

**HOME SERVICES SUPPORT
TRUSTEES ANNUAL REPORT
AND
ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

HOME SERVICES SUPPORT
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AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

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HOME SERVICES SUPPORT

CHARITY INFORMATION

Charity name	Home Services Support
Registered Charity No	1165987
Registered date	10 March 2016
Charity Trustees	Mark Swann Allan Carrick Matthew Jordan
Charity official address	Unit 24, The Dudson Centre Hope Street Hanley Stoke on Trent Staffordshire ST1 5DD
Bankers	The Co-operative Bank PO Box 250 Skelnersdale WN8 6WT
Independent examiner	Jordan Accountants Limited 57 Barlaston Old Road Trentham Stoke on Trent Staffordshire ST48HD

HOME SERVICES SUPPORT
TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2022

The trustees present their Annual Report and financial statement for the year to 31 December 2022. The report and financial statements have been prepared in accordance with all relevant Charity Commission guidance and comply with the CIO's Constitution and the Charities' Act 2011.

Charitable Aims and Objectives

To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society. For the purpose of this clause 'socially excluded' means being excluded from society, or parts of society, as a result of one or more of the following factors: ill health (physical or mental); old age or disability.

Structure, governance and management

Constitution

Home Service Support is a Charitable Incorporated Organisation, incorporated on 10 March 2016. It was established under a Constitution which defines its charitable Aims and Objectives and powers. Day to day governance is managed by the Trustees.

Members liability

- (1) If the CIO is wound up, each member of the CIO is liable to contribute to the assets of the CIO (but not more than £1) as may be required for payment of the debts and liabilities of the CIO contracted before that person ceases to be a member, for payment of the costs, charges and expenses of winding up, and for adjustments of the rights of the contributing members among themselves.
- (2) In sub-clause (1) of this clause "member" includes any person who was a member of the CIO within 12 months before the commencement of the winding up.
- (3) But subject to that, the members of the CIO have no liability to contribute to its assets if it is wound up, and accordingly have no personal responsibility for the settlement of its debts and liabilities beyond the amount that they are liable to contribute.

Payments

No fees were paid to any trustees during the year.

Trustee selection methods

- (1) Apart from the first charity trustees, every trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees.
- (2) In selecting individuals for appointment as a charity trustee, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Organisational structure

Any charity trustee may call a meeting of the charity trustees. Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required. The Chief Executive Officer and CIO Administrator are responsible to the charity trustees for the day to day running of the CIO.

TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2022

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Activities and Public benefit

The trustees have had regard to the guidance issued by the Charity Commission on public benefit. Home Services Support works for public benefit by providing practical support to people who would otherwise be isolated within their own homes and who would struggle to access services and social opportunities which could enhance their lives and improve their physical and mental health.

During the year the main activities related to the aims and for public benefit included:

- Supporting people to attend medical appointments
- Supporting people to access social opportunities within their communities
- Helping to manage day to day domestic tasks

Future plans

The areas for focus during the coming year and further into the future include:

- Reviewing and updating all policies, procedures, recruitment processes and financial planning.
- Maintaining and sustaining staff levels in relation to customer referrals.
- Maintaining and improving relationships with existing and new referral partners.
- Customer feedback on the effectiveness of the service provided through regular service reviews.
- Exploring 'digital' alternatives for relevant staff training.

Trustees' consideration and management of major risks

The trustees have a responsibility to identify, assess and manage risks to the charity, including financial and other areas. The process for identifying risk has been through ongoing review, assessing risks for every new major decision, ongoing active reflection and by responding to minor issues that have been identified in day to day practice.

No major risks to the CIO were identified during the year.

Review of financial position and affairs

The total income for the year was £159,059 and total expenditure £158,112, giving a net surplus for the year of £947.

- The introduction of a small annual administration charge for new customers only to contribute to the costs associated with referral requests not currently covered.
- Annual increase in customer fees in line with long term financial plan.
- Creating and maintaining a realistic level of financial reserves.

Reserves policy

In determining a reserves policy for the CIO from this point, the trustees have given due consideration to the nature, frequency and stability of the services provided and the need to ensure that the policy does not have an adverse impact on the CIO's ability to deliver its services. As such, the CIO will be aiming to build and maintain a level of reserves of unrestricted funds sufficient to cover management and administration costs in the event of periods of uncertainty.

HOME SERVICES SUPPORT
TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2022
CONTINUED

Statement of trustees' responsibilities

The trustees are responsible for ensuring that financial statements are prepared which give a true and fair view of the state of affairs of Home Services Support including the incoming resources and expenditure, and which comply with the Charities' Act 2011. In doing so the trustees need to:

- select suitable accounting policies and apply them consistently
- observe the methods and principles in the 'SORP' - Statement of Recommended Practice (Accounting and Reporting by Charities)
- make reasonable and sound financial judgments and estimates
- keep adequate records that disclose with reasonable accuracy at any time the financial position of the CIO
- safeguard the assets of the CIO, including taking reasonable steps for the prevention and detection of fraud or other irregularities
- prepare the statements on the ongoing concern basis unless it is inappropriate to presume the CIO will continue.

Declaration

The trustees declare that they have approved the trustees' report above and the accompanying financial statements.

For and on behalf of all the trustees on 7 June 2023

.....
A Carrick
Chair

HOME SERVICES SUPPORT
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES'

We report on the accounts for the Charity for the year ended 31 December 2022 which are set out on pages 6-13.

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 our 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 our attention.

Basis of Independent Examiner's report

Our 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 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 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 our examination no matter has come to our attention:

1. Which gives us reasonable cause to believe that, in any material respect, the requirements:
 - To keep accounting records in accordance with section 130 of the 2011 Act; and
 - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. to which in our opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

57 Barlaston Old Road
Trentham
Stoke on Trent
Staffordshire
ST4 8HD

7 June 2023

JORDAN ACCOUNTANTS LIMITED

Chartered Certified Accountants

HOME SERVICES SUPPORT
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Income from:					
Charitable activities	2	134,459	-	135,459	140,000
Other income	3	23,600		23,600	14,449
Total income		159,059	-	159,059	154,449
Expenditure on:					
Charitable activities	4	(158,112)	-	(158,112)	(172,607)
Total expenditure		(158,112)	-	(158,112)	(172,607)
Net (deficit) / profit		(253)	-	947	(18,158)
Net movement in funds		(253)	-	947	(18,158)
Fund balances at 1 January 2022		(10,973)	-	(10,973)	7,185
Fund balances at 31 December 2022	10	(11,226)	-	(10,026)	(10,973)

HOME SERVICES SUPPORT
BALANCE SHEET
AS AT 31 DECEMBER 2022

	Note	2022 Total £	2021 Total £
Current Assets			
Debtors	6	21,017	26,517
Cash at bank and in hand		<u>5,657</u>	<u>410</u>
		26,674	26,927
Creditors: amounts falling due within one year			
Creditors	7	<u>(1,200)</u>	<u>(1,200)</u>
Net current assets		<u>25,474</u>	<u>25,727</u>
Creditors: amounts falling due after one year			
Creditors	8	(35,500)	(36,700)
Total assets / (liabilities)		<u><u>(10,026)</u></u>	<u><u>(10,973)</u></u>
Funds			
Unrestricted	10	(10,026)	(10,973)
Restricted		<u>-</u>	<u>-</u>
		<u><u>(10,026)</u></u>	<u><u>(10,973)</u></u>

The financial statements were approved by the board of trustees and authorised for issue on 7 June 2023 and are signed on its behalf by:

.....
M Swann
Trustee

HOME SERVICES SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

1. Accounting policies

1.1 Accounting convention

Home Services Support is a charitable incorporated organisation. In the event of the charity being wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities. The nature of the charity's operations and principal activities are described in the Trustee's Report.

The charity constitutes a public benefit entity as defined by FRS 102. 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) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

1.2 Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds 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 are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.3 Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example, the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

HOME SERVICES SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

1.3 Income recognition cont...

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in assets and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

Fixed asset gifts in kind are recognised when receivable and are included at fair value. They are not deferred over the life of the asset.

Income from charitable activities represents the provision of activities in furtherance of the charity's objects.

Investment income is earned through holding assets for investment purposes. It is included when the amount can be measured reliably. Interest income is recognised using the effective interest method.

Other income represents those items not falling into the above categories.

1.4 Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Expenditure on charitable activities includes all direct and indirect costs of delivering the objects of the charity.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

1.5 Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs and governance costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

1.6 Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

1.7 Cash at bank and in hand

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

1.8 Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in the statement of financial activities.

1.9 Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight-line basis over the year of the lease.

HOME SERVICES SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

1.10 Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charity for UK tax purposes.

1.11 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basis financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

HOME SERVICES SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

1.12 Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

1.13 Judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the year in which the estimate is revised where the revision affects only that year, or in the year of the revision and future years where the revision affects both current and future years.

HOME SERVICES SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

2. Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Social support services	135,459	-	135,459	140,000

3. Other income

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Grants received	23,600	-	23,600	14,449

4. Cost of charitable activities

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Staff costs	130,019	-	130,019	148,133
Professional fees	3,641	-	3,641	3,013
Insurance	2,376	-	2,376	2,267
Travelling and customer expenses	11,259	-	11,259	9,055
Office expenses	10,817	-	10,817	9,815
Transaction charges	-	-	-	324
	158,112	-	158,112	172,607

NOTES TO THE FINANCIAL STATEMENTS CONT....

FOR THE YEAR ENDED 31 DECEMBER 2022

5. Staff costs

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Wages and salaries including employment costs	130,019	-	130,019	148,133

The average number of employees for the year was 15 (2021: 17).

6. Debtors

	2022 £	2021 £
Other debtors	21,017	26,517

7. Creditors: amounts falling due within one year

	2022 £	2021 £
Other creditors	-	-
Big issue investment loan	1,200	1,200
	1,200	1,200

8. Creditors: amounts falling due over more than one year

	2022 £	2021 £
Big issue investment loan	35,500	36,700

HOME SERVICES SUPPORT
NOTES TO THE FINANCIAL STATEMENTS CONT....
FOR THE YEAR ENDED 31 DECEMBER 2022

9. Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the year.

10. Funds

a. Unrestricted Funds

	2022	2021
	£	£
Unrestricted funds are represented by:		
Net Current assets	25,474	25,727
Long term liabilities	(35,500)	(36,700)
	<u>(10,026)</u>	<u>(10,973)</u>