

**EXTRA - SUPPORT FOR FAMILIES
CHARITABLE INCORPORATED ORGANISATION (CIO)
TRUSTEES REPORT AND FINANCIAL STATEMENTS
THE YEAR ENDED 31ST MARCH 2021**

Charity Number 1158891

**Clacton Business Services Ltd
Chartered Accountants
Hurlingham Chambers
61 Station Road
Clacton on Sea
Essex
CO15 1SD**

EXTRA - SUPPORT FOR FAMILIES CIO INDEX

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EXTRA - SUPPORT FOR FAMILIES CIO
(Limited by Guarantee)
REFERENCE AND ADMINISTRATIVE DETAILS OF THE
CHARITABLE INCORPORATED
ORGANISATION (CIO)
For the year ended 31st March 2021

The Trustees of the Charity

B C Carroll – Chairman
P R Byford – Treasurer
L S Goddard – Trustee
B M Mann – Trustee
A G Mowle – Trustee

CIO registered number

1158891

Registered office

Jaywick Community Resource Centre
Brooklands Gardens
Jaywick
Clacton on Sea
Essex CO15 2JP

Accountants

Clacton Business Services Ltd
Chartered Accountant
Hurlingham Chambers
61 Station Road
Clacton on Sea
Essex CO15 1SD

Bankers

CAF Bank

**EXTRA - SUPPORT FOR FAMILIES CIO
TRUSTEES REPORT
FOR THE YEAR ENDED 31ST MARCH 2021**

The trustees have pleasure in presenting their report and the financial statements for the year ended 31st March 2021. The charity resulted from the conversion of Extra - Support for Families Community Interest Company (Company No 06925252) with effect from 1st February 2015.

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

Extra - Support for Families (EXTRA) Charitable Incorporated Organisation (CIO) is governed by its constitution dated October 2014.

It was registered as a CIO with the Charity Commission in October 2014.

The purpose of the CIO is:

To advance education and promote good mental health and wellbeing among parents / carers in North East Essex by providing and assisting in the provision of programmes and workshops in parenting skills, family support and other related activities in order that their children may develop into emotionally and physically able adults.

Appointment of Trustees

Trustees are appointed by invitation.

Trustee Induction

It is policy for new trustees to receive a copy of the Trust Constitution together with copies of the following Charity Commission Guideline booklets:

CC3A: The Essential Trustee – An introduction

CC3: The Essential Trustee – What you need to know

CC11: Trustee Expenses and Payments

Training and induction are on an ongoing basis via attendance at trustee meetings.

Organisation

EXTRA has 5 Trustees who meet on a quarterly basis. Trustees are appointed in accordance with its constitution. Apart from the first trustees (4), trustees are appointed for a term of 3 years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees have regard to the skills, knowledge and experience needed for the effective administration of Extra - Support for Families CIO.

**EXTRA - SUPPORT FOR FAMILIES CIO
TRUSTEES REPORT
FOR THE YEAR ENDED 31ST MARCH 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT (cont.)

Risk management

EXTRA's risk management policy is regularly updated in line with PQASSO quality assurance procedures.

OBJECTIVES AND ACTIVITIES

In setting out its aims and objectives the trustees confirm that they have had regard to the CIO Commissioners guidance on public benefit and are satisfied that the organisation conforms to these requirements.

How the charity meets its aims

The Tendring District of North Essex contains some of the most deprived communities in England in which parents are faced with significant challenges in bringing up their children.

EXTRA offers a wide range of universal and targeted parenting support courses and workshops, informal workshops and parent peer support groups throughout the Tendring District.

The informal friendly approach of EXTRA's staff team and provision of a nurturing environment in groups as well as practical support through childcare and transport for families has been an important factor in achieving the aims of the charity.

EXTRA has strong relationships with partner agencies with established referral pathways to and from the project as well as working with a range of partners to run parenting courses. EXTRA also has trained parent volunteers to assist in the delivery of support in courses and parent peer support sessions.

Review of achievements

EXTRA's evaluations have shown that the support offered makes a big difference to the majority of the parents and carers attending EXTRA's programmes and, in some cases, families have been able to turn the situation around in their family, which has reduced high level interventions from other agencies.

Within the period from 1st April 2020 to 31st March 2021, EXTRA supported 236 unique individuals.

This year EXTRA needed to promptly adjust and adapt the support for parents/carers in line with working from home and to ensure the needs of our parents and carers were being met. Many parents/carers needed help with basic needs, such as accessing food as well as support to cope with anxiety and parenting challenges. We helped families access food in the community and delivered support through one-to-one phone calls, online courses and virtual parent/carer peer support groups. EXTRA's evaluations showed that, on average following attending parenting courses, 82% of the parents/carers reported: feeling better about themselves; having improved relationships with their children; communicating better with their children and knowing others in the same situation as themselves. Due to the virtual nature of support in this period the friendships that normally develop within the courses were not formed. However, our evaluations showed that 86% of participants who completed questionnaires, reported knowing other people in the same situation as themselves, thus making them feel more socially connected.

**EXTRA - SUPPORT FOR FAMILIES CIO
TRUSTEES REPORT
FOR THE YEAR ENDED 31ST MARCH 2021**

FINANCIAL REVIEW

Reserves

EXTRA draws on its reserves to bridge the gap between expenditure and income, when necessary. The trustees aim to keep reserves of £50,000 to cover at least three months running costs, to cover such as staff redundancy payments and any outstanding office overheads in the event that the charity needs to be closed.

Summary of the Year

This has been a challenging year for EXTRA due to the COVID-19 pandemic, however we were pleased to be able to provide a good range of support during this period of change and uncertainty. Through most of the year our support was delivered virtually. There was a short period in Autumn 2020 when we resumed face to face delivery, only to have to resort to virtual delivery again until April 2021. In summer 2020 EXTRA developed and delivered 2 new online courses on Positive Parenting and Managing Anxiety (held twice) in response to demand from parents/carers. We offered one to one weekly telephone support to our most vulnerable families, including delivering courses on a one-to-one basis for some. Our parent peer support group for parents/carers of children who have additional needs grew in numbers during the year.

TRUSTEES' RESPONSIBILITIES

Under the charities Act 2011, the Trustees are required to prepare statement of accounts for each financial year which gives a true and fair view of the state of affairs of the Charity at the end of the financial year and of the incoming resources and application of resources in the year. In preparing the statement, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the statements of accounts;
- Prepare financial statements on the going concern basis unless it is inappropriate presume that the Charity will continue its operations.

The Trustees are responsible for keeping proper records which disclose with reasonable accuracy at any time the financial position of the Charity at that time and to enable the Trustees to ensure that any statement of account prepared by them complies with the regulations under the Charities Act 2011. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on.....25/1/2022.....

Signed on their behalf by


B C CARROLL – Chairman

**EXTRA - SUPPORT FOR FAMILIES CIO
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2021**

I have examined the accounts of Extra - Support for Families Charitable Incorporated Organisation (CIO) for the year ended 31st March 2021 which are set out on pages 6 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- To keep accounting records in accordance with S130 of the 2011 Act; and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

.....
Clacton Business Services Ltd
Chartered Accountants

.....
Date

EXTRA - SUPPORT FOR FAMILIES CIO
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2021

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
INCOMING RESOURCES				
Voluntary Income				
Grants Received:				
Henry Smith	-	40,000	40,000	40,000
YES Counselling	-	-	-	5,833
YES Parenting	-	-	-	5,833
The National Lottery Community Fund (NLCF)	-	45,000	45,000	90,000
ECF Chrysalis Fund	-	-	-	15,000
Rank Fund	-	600	600	-
Colchester Catalyst	-	-	-	10,000
Transformation Fund	-	-	-	19,456
Garfield Weston	-	20,000	20,000	7,500
Realising Ambitions Funding Programme	-	-	-	9,612
Live Well Transformation Fund	-	-	-	10,801
TVCS	-	500	500	-
COVID-19 Response Fund	-	11,065	11,065	-
The NLCF Extension Fund	-	116,000	116,000	-
Investment Income				
Interest Received	70	-	70	201
Other Income				
HMRC JRS Grants	11,257	-	11,257	-
Total Income	11,327	233,165	244,492	214,236

EXTRA - SUPPORT FOR FAMILIES CIO
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2021

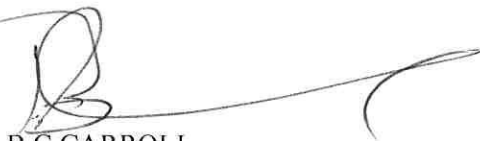
	Note	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
RESOURCES EXPENDED					
Charitable Activities					
Rent		-	11,056	11,056	10,698
Staff Costs	9	-	116,307	116,307	116,580
Telephone and Internet		-	4,313	4,313	3,676
Postage and Stationery		-	2,680	2,680	2,962
Advertising		-	-	-	1,663
Travelling/Refreshments		-	2,503	2,503	7,269
Insurance		-	1,571	1,571	1,509
Programme Costs		-	4,274	4,274	22,809
Training		-	3,116	3,116	10,590
IT		-	1,261	1,261	-
Sundry Expenses		-	3,834	3,834	352
Subscriptions		-	787	787	1,220
Accountancy & Payroll	10	-	1,902	1,902	1,734
Supervision Consultancy		-	5,031	5,031	5,694
Depreciation		256	1,881	2,137	328
Total Expenses		256	160,516	160,772	187,084
Net Income / (Deficit) for the Year		11,071	72,649	83,720	27,152
Funds brought forward		63,267	53,442	116,709	89,557
Transfer between funds	8	45,181	(45,181)	-	-
Total Funds at 31 March 2021		119,519	80,910	200,429	116,709

The notes on page 9 to 13 form part of these financial statements.

EXTRA - SUPPORT FOR FAMILIES CIO
BALANCE SHEET
FOR THE YEAR ENDED 31ST MARCH 2021

		<u>2021</u>	<u>2020</u>
	Note	<u>£</u>	<u>£</u>
FIXED ASSETS			
Tangible assets	3	5,165	1,371
CURRENT ASSETS			
Debtors		-	-
Prepayments		-	-
Cash at bank and in hand		198,367	118,310
CREDITORS: Amounts falling due			
Within one year	4	(3,103)	(2,972)
NET CURRENT ASSETS		195,264	115,338
TOTAL ASSETS LESS CURRENT LIABILITIES		200,429	116,709
CHARITY FUNDS			
Unrestricted funds – general		119,519	63,267
Restricted funds	5	80,910	53,442
		200,429	116,709

Approved by the Trustees on.....25/1/2022.....and signed on their behalf by


B C CARROLL
Chairman

The notes on pages 9 to 13 form part of these financial statements.

EXTRA - SUPPORT FOR FAMILIES CIO
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021

1. ACCOUNTING POLICIES

Basis of preparation of the financial statements

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Funds

Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purposes and is available as general funds.

Designated funds comprise unrestricted fund that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which have to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes.

Resources expended

Resources expended are recognised in the year in which they are incurred.

The bulk of resources expended are on charitable activities. Governance and fundraising costs in the opinion of the trustees are less than 5% of total expenditure and therefore the split is deemed not to be material.

Fixed assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of the asset as follows:

Equipment	-15% of written down value or 25% of cost
Office Equipment	-33% of written down value or 33% of cost

Incoming resources

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is recognised when receivable.

EXTRA - SUPPORT FOR FAMILIES CIO
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021

2. NET INCOME

Net income is stated after charging/(crediting)	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
Depreciation	<u>2,137</u>	<u>328</u>

3. TANGIBLE FIXED ASSETS

	Office Equipment	Plant and Equipment	Total
	<u>£</u>	<u>£</u>	<u>£</u>
Cost at 1 st April 2020	<u>908</u>	<u>4,296</u>	<u>5,204</u>
Additions	<u>4,960</u>	<u>971</u>	<u>5,931</u>
Cost at 31 st March 2021	<u><u>5,868</u></u>	<u><u>5,267</u></u>	<u><u>11,135</u></u>
Depreciation at 1 st April 2020	<u>635</u>	<u>3,198</u>	<u>3,833</u>
Charge for the year	<u>408</u>	<u>1,729</u>	<u>2,137</u>
Depreciation at 31 st March 2021	<u><u>1,043</u></u>	<u><u>4,927</u></u>	<u><u>5,970</u></u>
Net book value at 31 st March 2021	<u><u>4,825</u></u>	<u><u>340</u></u>	<u><u>5,165</u></u>
Net book value at 1 st April 2020	<u>273</u>	<u>1,098</u>	<u>1,371</u>

4. CREDITORS

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
Accruals	1,080	1,050
Creditors	156	-
PAYE	<u>1,867</u>	<u>1,922</u>
	3,103	2,972

EXTRA - SUPPORT FOR FAMILIES CIO
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021

5. STATEMENT OF RESTRICTED FUNDS

	Brought Forward	Incoming resources	Resources expended	Transfers in/(out)	Carried forward
	£	£	£	£	£
The National Lottery Community Fund	45,181	45,000	45,000	(45,181)	-
ECF Chrysalis Fund	3,750	-	3,750	-	-
Rank Fund	72	600	124	-	548
Realising Ambitions Funding Programme	3,000	-	3,000	-	-
Live Well Transformation Fund	1,439	-	3,039	1,600	-
TCVS	-	500	352	-	148
COVID-19 Response Fund	-	11,065	6,991	-	4,074
The NLCF Extension Fund	-	116,000	49,709	-	66,291
Henry Smith	-	40,000	32,367	(1,600)	6,033
Garfield Weston	-	20,000	16,184	-	3,816
Total	53,442	233,165	160,516	(45,181)	80,910

6. ANALYSIS OF NET ASSETS BETWEEN RESTRICTED FUNDS

	Tangible Fixed Assets	Net Current Assets	Total Funds
	£	£	£
Rank Fund	-	548	548
TCVS	-	148	148
COVID-19 Response Fund	4,050	24	4,074
The NLCF Extension Fund	-	66,291	66,291
Henry Smith	-	6,033	6,033
Garfield Weston	-	3,816	3,816
Total	4,050	76,860	80,910

EXTRA - SUPPORT FOR FAMILIES CIO
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021

7. PURPOSE OF FUNDS

Unrestricted funds

General funds – to cover running costs in the event of reduced funding. The trustees aim to have at least three months' worth of running costs in reserves.

Restricted funds

The National Lottery Community Fund: To provide ongoing support for parents and families who experience issues relating to poverty, domestic abuse, mental health problems, children who have additional needs and general parenting. To offer long term support and confidence building strategies so parents and carers can make a difference in the children's lives.

Essex Community Foundation, Chrysalis Fund: Towards core staff costs.

The Rank Foundation: To provide trips for the Jaywick Young Parents Group.

Realising Ambitions Funding Programme: To deliver parenting programmes to help parents and carers improve their mental health.

Live Well Transformation Fund: Training to develop the staff team's skills in order to help support children to have the best start in life and to support the mental and physical wellbeing of children and families within the Tendring District.

TCVS: To provide winter comfort packs for very vulnerable families.

COVID-19 Response Fund: To equip EXTRA's Hall and the Jaywick Community Resource Centre to be COVID-19 secure and able to safely accommodate parents/carers and groups face to face in the building.

Henry Smith: To enable EXTRA to continue the vital work of providing a full programme of parenting support and parent led peer support groups within Tendring.

Garfield Weston: To enable EXTRA to keep developing and delivering services to families in need of support in the Tendring area of Northeast Essex.

8. TRANSFERS BETWEEN FUNDS

During the financial year ending 31st March 2021 there were 2 transfers between funds, they were as follows:

- 1) £45,181.00 from The National Lottery Community Fund into Unrestricted fund.

This transfer was to correct an error on the 2017 financial accounts, expenses totalling this amount should have been restricted but were incorrectly stated as unrestricted during the year.

- 2) £1,599.62 from The Henry Smith fund into the Live Well Transformation Fund.

This transfer was to cover the overspend on the Live Well Transformation Fund on training expenses.

EXTRA - SUPPORT FOR FAMILIES CIO
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021

9. STAFF COSTS AND EMOLUMENTS

	Year ended 31 st March 2021
	<u>£</u>
Total staff costs were as	
Staff Salaries	100,840
Facilitator Salaries	15,363
Social Security	3,879
Pension Contributions	2,960
SMP Reclaimed	(6,735)
	<hr/>
	116,307
	<hr/>

Particulars of employees

The numbers of employees during the year were 1 full time and 4 part time.

	2021 No
Manager	1
Programme officer	1
Administrative support	3

No employee received emoluments of more than £60,000 during the year.

10. ACCOUNTANCY & PAYROLL FEES

	<u>2021</u>	<u>2020</u>
The total figure includes independent examiners fees for the year of:	<hr/> 1,380	<hr/> 1,050