

HOME-START BRACKNELL FOREST

(A company limited by Guarantee. Company Number 09389303))

FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2021

HOME-START BRACKNELL FOREST

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HOME-START BRACKNELL FOREST

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Trustees and Directors' Report for the year ending 31st March 2021

The Trustees present their report and accounts for the year ending 31st March 2021.

COMPANY / CHARITY INFORMATION

Trustees & Directors as of 31st March and 10th June 2021:

Mr Michael Gbadebo	Chair	Reappointed July 2019
Mr Gareth Jenkins (Treasurer)	Independent	Reappointed July 2019
Mrs Anne Jenkins	Board Secretary	Reappointed July 2019
Mrs Fay Grimmett	Company Secretary	Reappointed July 2020
Mrs Rosemary Gunner	Independent	Reappointed July 2018
Mrs Hilary Mason	Independent	Reappointed July 2018
Ms Alex Jolly	Independent	Appointed April 2021

Company Limited by Guarantee 9389303

Charity Number 1160447

Charity Offices
and
Registered Company Address
Bracknell Open Learning Centre,
Rectory Lane
Bracknell
Berks RG12 7GR

Independent Examiner
Richard Parsons
AGHS Accounting & Taxation Services Limited
14 Progress Business Centre
Whittle Parkway
Slough SL1 6DQ

Bankers
CAF BANK Ltd
PO Box 289
Kings Hill
West Malling
Kent ME19 4TA

Trustees / Directors

At the AGM last summer, Michael Gbadebo continued with his role as the Chair. Fay Grimmett stood down as a Trustee as is required by the Articles of Association, and was re-elected to serve a further term as a Trustee. Anne Gilbert resigned as a

Trustee due to being appointed as Scheme Manager for Home-Start Slough. In April 2021 Alex Jolly was appointed as a Trustee. The Board of Trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee. New trustees are recruited from the volunteers and other contacts that the charity has dealings with.

All Trustees are also Directors of the Incorporated Charity. A full list of trustees / directors at the time of this report is given on page 2.

Constitution, Objects and Policies

Home-Start Bracknell Forest is a Charitable Company Limited by Guarantee, incorporated on 14th January 2015 and registered as a charity on 11th February 2015. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Its purpose is to recruit, train and provide volunteers who offer regular support, friendship and practical help to young families under stress in their own homes helping to prevent family crisis and breakdown. Home-Start is available to any family with at least one child under five years of age. The trustees delegate the day-to-day responsibility for running the scheme to the Scheme Manager who is assisted by two Family Co-ordinators and an Administrator.

The Trustees have taken regard of the Charity Commission Guidance on Public benefit and consider our primary function is to benefit any appropriate family in Bracknell Forest who request our services.

Development, Activities and Achievements

This year has been very challenging due to the impact of Covid-19. We had to change the way we operated from having our staff based in an office to having them all working from home. It also meant that we were unable to provide the normal home support with volunteers visiting families in their homes. However the staff were quick to innovate and set up online and telephone support for our families and in the autumn were able to organise a number of “buggy walks” for new mothers and their babies.

In total, over the year, 46 families received 1:2:1 volunteer support, 8 mums received 1:2:1 & attended a group and 10 mums attended a group only. In addition, we have supported circa 200 parents through digital programmes and our walk and talk sessions.

We have received 57 referrals, 24 were self-referrals. Close working relationships with our partners in other agencies continue to strengthen and ensures that families are able to access additional help where required and consent is given.

Due to Covid-19, the support offered has mainly been remotely or through social distance meet ups. Support is usually in place within one month of referral (often within days), the only exceptions being where the family has very specific needs regarding times, or a volunteer with specific skills or experience is unavailable. Finding the right match is a priority, as this is usually a key factor in the success of our support.

Our annual preparation course for volunteers started in February 20 and was scheduled to take place over 6 weekly sessions. 11 potential volunteers began taking the course, due to the covid-19 crisis the course had to be put on hold after the 3rd session; we resumed the course in September 20. We currently have 24 active volunteers. Training continues to be an ongoing priority for staff, volunteers and trustees and the range of training attended included Mental Health First Aid & The Solihull Journey to Parenthood programme, In addition, our volunteer support meetings and volunteer training course have had speakers from other organisations with various topics.

At the end of May 2020, our Administrator, Julie Pizzey resigned. Due to Covid-19 restrictions and uncertainty we delayed recruiting a replacement until October 2020 when Nina Madder-Smith joined the team. At the end of the year our Scheme Manager, Sharon Kearins, leads a team consisting of Val Callan and Nicola Strudley, our Family Co-ordinators, and Nina Madder-Smith, our Administrator. The team are all working well together to deliver an excellent service to overwhelmed and struggling young families, with at least one child under 5 years of age, throughout the Borough.

We continue to work closely with partners throughout the statutory and voluntary sectors in Bracknell Forest, in particular the Children's Centres and the Health Visiting team and community voluntary service, Involve, through the Volunteer Passport scheme.

We have had positive engagement with some of the many local businesses based in Bracknell and the surrounding area, including the John Lewis Partnership, PKB Accountants and GE Energy. We are very grateful for the opportunity to work with all of these companies.

Longstanding support from many in the local voluntary and faith community has grown and flourished and we always value the opportunity to talk to members about our work.

Financial Review

During this year, our funding from Bracknell Forest Council and from Bracknell and Ascot CCG has continued. However this covers less than half the funding that we

need. We have also been working in a consortium led by Home-Start Slough and have been awarded some funding from the National Lottery over 3 years to provide support to expectant mothers. This is expected to continue until September 2022. We were also successful as part of that consortium in applying for a further grant to help us support families through Covid-19. We were also awarded money from the Department of Media, Culture and Sport via Home-Start UK to support loneliness during Covid-19. We were explicitly required to hold and use this money via Restricted Funds and spent the full grant during the financial year. We also received a number of other grants to help us support families during Covid-19

Our formal reserves (in accordance with our reserves policy) should be £53,600 to cover 6 months' running costs. This year we had an operating surplus of about £40,000 increasing our reserves to £72,450 which is about £19,000 more than they should be. However, much of this Covid-19 specific funding was one-off and so we expect to make a loss next year and thus reduce our reserves to the correct level.

Statement of Trustees' Responsibilities

The Trustees are required under the constitution of the charity to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the scheme and of its results for that period. In preparing those financial statements the trustees are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) prepare the financial statements on a going concern basis unless it is inappropriate to assume the scheme will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the scheme at any time. They are also responsible for safeguarding the assets of the scheme and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

**This report was approved by the Trustees and signed on their behalf on
10th June 2021.**



Michael Gbadebo
Director and Chair of Trustees

HOME-START BRACKNELL FOREST

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

HOME-START BRACKNELL FOREST ('THE COMPANY')

(A company limited by Guarantee. Company Number 09389303)

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021, which are set out on pages 7 to 11.

Responsibilities and basis of report:

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Basis of independent examiner's report:

My examination was carried out in accordance with the general Direction given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the 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:

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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

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

R. K. Parsons

AGHS Accounting & Taxation Services Limited
14 Progress Business Centre
Whittle Parkway
Slough
SL1 6DQ

R K Parsons FCA
Chartered Accountant
Date: 10th June 2021

HOME-START BRACKNELL FOREST

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STATEMENT OF FINANCIAL ACTIVITIES **FOR THE YEAR ENDED 31ST MARCH 2021**

Income and Expenditure Account

	<u>Notes</u>	<u>Restricted Fund</u>	<u>Unrestricted Fund</u>	<u>2021 Total</u>	<u>2020 Total</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Incoming Resources					
Donations & gifts		15,000	33,905	48,905	16,261
Grants received		0	82,538	82,538	57,405
Other Income and Repayments		0	230	230	309
Deposit account interest		0	383	383	262
Total Incoming Resources		<u>15,000</u>	<u>117,056</u>	<u>132,056</u>	<u>74,237</u>
Resources Expended					
Direct charitable expenditure		15,000	73,318	88,318	78,771
Fund Raising Costs		0	205	205	5,000
Tax on Activities		0	0	0	0
Management & administration of the charity		0	3,406	3,406	4,351
Total expenditure		<u>15,000</u>	<u>76,929</u>	<u>91,929</u>	<u>88,122</u>
Net income / expenditure for the year	2	<u>0</u>	<u>40,127</u>	<u>40,127</u>	<u>(13,885)</u>
Net movement in funds for the year	2	<u>0</u>	<u>40,127</u>	<u>40,127</u>	<u>(13,885)</u>
Total funds brought forward		<u>0</u>	<u>32,326</u>	<u>32,326</u>	<u>46,211</u>
Total funds carried forward		<u>0</u>	<u>72,453</u>	<u>72,453</u>	<u>32,326</u>

There were no recognised gains or losses for 2020 or 2021 other than those included in the Statement of Financial Activities.

For the year ended 31 March 2020 there were no restricted funds: all funds were unrestricted.

The notes on pages 9, 10 and 11 form part of these accounts

HOME-START BRACKNELL FOREST

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BALANCE SHEET **AS AT 31ST MARCH 2021**

	<u>Notes</u>		<u>2021</u>	<u>2020</u>
		£	£	£
<u>Tangible Fixed Assets</u>	8		3,167	2,697
<u>Current Assets</u>				
Sundry Debtors		0	0	
Cash at bank and in hand		<u>72,679</u>	<u>33,285</u>	
		72,679	33,285	
<u>Current Liabilities</u>	9	<u>(3,393)</u>	<u>(3,656)</u>	
<u>Net Current Assets</u>			<u>69,286</u>	<u>29,629</u>
<u>Net Assets</u>			<u>72,453</u>	<u>32,326</u>
<u>Capital</u>				
Unrestricted Funds			72,453	32,326
Restricted Funds			<u>0</u>	<u>0</u>
			<u>72,453</u>	<u>32,326</u>

The notes on pages 9, 10 and 11 form part of these accounts.

For the year ending 31/03/2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

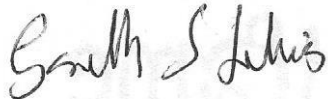
The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Approved by the Board of Trustees on 10th June 2021 and signed on their behalf by:



M Gbadebo
Director and Chair



G Jenkins
Director and Treasurer

HOME-START BRACKNELL FOREST

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NOTES TO THE ACCOUNTS **YEAR ENDED 31ST MARCH 2021**

1 Accounting Policies

1.1 Basis of Preparation of Accounts

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Trustees and Directors' Report and all of which are continuing.

The accounts have been prepared in accordance with the Statement of Recommended Practice for charity accounts.

1.2 Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

1.3 Depreciation

Depreciation is provided at rates calculated to write off the cost on valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Fixtures & Fittings	25% Straight Line
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1.4 Income

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

The value of services provided by volunteers has not been included in these accounts.

1.5 Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is reported as part of the expenditure to which it relates

1.6 Management and Administration Expenditure

Expenditure on Management and Administration of the charity includes expenditure not directly related to the charitable activity. This includes costs incurred by the Trustees, fees paid to Home-Start UK, Insurance costs and fees for the independent examination of the accounts.

1.7 Public Benefit

The company meets the definition of a public benefit entity under FRS 102

1.8 Company details

The full company details are shown on Page 2 of this report.

HOME-START BRACKNELL FOREST

(A company limited by Guarantee. Company Number 09389303)

NOTES TO THE ACCOUNTS **YEAR ENDED 31ST MARCH 2021**

1.9 Tax Accounting

The charity is exempt from tax on its charitable activities.

1.10 Donated Goods and Services

Any goods or services donated to the charity are treated as income based on their estimated value.

2 Salaries disclosures

The costs of staff salaries etc (which are included in the Direct Charitable expenditure) are broken down as follows:

	2021	2020
Salaries	£62,969	£56,952
Employer's National Insurance costs	£ 348	£ 849
Employer's contributions to DC Pension Scheme	£ 6,608	£ 4,866
Total	£69,925	£62,667
Average Headcount was	4	4

No employee received emoluments of more than £60,000

3 Trustees Expenses

There were no direct payments to trustees. However 1 trustee received £13 as reimbursement for purchases for the Charity made using their personal Credit card.

4 Outstanding Contracts

The company has 5 outstanding contracts:

1. Lease on Office which expires in July 2024. This is subject to 6 month's notice of termination so the outstanding liability is 6 month's rent (ie £3,712). (The liability was £1,750 in 2020.)
2. Contracts on 4 mobile phones expiring at various times during 2021. The total outstanding liability is £194. (There was no such liability last year as the phones were all purchased during this year.)

5 Company Details

The Company is incorporated in England and Wales.

It is a private charitable company limited by guarantee

Its registered office address is

Bracknell Open Learning Centre,
Rectory Lane
Bracknell
Berks RG12 7GR

6 Restricted Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity, whereas restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal. Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

During the year we received £15,000 of restricted funds to support families through loneliness due to Covid-19. All of that money was spent in that way during the year so that at the end of the year there were no restricted funds. There were no designated funds during the year. All funds at the end of the year are unrestricted.

7 Net movement in funds for the year

The net movement in funds for the year is stated after charging:-

	2021 £	2020 £
Depreciation	1,380	928
Independent Examination fees	<u>600</u>	<u>720</u>

8 Tangible Fixed Assets

	<u>Equipment</u> <u>Fixtures & Fittings</u> £
Cost	
At 1st April 2020	3,667
Additions	<u>1,850</u>
	5,517
Disposals	<u>0</u>
At 31 March 2021	<u>5,517</u>
Depreciation	
At 1st April 2020	970
Charge for the year	<u>1,380</u>
	2,350
Disposals	<u>0</u>
At 31 March 2021	<u>2,350</u>
Net Book Value	
At 1st April 2020	<u>2,697</u>
At 31st March 2021	<u>3,167</u>

9 Current Liabilities

	2021 £	2020 £
PAYE & NI	2,485	2,616
Other creditors and accruals	908	1,040
	<u>3,393</u>	<u>3,656</u>