities. Fundraising through our 100 Club, Guildford Lottery and Just Giving donations raised a net **£6,842**.

Expenditure was **£179,534**, an increase of **£35,047** on 2020/21, largely because that year included additional costs associated with the exceptional fundraising events. This produced an overall deficit for 2022/22 of **£40,767**.

### **Reserves Policy and Risk Management**

Overall reserves total **£137,766** including **£15,545** which are restricted funds to cover specific programmes at the charity. The remaining **£122,291** represents approximately 6 months operating expenditure, though our total budgeted expenditure in 2022/23 is **£193,816**.

The Trustees consider that there are sufficient reserves to maintain service through 2022/23.

The safeguarding of children is also a key risk, given the nature of our work. We follow the strict Safeguarding policies set by Home-Start UK and we have strong links with local safeguarding professionals. Our Safeguarding lead Trustee is Katie McGuire, Vice-Chair. All cases of concern are reported to me by the Scheme Manager and to the Management Committee.

## **The Financial Statements**

Charity law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of each financial year and of its surplus or deficit for the financial year. In doing so, the Trustees are required to:

- Select suitable accounting policies and apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for the safeguarding of the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Reference and Administration**

Legal and reference information, as shown after the contents page, forms part of this report.

The financial statements comply with the current statutory requirements, the charity's governing document and the SORP 'Accounting and Reporting by Charities'.

On behalf of the Trustees,



Hugh Shanks  
Chair

## Report of the Independent Examiner

I report on the accounts of the charity for the year to 31 March 2021 which are set out on pages 14 to 19.

### **Respective responsibilities of trustees and examiner**

As the charity's trustees, you are responsible for the preparation of the accounts. You consider that the audit requirements of the Charities Act 2011 (the Act) do not apply.

It is my responsibility to state, based on procedures specified in the General Directions given by the Charities Commission under s145(5)(b) of the Act, whether particular matters have come to my attention.

### **Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - a) to keep accounting records in accordance with Section 130 of the Act; and
  - b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Pierre Okusi  
Vestry Hall  
336 London Road  
Cricket Green  
Mitcham  
CR4 3UD

Signed:  .....

Date: 4th October 2022 .....

**HOME-START GUILDFORD**  
**Statement of Financial Activities for Year Ended 31 March 2022**

	<i>Note</i>	Unrestricted	Restricted	Total	Total
		£	£	£	£
		2022	2022	2022	2021
<b>Income and Endowments</b>	2				
Statutory Grants		54,683	0	54,683	43,441
Charitable Trusts		0	56,250	56,250	74,725
Fundraising Events		6,842	0	6,842	8,264
Donations, legacies & other		20,421	0	20,421	14,681
Bank Interest		390	0	390	978
<b>Total Income</b>		<b>82,337</b>	<b>56,250</b>	<b>138,537</b>	<b>142,089</b>
<b>Resources Expended</b>					
Expenditure on raising funds	3	9,240	0	9,240	9,000
Expenditure on Charitable activities		117,539	52,575	170,114	134,947
<b>Total resources expended</b>		<b>126,779</b>	<b>52,575</b>	<b>179,354</b>	<b>143,947</b>
<b>Net incoming/outgoing resources</b>		<b>(44,442)</b>	<b>3,675</b>	<b>(40,767)</b>	<b>(1,858)</b>
Funds brought forward at 1 April 2021		166,733	11,800	178,533	178,533
Prior year adjustment		0	0	0	0
<b>Funds carried forward at 31 March 2022</b>		<b>122,291</b>	<b>15,545</b>	<b>137,766</b>	<b>178,533</b>

The statement of Financial Activities has been prepared on the basis that all operations are continuing operations. The Charity has no gains or losses other than dealt with in the Statement of Financial Activities.

The notes on pages 16 – 19 form part of these financial statements.

# HOME-START GUILDFORD

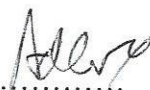
## Balance Sheet as at 31 March 2021

	<i>Note</i>	£ 2022	£ 2021
<b>Fixed Assets</b>			
Tangible Assets	6	0	0
<b>Current Assets</b>			
Debtors		0	20
Cash at Bank		138,637	179,577
<b>Liabilities</b>			
Creditors: Amounts falling due in 1 year	7	871	1,044
Deferred income		0	0
<b>Net Assets</b>		<b>137,766</b>	<b>178,533</b>
<b>The Funds of the Charity</b>			
Unrestricted funds		122,291	166,733
Restricted Funds	9	15,545	11,800
<b>Total Charity Funds</b>		<b>137,766</b>	<b>178,533</b>

The notes on the following pages form part of these financial statements.



Hugh Shanks  
Chair



Adam Grant  
Hon. Treasurer

DATE

# HOME-START GUILDFORD

## Notes to the Financial Statements as at 31 March 2022

### 1 Basis of Preparation

The financial statements have been prepared under the historic cost convention, following the recommendations of the Statement of Recommended Practice known as FRS 102 introduced in 2014 covering charities with a year-end after January 2015.

### 2 Accounting Policies

#### a) Income

All income is accounted for on an accrual basis, except for voluntary donations, which are taken into account when received.

Grants are recognised in full during the year that they are received.

Incoming receipts from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

#### b) Fixed Assets

Fixed assets are stated at cost and depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life.

Computer equipment and office equipment 25% straight line basis. It is the Charity's policy to capitalise fixed assets that are above a de-minimus level of £500.

#### c) Pensions

Pension costs charged in the financial statements represent contributions payable by the charity in the year in accordance with FRS 17.

The pension scheme is administered by The Pension Trust.

#### d) Funds held for restricted purposes

Restricted funds represent income received by the Charity for specific purposes or areas.

#### e) Resources expended

Resources are accounted for on an accruals basis. Expenditure is appointed to cost categories based on the amount attributable during the year, including the cost of generating funds and charitable activities.

Governance costs include legal costs and Trustee meetings only.

f) **Recognition of Liabilities**

These financial statements recognise all liabilities that the charity has responsibility for. The charity is not aware of any contingent liabilities.

**3 Costs of Generating Voluntary Income**

Our fundraising was focused on on-line activities and grant applications, with support from our freelance fundraiser, Dan Read.

Direct costs of events are charged to fundraising, together with an element of staff time in supporting donor development and the preparation of grant applications.

The cost of raising funds is noted below:

	2022	2021
	£	£
a) direct costs of the fundraising events	2,540	2,316
b) departmental costs	6,700	6,684
<b>Total</b>	<b>9,240</b>	<b>9,000</b>

**4 Staff Costs and Emoluments**

	2022	2021
	£	£
Wages and salaries	135,132	109,521
Social Security Costs	7,705	5,349
Staff Pension Costs	6,478	4,826
<b>Total</b>	<b>149,315</b>	<b>119,696</b>

There were no employees with emoluments in excess of £60,000 per annum.

The average full time equivalent employees during the year was **4.8 heads**.

**5 Trustee Expenses**

No expenses were claimed by Trustees.

## 6 Tangible Fixed Assets

No tangible assets held during the year.

## 7 Creditors

Comprise general creditors all due for settlement within 12 months.

## 8 Lease

The charity has an annual lease for premises within the Astolat complex in Guildford, at a cost, inclusive of light, heat and power of £4,287 pa.

A new lease has just been signed until March 2023.

## 9 Restricted Funds

	Balance 31.3.21	Additions in year	Charge for year	Balance 31.3.22
	£	£	£	£
BBC Children in Need	0	3,750	3,750	0
Anonymous	0	2,000	2,000	0
Army Central Fund	4,000	5,500	5,100	4,400
Beatrice Laing	4,500	6,000	6,000	4,500
Guildford Poyle Charity	0	7,000	7,000	0
St Faith's Trust	3,300	10,000	10,000	3,300
Community Foundation for Surrey	0	11,500	8,225	3,275
RHS Wisley	0	500	500	0
The Borrows Trust	0	10,000	10,000	0
<b>Balances</b>	<b>11,800</b>	<b>56,250</b>	<b>52,575</b>	<b>15,475</b>

The balance at 31.3.22 will be used within the current financial year.

## 10 Analysis of group net assets between funds

Funds at 31 March 2022 are represented by:

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Tangible fixed assets	0		0
Debtors	0		0
Bank deposits	123,162	15,475	138,637
Current liabilities	(871)		(871)
<b>Total Assets</b>	<b>122,291</b>	<b>15,475</b>	<b>137,766</b>



**HOME-START GUILDFORD**

England & Wales - Charity number 1154609

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# Accounts

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**Registered Charity No. 1154609**

**HOME-START GUILDFORD**

**Financial Statements**

**For the Year  
Ended 31 March 2021**

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## LEGAL & ADMINISTRATION

### Registered and Office Address

Home-Start Guildford  
Astolat  
Coniers Way  
Burpham  
Guildford  
Surrey GU4 7HL

01483 511181

Email: [office@hsguildford.org.uk](mailto:office@hsguildford.org.uk)

### Bankers

HSBC  
12a North Street  
Guildford  
Surrey  
GU1 4AF

### Independent Examiner

Pierre Okusi  
Vestry Hall  
336 London Road  
Cricket Green  
Mitcham  
CR4 3UD

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021**

The Trustees present their report with the financial statements of the charity for the year ended 31 March 2021. The Trustees have adopted the provisions of the Statement of Recommended Practice known as FRS 102 (SORP).

### **OBJECTIVES AND ACTIVITIES**

Home-Start Guildford provides support and friendship to help parents to give their children the best possible start in life. It is about parents helping other parents. We train volunteers to visit parents who have young families (at least one child under 6), are facing difficulties and live in the Guildford Borough. We deal with a wide range of family difficulties: for example, post-natal depression, isolation, illness of parent or child, disability, or lack of parenting skills and confidence.

The support we provide is tailored to the needs of the family, with regular support offered each week, for as long as the support is needed, which is on average 9-12 months. We carefully review the support provided to each family to ensure that it continues to be effective. It is remarkable how much difference can be made to the lives of children and families by this relatively small amount of time, committed on a regular basis. We also run a Family Group at Pirbright to provide support to army families, and in April 2021 we opened a new family group at the Family Centre in Bellfields.

Home-Start Guildford is a local, independent charity which has been going for over 20 years. We are part of a network of over 180 Home-Start schemes in the UK and the central organisation, Home-Start UK, provides a framework of policies, standards and Quality Assurance to which we adhere. This central support reduces the need for us to devise these things ourselves, but we get no financial support from the centre (in fact we pay £2,713 per annum to HS-UK): we have to find all our running costs ourselves.

Expenditure for the year totaled £143,947. Over 87% of expenditure is accounted for by staff salaries and rent. We received about 30% of this total expense from two contracts: one with Surrey County Council (SCC) which is delivered in partnership with Surrey Care Trust (SCT) and the second from the Surrey Heartlands CCG (NHS). The rest we receive from applications to grant-giving bodies, donations and normally, from fund-raising events. As 2020/21 was significantly affected by the Covid pandemic, we were unable to run planned fund-raising events but were able to offset lost income by applications for special, Covid-related grants, notably from the National Lottery Community Fund, in partnership with the Department for Digital, Culture, Media and Sport (DCMS), for £25,000.

During 2020/21, we had 6 staff for most of the year (3.8 full-time equivalents: the manager and 2 coordinators working with families, training and supporting volunteers, matching volunteers to families and monitoring the support; 2 part-time staff supporting families at the Pirbright Family Group and an administrator in the office. The Trustees and home-visiting volunteers give their time freely which means we can run the organisation very cost-efficiently.

Families are generally referred to us by Health Visitors, Family Centre workers, schools and Social Workers but they can also self-refer. Inevitably during the pandemic, referral numbers have dropped (partly because Health Visitors have not been able to carry out their normal visits) but there has been a slight increase in self-referrals. About a third of our families have very 'complex' needs – they may have multiple problems, mental health issues, domestic abuse or the children may be subject to a Child in Need or Child Protection Plan.

### **ACHIEVEMENTS AND PERFORMANCE**

This past year has been completely overshadowed by the Covid pandemic.

Clearly, the last year has been very difficult, especially for the vulnerable families that we support. Despite all the constraints our staff and volunteers have been able to help over 100 families, through home visiting support (in person when possible and virtually otherwise) and through our Family Group on the Army base in Pirbright. The Family Group Coordinator held a weekly group session on zoom from April – July 2020, then the group started meeting up outdoors in the park in the summer. After completing an in-depth risk assessment with the Army, the group was able to return to meeting in the community hall from October 2020, with a maximum limit of 15 adults (and their children) as it is classed as a support group. This group has been hugely valuable to the families attending as it has been the only group support available in the second and third lockdown.

The volunteer support has covered a wide range of formats, including phone calls, meetings in gardens, walks in parks and various forms of digital media. In the spring and summer staff have delivered activity bags for children, activity vouchers and other practical help to the doors of families. In a few exceptional cases, even during the periods of lockdown, after risks assessments volunteers were permitted to continue to conduct visits inside the homes of some of the most vulnerable families.

### **Contracts with Surrey County Council and Heartlands CCG**

From the middle of January 2020, a new contract was awarded to Surrey Care Trust, with Guildford and the other seven Home-Start schemes in Surrey acting as sub-contractors with responsibility, within their own boroughs, for providing support to families with at least one child under the age of six.

The income that we received in 2020/21 from this contract was about £26,000.

Along with four other Home-Start schemes in Surrey we were awarded a contract by the Heartlands CCG for support to families in Guildford borough, with an annual value of about £22,000. About £16,000 was received in the 2020/21 financial year. The contract runs from September 2020 to the end of August 2022.

Home-Start Surrey continues to look at ways to share best practice and to gain efficiencies through working together, through regular meetings of the Chairs and of the Managers of the eight Home-Starts across Surrey.

## **Families supported**

Operationally, the Covid pandemic had a major impact on the number of referrals and therefore on the number of families that we could support. We remain convinced that the demand for our support is as high as ever, but access to vulnerable families has been much more difficult. There are already clear signs in 2021/22 that demand is bouncing back. Despite all the constraints, as noted above, we have continued to support large numbers of families and we achieved our objective of maintaining our high levels of service, despite the increasing complexity of many of the cases referred to us. (*Last year's figures are in brackets*):

- 115 families supported (151) in total
- 71 families supported with home-visiting volunteers (94),
- 28 families supported by the Family Group, including 6 with volunteers (33)
- 22 families received staff support and on-line group support (28). 4 of these families were awaiting volunteer support at the year-end.
- 46 initial visits were carried out (78), on average 1-2 weeks from referral.
- 21 new families were matched with a volunteer (46).
- 34 families were closed from receiving regular volunteer support (46); for 88% of the families (67%) overall the support was considered by the family to be either 'Very Effective' or 'Effective'. For 4 families support was considered to have 'limited impact' (C), which is much lower than last year. Feedback from referrers continues to be very positive.
- All volunteers report monthly on their support visits/calls, so we keep track of how the support is progressing. With complex families, the reporting may be more frequent, and staff attend any multi-professional meetings for the family to ensure the support is well coordinated.

## **Events**

Inevitably, we have been unable to run indoor events for families during the year, however we were able to run park 'meet ups' in Stoke Park and Pirbright in the summer, which staff and volunteers supported families to attend to build their confidence after the first lockdown. We hope to return to a normal programme of events as soon as possible.

## **Pirbright Family Group**

Our Family Group, which meets on Tuesdays at the community centre in Pirbright continues to provide very valuable support to families whose partners are often away from the base for long periods and whose own families may also be a long way away. Our work at Pirbright camp is very highly regarded by Health Visitors, and by the Army Welfare Officers and senior Army staff. In turn, we really value the co-operation and support of the Army staff, particularly Major Carol Miller, who retired in May 2021.

Over the year 28 families received support from the Group (including 6 who also had volunteer support) with an average of 12 families (14 children) attending each week, once we returned to the hall in October 2020. The family group had some informative and exciting sessions over the year with highlights including insect crafts with the new outreach worker from Wisley on Zoom, mindfulness for mums, Christmas wreath making and baby signing. Families greatly appreciated the supportive group atmosphere and play opportunities for their children at group during the second and third lockdown

## **FORWARD LOOK**

The context within which we were working in 2020/21 and going forwards is more challenging than ever. However, we are always aware that whatever difficulties we face as a charity, they are as nothing compared with the challenges faced by most of the families whom we support.

We have used the last few months to think about how we can learn from the last year and return, not to normal, but to a better version of the charity. From an operational point of view this includes enabling staff to achieve a better balance between working from home and in the office (which also takes pressure off our limited office space). It also includes different ways of communicating with volunteers and families, which can complement our core home visiting service.

Looking forward, we agreed at our Strategy Day in March 2021 to focus on trying to help more families. In practical terms this means:

- seeking to increase the number of referrals: these have been impacted by a reduction in Health professionals contacts with families in 2020 but have recently picked up. We are focusing some of our PR effort this year on increasing referrals from various sources and, as noted above, there are already signs that referrals are increasing significantly.
- opening a second Family Group: a second group opened at the end of April 2021 in the Guildford Family Centre on Hazel Avenue, Bellfields, which is ideally situated in terms of the levels of deprivation in the nearby area. As with the Pirbright, families will be referred to the group.
- recruiting a Family Support Worker: this new role will help families who are need of urgent support but for whom no suitable volunteer is available. Families supported in this way may subsequently move to having volunteer help, group support or may be able to cope on their own.

Thanks to the efforts of staff, in obtaining Covid specific grants and in managing expenses tightly we ended the year with a small deficit of £1,858 in 2020/21. We remain in a healthy financial position but fully recognise that the funding environment will be increasingly difficult in the future.

Therefore, we are continuing to intensify our efforts to obtain grant income, in what we realise is becoming an increasingly competitive space and particularly as we are not planning any major fund-raising events in 2021/22.

## **Our Strategy**

Our strategy remains essentially unchanged from previous years but is included here for reference.

We will remain focused on our core mission and will seek to grow in a balanced way.

Focusing on the core mission means continuing to do wonderful work through our home visiting volunteers and the family groups. By remaining focused in this way, we believe that we can continue to deliver services of such quality and cost-effectiveness that we will be the obvious choice for funding bodies such as SCC.

Growing in a balanced way means meeting what we believe is an increasing demand for our support by balancing our resources in terms of volunteers, staff capacity and financial resources.

Our financial strategy is to balance the funding which we receive from SCC via Surrey Care Trust and from the Heartlands CCG with money from grants, events, corporate and individual donors. Our aim is not to be over-reliant on one source and to hold sufficient reserves to enable us to continue to operate and provide support even in the event of a significant (but temporary) drop in funding.

We also have an overall risk management plan which attempts to anticipate and evaluate risks and provide mitigation strategies, to further enhance our resilience and ensure, as far as possible, that our support for families will remain constant.

Overall, the Trustees feel very positive about the future despite the very immediate and significant challenges posed by the Covid-19 pandemic and its aftermath. We have a great team of staff who deliver a very professional service, and we have very committed groups of Trustees, volunteers and supporters. We have an excellent track record of being able to raise the money we need so our optimism about the future is reasonably grounded.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Charitable Incorporated Organisation (CIO)**

Home-Start Guildford was registered as a CIO in November 2013, and this has been our operational status since 1 April 2014. The objects of the charity can be seen in full on the Charity Commission website under our registration number 1154609.

**Trustees:** Home-Start Guildford is run by a Management Committee of Trustees. We meet every 6 weeks. The Trustees are:

- Hugh Shanks – Chair
- Ann Taylor, CBE - Vice Chair
- Adam Grant – Hon Treasurer
- Kate Mutton
- Charlotte French
- Wendy Gathercole (until October 2020)

- Shen Lee
- Claire Wilkinson
- Katie McGuire

In addition, Vicky Robertson, who is a current home visiting volunteer, joined the Management Committee in March 2020 as an adviser, working with Charlotte French on volunteer support and training. Ruth Jubert, BEM, (former Chair and Vice Chair and now a Patron) continues to play a key role coordinating the activities of the Patrons of Home-Start Guildford.

I would like to thank all my colleagues on the Management Committee for their hard work in support of Home-Start Guildford and their strong commitment to our scheme.

**Our Staff:** We are very lucky to have such a great team of staff in supporting families, in our office and at Pirbright. The current staff team is:

- Liz Westwood - Scheme Manager
- Lorraine Macdonald - Senior Co-ordinator
- Jenny Hanson - Family Group Co-ordinator
- Sandra Durand - Co-ordinator (from January 2021)
- Andrea Stockford - Family Group Assistant Co-ordinator
- Lelani Pereira - Administrator

We can be very proud of the support we give to families and of the professional service we run in training volunteers, matching them to families and monitoring our work; and in our delivery of a very supportive and friendly family groups. Our team has strong links with other care professionals in the borough and we work in partnership with Guildford Family Centre and other charities and services for the benefit of our families.

**Volunteers:** Our volunteers are at the centre of what Home-Start does. We are extremely grateful to them for putting themselves forward for this work and for the impact they have on the lives of young families. As noted earlier, the amount of time they spend with families may seem relatively small (two-three hours per week) but the fact that it is a regular commitment, allied to the sensitivity and skill of our volunteers makes an enormous, in some cases, life-changing difference.

Parents supporting other parents is a very simple idea – but it works. At the end of the year, we had 58 home-visiting volunteers on our books. We ran a Volunteer Preparation course which started in March 2020 and was eventually completed in October. A second Volunteer Preparation course began in Spring 2021 on Zoom and was completed with a final in-person session in May.

I am very grateful to Charlotte French and Vicky Robertson on the Management Committee for the programme of on-going training and development for volunteers which they have put together over the past year. The programme of events is balanced between training, peer support and fun and although it has inevitably been affected by the pandemic, several successful training sessions were delivered by zoom including domestic abuse with Women's Aid and paediatric first aid training with Daisy First

Aid. There were also a number of sociable, supportive 'coffee and catch up' volunteer support sessions on zoom during the lockdown.

**Fundraising:** As noted above, our focus has been less on events and more on seeking grants from trusts and other charitable organisations.

The 100 Club continues to be a valuable support with over 100 members, who pay a monthly subscription of £5 into a prize fund, from which 40% is paid out and 60% retained by the charity. In addition, the Guildford Community Lottery continues to provide an additional source of regular income from the sale of tickets to our supporters.

**Patrons:** We have strong links in the Borough. Our current patrons are listed below. We were saddened to learn of the death in February of Jennifer Jordan, former Mayor of Guildford and a long-time supporter and Patron of Home-Start Guildford:

- Anne Milton, former MP for Guildford
- The Very Reverend Dianna Gwilliams, Dean of Guildford Cathedral
- Councillor Pauline Searle
- Ruth Jubert
- Councillor Diana Jones, philanthropist
- Caroline Breckell, MVO DL, Under Sheriff of Surrey
- Jane Derbyshire

## **FINANCIAL REVIEW**

Income for the year totaled £142,089.

We are extremely grateful for all the support we receive to fund our scheme.

Generous donors this year have included Army Training Centre Pirbright, Guildford Cathedral, Maybrook Properties, Pennington Manches Cooper LLP, Charles Russell Speechlys, Royal Warrant Holders Association, Servium and Waitrose Guildford (Community Matters), JE Fergusson, Tom and Margaret Sharp and Jo and Rob Kelly. We have also benefitted from some generous anonymous donations.

Statutory support was received from Surrey County Council and Surrey Heartlands CCG totalling £43,441. Covid-19 emergency grants were received from the National Lottery Community Fund (£25k Coronavirus community support fund) Community Foundation for Surrey (Covid emergency fund £5k), and HSUK (emergency grant fund £1k), and vital on-going charitable trust support included Army Central Fund, BBC Children in Need, St Faith's Trust, the Beatrice Laing Trust, and Guildford Poyle Charities. Fundraising through our 100 Club, Guildford Lottery and Just Giving donations raised a net £8,264.

Expenditure was £143,947, a reduction of £14,254 on 2019/20, largely because that year included additional costs associated with the exceptional fundraising events. This produced an overall deficit for 2020/21 of £1,858.

### **Reserves Policy and Risk Management**

Overall reserves total £178,533 including £11,800 which are restricted funds to cover specific programmes at the charity. The remaining £166,733 represents approximately 12 months operating expenditure, though our total budgeted expenditure in 2021/22 is £184,800.

The Trustees consider that there are sufficient reserves to maintain service through 2021/22.

The safeguarding of children is also a key risk, given the nature of our work. We follow the strict Safeguarding policies set by Home-Start UK and we have strong links with local safeguarding professionals. Our Safeguarding lead Trustee is Ann Taylor, Vice-Chair. All cases of concern are reported to me by the Scheme Manager and to the Management Committee.

## **The Financial Statements**

Charity law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of each financial year and of its surplus or deficit for the financial year. In doing so, the Trustees are required to:

- Select suitable accounting policies and apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for the safeguarding of the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Reference and Administration**

Legal and reference information, as shown after the contents page, forms part of this report.

The financial statements comply with the current statutory requirements, the charity's governing document and the SORP 'Accounting and Reporting by Charities'.

On behalf of the Trustees,



Hugh Shanks  
Chair

## **Report of the Independent Examiner**

I report on the accounts of the charity for the year to 31 March 2021 which are set out on pages 14 to 19.

### **Respective responsibilities of trustees and examiner**

As the charity's trustees, you are responsible for the preparation of the accounts. You consider that the audit requirements of the Charities Act 2011 (the Act) do not apply.

It is my responsibility to state, based on procedures specified in the General Directions given by the Charities Commission under s145(5)(b) of the Act, whether particular matters have come to my attention.

### **Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - a) to keep accounting records in accordance with Section 130 of the Act; and
  - b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Pierre Okusi  
Independent Examiner  
Vestry Hall  
336 London Road  
Cricket Green  
Mitcham  
CR4 3UD

Signed: .....  .....

Date: ..... Aug 27, 2021 .....

**HOME-START GUILDFORD**  
**Statement of Financial Activities for Year Ended 31 March 2021**

	<i>Note</i>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
		£	£	£	£
		2021	2021	2021	2020
<b>Income and Endowments</b>	2				
Statutory Grants		43,441	0	43,441	53,546
Charitable Trusts		0	74,725	74,725	51,655
Fundraising Events		8,264	0	8,264	23,432
Donations, legacies & other		14,681	0	14,681	20,871
Bank Interest		978	0	978	1,218
<b>Total Income</b>		<b>67,364</b>	<b>74,725</b>	<b>142,089</b>	<b>150,722</b>
<b>Resources Expended</b>					
Expenditure on raising funds	3	9,000	0	9,000	19,034
Expenditure on Charitable activities		62,722	72,225	134,947	147,167
<b>Total resources expended</b>		<b>71,722</b>	<b>72,225</b>	<b>143,947</b>	<b>158,201</b>
<b>Net incoming/outgoing resources</b>		<b>(4,358)</b>	<b>2,500</b>	<b>(1,858)</b>	<b>(7,479)</b>
Funds brought forward at 1 April 2020		171,091	9,300	180,391	187,870
Prior year adjustment		0	0	0	0
<b>Funds carried forward at 31 March 2021</b>		<b>166,733</b>	<b>11,800</b>	<b>178,533</b>	<b>180,391</b>

The statement of Financial Activities has been prepared on the basis that all operations are continuing operations. The Charity has no gains or losses other than dealt with in the Statement of Financial Activities.

The notes on pages 16 – 19 form part of these financial statements.

## HOME-START GUILDFORD

### Balance Sheet as at 31 March 2021

	<i>Note</i>	£ 2021	£ 2020
<b>Fixed Assets</b>			
Tangible Assets	6	0	0
<b>Current Assets</b>			
Debtors		0	20
Cash at Bank		179,577	183,041
<b>Liabilities</b>			
Creditors: Amounts falling due in 1 year	7	1,044	2,670
Deferred income		0	0
<b>Net Assets</b>		<b>178,533</b>	<b>180,391</b>
<b>The Funds of the Charity</b>			
Unrestricted funds		166,733	171,091
Restricted Funds	9	11,800	9,300
<b>Total Charity Funds</b>		<b>178,533</b>	<b>180,391</b>

The notes on the following pages form part of these financial statements.



.....  
Hugh Shanks  
Chair



.....  
Adam Grant  
Hon. Treasurer

DATE

# HOME-START GUILDFORD

## Notes to the Financial Statements as at 31 March 2021

### 1 Basis of Preparation

The financial statements have been prepared under the historic cost convention, following the recommendations of the Statement of Recommended Practice known as FRS 102 introduced in 2014 covering charities with a year-end after January 2015.

### 2 Accounting Policies

#### a) Income

All income is accounted for on an accrual basis, except for voluntary donations, which are taken into account when received.

Grants are recognised in full during the year that they are received.

Incoming receipts from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

#### b) Fixed Assets

Fixed assets are stated at cost and depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life.

Computer equipment and office equipment 25% straight line basis. It is the Charity's policy to capitalise fixed assets that are above a de-minimus level of £500.

#### c) Pensions

Pension costs charged in the financial statements represent contributions payable by the charity in the year in accordance with FRS 17.

The pension scheme is administered by The Pension Trust.

#### d) Funds held for restricted purposes

Restricted funds represent income received by the Charity for specific purposes or areas.

#### e) Resources expended

Resources are accounted for on an accruals basis. Expenditure is appointed to cost categories based on the amount attributable during the year, including the cost of generating funds and charitable activities.

Governance costs include legal costs and Trustee meetings only.

f) **Recognition of Liabilities**

These financial statements recognise all liabilities that the charity has responsibility for. The charity is not aware of any contingent liabilities.

**3 Costs of Generating Voluntary Income**

Our fundraising was focused on on-line activities and grant applications, with support from our freelance fundraiser, Dan Read.

Direct costs of the events are charged to fundraising, together with an element of staff time in supporting donor development and the preparation of grant applications.

The cost of raising funds is noted below:

	2021	2020
	£	£
a) direct costs of the fundraising events	2,316	11,034
b) departmental costs	6,684	8,000
<b>Total</b>	<b>9,000</b>	<b>19,034</b>

**4 Staff Costs and Emoluments**

	2021	2020
	£	£
Wages and salaries	109,521	106,688
Social Security Costs	5,349	5,348
Staff Pension Costs	4,826	4,679
<b>Total</b>	<b>119,696</b>	<b>116,714</b>

There were no employees with emoluments in excess of £60,000 per annum.

The average full time equivalent employees during the year was **3.8 heads**.

**5 Trustee Expenses**

No expenses were claimed by Trustees.

## 6 Tangible Fixed Assets

	31.3.20	Additions in year	Depreciation charge in year	Disposals in year	31.3.21
	£	£	£	£	£
Cost	5,623	0	(5,623)		0
Acc. Depreciation	(5,623)		5,623		0
<b>Net</b>	<b>0</b>		<b>0</b>		<b>0</b>

## 7 Creditors

Comprise general creditors all due for settlement within 12 months.

## 8 Lease

The charity has an annual lease for premises within the Astolat complex in Guildford, at a cost, inclusive of light, heat and power of £4,287 pa.

A new lease has just been signed until March 2023.

## 9 Restricted Funds

	Balance 31.3.20	Additions in year	Charge for year	Balance 31.3.21
	£	£	£	£
BBC Children in Need	0	14,925	14,925	0
Anonymous	0	2,000	2,000	0
Army Central Fund	1,500	5,000	2,500	4,000
Beatrice Laing	4,500	6,000	6,000	4,500
Guildford Poyle Charity	0	5,000	5,000	0
St Faith's Trust	3,300	10,000	10,000	3,300
Community Foundation for Surrey	0	5,000	5,000	0
HSUK/John Lewis	0	800	800	0
National Lottery Community Fund	0	25,000	25,000	0
HSUK Covid Fund	0	1,000	1,000	0
<b>Balances</b>	<b>9,300</b>	<b>74,725</b>	<b>72,225</b>	<b>11,800</b>

The balance at 31.3.21 will be used within the current financial year.

## 10 Analysis of group net assets between funds

Funds at 31 March 2021 are represented by:

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Tangible fixed assets	0		0
Debtors	0		0
Bank deposits	167,777	11,800	179,577
Current liabilities	(1,044)		(1,044)
<b>Total Assets</b>	<b>166,733</b>	<b>11,800</b>	<b>178,533</b>