

# **HOME-START BRACKNELL FOREST**

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

## **FINANCIAL STATEMENTS**

**YEAR ENDED 31<sup>ST</sup> MARCH 2022**

# **HOME-START BRACKNELL FOREST**

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

## **CONTENTS**

	<b>Page</b>
Trustees and Directors' Report	2-5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Accounts	9-11

# **HOME-START BRACKNELL FOREST**

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

## **Trustees and Directors' Report for the year ending 31<sup>st</sup> March 2022**

The Trustees present their report and accounts for the year ending 31<sup>st</sup> March 2022.

### **COMPANY / CHARITY INFORMATION**

Trustees & Directors as of 31<sup>st</sup> March 2022:

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 June 2021
Mrs Hilary Mason	Independent	Reappointed June 2021
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 in November 2021, Michael Gbadebo continued with his role as the Chair. Hilary Mason and Rosemary Gunner stood down as Trustees as is required by the Articles of Association and were both re-elected to serve a further

term as Trustees. 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 14<sup>th</sup> January 2015 and registered as a charity on 11<sup>th</sup> 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, a Groups Co-ordinator 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**

In total, over the year, 77 families received 1:2:1 volunteer support, 94 parents attended one of our groups/courses/walks, we have supported circa 400 mothers through our Bracknell Bumps and Babies closed Facebook group.

We have received 106 referrals, 25 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.

Following the removal of COVID restrictions, our core support services have resumed including our 1:1 volunteer home-visiting service and group led supports. 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 October 2021 and took place over 5 weeks with a mixture of online learning and 5 classroom-based sessions. 8 potential volunteers completed the course. We currently have 25 active volunteers and 4 resting volunteers. Training continues to be an ongoing priority for staff, volunteers and trustees and the range of training attended included unconscious bias, Delivering Groups Confidently, Perinatal Infant Mental Health, and Volunteer Management. In addition, our volunteer support meetings and volunteer training course have had speakers from other organisations with various topics including energy efficiency and childcare options for under 3's.

At the end of December 2021, one of our Family Co-ordinators, Nicola Strudley, resigned. In January 2022, she was replaced by Caroline Parker and we also recruited Liz Le-Monte Shepherd to join the team as a Groups Co-ordinator. At the end of the year our Scheme Manager, Sharon Kearins, leads a team consisting of Val Callan and Caroline Parker, our Family Co-ordinators, Liz, Le-Monte Shepherd our Groups Co-ordinator, 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 & Waitrose Partnership, PKB Accountants and B-Fit. We are very grateful for the opportunity to work with all of these companies.

Longstanding support and relationships from many in the local voluntary and faith community has grown and flourished and we always value the opportunity to talk to these organisations and work in partnership to improve outcomes for families.

## **Financial Review**

During this year, our funding from Bracknell Forest Council and from Bracknell and Ascot CCG has continued and has been extended until September 2023. 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 are looking to recruit a Fundraising Co-ordinator to help us plug the gap in our future funding.

Our formal reserves (in accordance with our reserves policy) should be £70,000 to cover 6 months' running costs. This year we had an operating deficit of about £7,750 reducing our reserves to £64,700 which is about £5,300 less than they should be.

## **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**  
**16<sup>th</sup> June 2022.**



**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 2022, 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: 16<sup>th</sup> June 2022

# **HOME-START BRACKNELL FOREST**

(A company limited by Guarantee. Company Number 09389303)

## **STATEMENT OF FINANCIAL ACTIVITIES** **FOR THE YEAR ENDED 31ST MARCH 2022**

### **Income and Expenditure Account**

	<u>Notes</u>	<u>2022</u> <u>Total</u> £	<u>2021</u> <u>Total</u> £
<b>Incoming Resources</b>			
Donations & gifts		19,470	48,905
Grants received		75,595	82,538
Other Income and Repayments		416	230
Deposit account interest		292	382
<b>Total Incoming Resources</b>		<u>95,773</u>	<u>132,056</u>
<b>Resources Expended</b>			
Direct charitable expenditure		98,390	88,317
Fund Raising Costs		0	205
Tax on Activities		0	0
Management & administration of the charity		4,955	3,406
<b>Total expenditure</b>		<u>103,345</u>	<u>91,928</u>
Net income / expenditure for the year		<u>(7,572)</u>	<u>40,127</u>
Net movement in funds for the year	7	<u>(7,572)</u>	<u>40,127</u>
<b>Total funds brought forward</b>		<u>72,453</u>	<u>32,326</u>
<b>Total funds carried forward</b>		<u>64,881</u>	<u>72,453</u>

There were no recognised gains or losses for 2022 or 2021 other than those included in the Statement of Financial Activities.

For the year ended 31 March 2022 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**

(A company limited by Guarantee. Company Number 09389303)

## **BALANCE SHEET** **AS AT 31ST MARCH 2022**

	<u>Notes</u>		<u>2022</u>	<u>2022</u>
		£	£	£
<b><u>Tangible Fixed Assets</u></b>	8		2,502	3,167
<b><u>Current Assets</u></b>				
Sundry Debtors		0		0
Cash at bank and in hand		<u>66,318</u>	<u>72,679</u>	
		66,318	72,679	
<b><u>Current Liabilities</u></b>	9	<u>(3,939)</u>	<u>(3,393)</u>	
<b><u>Net Current Assets</u></b>			<u>62,379</u>	<u>69,286</u>
<b><u>Net Assets</u></b>			<u>64,881</u>	<u>72,453</u>
<b><u>Capital</u></b>				
Unrestricted Funds			64,881	72,453
Restricted Funds			<u>0</u>	<u>0</u>
			<u>64,881</u>	<u>72,453</u>

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

For the year ending 31/03/2022 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.

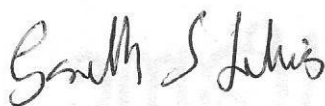
The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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 16th June 2022 and signed on their behalf by:



M Gbadebo  
Director and Chair



G Jenkins  
Director and Treasurer

# **HOME-START BRACKNELL FOREST**

(A company limited by Guarantee. Company Number 09389303)

## **NOTES TO THE ACCOUNTS** **YEAR ENDED 31ST MARCH 2022**

### **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
---------------------	-------------------

#### **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 2022**

### **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:

	2022	2021
Salaries	£71,105	£62,969
Employer's National Insurance costs	£ 565	£ 348
Employer's contributions to DC Pension Scheme	£ 6,711	£ 6,608
Total	£69,925	£69,925
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 7 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 also £3,712 in 2021.)
2. Contracts on 5 mobile phones expiring at various times during 2022 and 2023. The total outstanding liability is £232. (The liability was £194 in 2021)
3. A rolling contract for telephones with PCT which requires 90 days' notice of termination (ie £88). (In 2021, we were out of contract so there was no liability.)

## **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.

There were no restricted funds during the financial year.

## 7 Net movement in funds for the year

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

	2022 £	2021 £
Depreciation	1,617	1,380
Independent Examination fees	<u>630</u>	<u>600</u>

## 8 Tangible Fixed Assets

	<u>Equipment</u> <u>Fixtures &amp; Fittings</u> £
Cost	
At 1st April 2021	5,517
Additions	<u>953</u>
	6,470
Disposals	<u>(215)</u>
At 31 March 2022	<u>6,255</u>
Depreciation	
At 1st April 2021	2,350
Charge for the year	<u>1,617</u>
	3,967
Disposals	<u>(215)</u>
At 31 March 2022	<u>3,752</u>
Net Book Value	
At 1st April 2021	<u>3,167</u>
At 31st March 2022	<u>2,502</u>

## 9 Current Liabilities

	2022 £	2021 £
PAYE & NI	3,211	2,485
Other creditors and accruals	728	908
	<u>3,939</u>	<u>3,393</u>