

HOME-START BRACKNELL FOREST

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

FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2023

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 2023

The Trustees present their report and accounts for the year ending 31st March 2023.

COMPANY / CHARITY INFORMATION

Trustees & Directors as of 31st March 2023:

Mrs Rosemary Gunner	Chair	Reappointed June 2021
Ms Alex Jolly	Vice Chair	Appointed April 2021
Mr Gareth Jenkins	Treasurer	Reappointed June 2022
Mrs Fay Grimmett	Company Secretary	Reappointed July 2020
Mr Michael Gbadebo	Independent	Reappointed June 2022
Mrs Hilary Mason	Independent	Reappointed June 2021
Mr Ben Wallace	Independent	Appointed February 2023

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 2022, Michael Gbadebo resigned as the Chair and was replaced by Rosemary Gunner. Michael Gbadebo and Gareth Jenkins stood down as a Trustees as is required by the Articles of Association and were both re-elected to serve a further term as Trustees. Anne Jenkins also stood down as a Trustee and did not seek re-election. In February 2023 Ben Wallace 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, a Groups Co-ordinator; an Administrator and a Fund-raising and Engagement Co-ordinator.

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, 60 families received 1:2:1 volunteer support, 79 parents attended one of our groups/courses, and we have supported circa 500 mothers through our Bracknell Bumps and Babies closed Facebook group.

We have received 146 referrals, 52 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.

Our core service is our 1:1 volunteer home-visiting service, in addition to 1:1 support, we offer 3 group-led services; Play and Learn, Baby and Me and More than Words. We also provide specialist one off programs such a ½ day course for fathers to be. 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 November 22 and took place over 5 weeks with a mixture of online learning and 5 classroom-based sessions. 7 volunteers completed the course. We currently have 22 active volunteers and 1 resting volunteer and 2 non-visiting volunteers. Training continues to be an ongoing priority for staff, volunteers, and trustees. The range of training attended included Perinatal Mental Health, Safeguarding, Five to Thrive - Adverse childhood experiences, Finance and Budgeting, Parental Conflict and Speech and Language. In addition, our volunteer support meetings and volunteer training course have had speakers from other organisations with various topics including energy efficiency, childcare options for under 3's and positive communications.

In November 2022 we recruited Nicola Wells as a new Administrator, which allowed out previous administrator, Nina Madder-Smith to move to a new Role as Fundraising and Engagement Co-ordinator. At the end of December 2022, our Groups Co-ordinator, Liz Le-Monte Shepherd, resigned. In January 2023, she was replaced by Rachael Morgan. 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, Rachael Morgan our Groups Co-ordinator, and Nina Madder-Smith, our Fundraising and Engagement Co-ordinator, and Nicola Wells, 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: Tesco Bracknell, Waitrose Bracknell, Ancoris and B-Fit Ascot. 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 July 2024. However, this covers less than half the funding that we need. We had also been working in a consortium led by Home-Start Slough and were awarded some funding from the National Lottery over 3 years to provide support to expectant mothers. This came to an end in September 2022.

Our formal reserves (in accordance with our reserves policy) should be £64,000 to cover 6 months' running costs. This year we had an operating deficit of about £9,600 reducing our reserves to £55,300 which is about £8,700 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
15th June 2023.



Rosemary Gunner
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 2023, 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: 15th June 2023

HOME-START BRACKNELL FOREST

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STATEMENT OF FINANCIAL ACTIVITIES **FOR THE YEAR ENDED 31ST MARCH 2023**

Income and Expenditure Account

	<u>Notes</u>	<u>2023</u> <u>Total</u> £	<u>2022</u> <u>Total</u> £
Incoming Resources			
Donations & gifts		20,303	19,470
Grants received		97,095	75,595
Other Income and Repayments		313	416
Deposit account interest		493	292
Total Incoming Resources		<u>118,203</u>	<u>95,773</u>
Resources Expended			
Direct charitable expenditure		123,389	98,390
Fund Raising Costs		67	50
Tax on Activities		0	0
Management & administration of the charity		4,358	4,905
Total expenditure		<u>127,814</u>	<u>103,345</u>
Net income / expenditure for the year		<u>(9,611)</u>	<u>(7,572)</u>
Net movement in funds for the year	7	<u>(9,611)</u>	<u>(7,572)</u>
Total funds brought forward		<u>64,881</u>	<u>72,453</u>
Total funds carried forward		<u>55,270</u>	<u>64,881</u>

There were no recognised gains or losses for 2023 or 2022 other than those included in the Statement of Financial Activities.

For the year ended 31 March 2023 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 2022**

	<u>Notes</u>	<u>2023</u>	<u>2022</u>
		£	£
<u>Tangible Fixed Assets</u>	8	1,238	2,502
<u>Current Assets</u>			
Sundry Debtors		0	0
Cash at bank and in hand		<u>58,406</u>	<u>66,318</u>
		58,406	66,318
<u>Current Liabilities</u>	9	<u>(4,374)</u>	<u>(3,939)</u>
<u>Net Current Assets</u>		<u>54,032</u>	<u>62,379</u>
<u>Net Assets</u>		<u>55,270</u>	<u>64,881</u>
<u>Capital</u>			
Unrestricted Funds		55,270	64,881
Restricted Funds		<u>0</u>	<u>0</u>
		<u>55,270</u>	<u>64,881</u>

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

For the year ending 31/03/2023 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 15th June 2023 and signed on their behalf by:



R Gunner
Director and Chair



G Jenkins
Director and Treasurer

HOME-START BRACKNELL FOREST

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NOTES TO THE ACCOUNTS **YEAR ENDED 31ST MARCH 2023**

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 2023**

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:

	2023	2022
Salaries	£ 91,696	£71,105
Employer's National Insurance costs	£ 1,185	£ 565
Employer's contributions to DC Pension Scheme	£ 7,834	£ 6,711
Total	£100,715	£78,381
Average Headcount was	5	4

No employee received emoluments of more than £60,000

3 Trustees Expenses

There were no direct payments to trustees. However, 1 trustee received £48 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 2022.)
2. Contracts on 5 mobile phones expiring at various times during 2023. The total outstanding liability is £103. (The liability was £232 in 2022)
3. A rolling contract for telephones with PCT which requires 90 days' notice of termination (ie £112). (The liability was £88 in 2022)

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:-

	2023 £	2022 £
Depreciation	1,663	1,617
Independent Examination fees	<u>660</u>	<u>630</u>

8 Tangible Fixed Assets

	<u>Equipment</u> <u>Fixtures & Fittings</u> £
Cost	
At 1st April 2021	6,255
Additions	<u>399</u>
	6,654
Disposals	(3,453)
At 31 March 2022	<u>3,201</u>
Depreciation	
At 1st April 2021	3,752
Charge for the year	<u>1,664</u>
	5,416
Disposals	<u>(3,453)</u>
At 31 March 2022	<u>1,963</u>
Net Book Value	
At 1st April 2021	2,503
At 31st March 2022	<u>1,238</u>

9 Current Liabilities

	2023 £	2022 £
PAYE & NI	3,626	3,211
Other creditors and accruals	748	728
	<u>4,374</u>	<u>3,939</u>