

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5TH APRIL 2021
FOR
FAMILY INFORMATION GROUP**

Clemence Hoar Cummings
Chartered Accountants
Riverside House
1-5 Como Street
Romford
Essex
RM7 7DN

FAMILY INFORMATION GROUP
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5TH APRIL 2021

	Page
Report of the Trustees	1 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7 to 13
Detailed Statement of Financial Activities	14 to 15

FAMILY INFORMATION GROUP
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 5TH APRIL 2021

The trustees present their report with the financial statements of the charity for the year ended 5th April 2021. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the charity are to promote 'the relief of children suffering from any disability or learning difficulty (as defined by the Education Act 1981) and where appropriate the relief of financial hardship of the parent or legal guardian (such expressions shall mean or include the parent(s) or the legal guardian(s) that give comfort to a child in their family home) of such children and in particular but without prejudice to generality of the foregoing'.

The strategies employed to achieve the charity's objectives are to:

- 1) provide, cause to be provided or assist in providing facilities for the treatment, education, training and welfare of the beneficiaries;
- 2) make grants or donations to or for the benefit of the beneficiaries, their parent(s) or legal guardian(s) who are in needy circumstances;
- 3) provide equipment and apparatus for the beneficiaries.

The trustees have not adopted any fresh policy documents during the year.

The charity's two major areas of activity are its Playgroup and Playscheme, when deciding upon the activities that will be carried out the trustees have taken full regard of the Charity Commission's guidance on public benefit.

Significant activities

Playgroup

playgroup was closed from April until September 2020 due to Covid. The Local Authority continued funding during this time, enabling us to meet our overheads. When we returned in September, FIG was run for around 55 children per term between the ages of 2 and 4 years.

Some children who attend have additional needs or disabilities. Places are funded either by 2, 3 and 4 Year old EEE funding, some private fees paid by parents and some children with additional needs are supported through additional Local Authority funding.

Playscheme

FIG was unable to run any of its holiday Playschemes due to Covid restrictions. By the beginning of 2021, we did feel in a position with all protocols in place that we could think about running Playscheme again, however Havering Short Breaks were not ready to permit this. FIG foresee that Playschemes will recommence as soon as restrictions allow.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

55 children per term attended FIG Playgroup when we were able to open. Playgroup is always well attended and parent feedback is always positive. We work closely with parents / carers to ensure all children's needs are met adequately. Children attending FIG Playgroup include both mainstream children and those with special needs. We also continued to provide a Speech Project for children requiring such support.

FINANCIAL REVIEW

Principal funding sources

The financial results for the year are set out in the attached accounts. They show a deficit of £17,496 for the year, compared with a surplus of £1,276 for the year ended 5 April 2020. The total reserves at 5 April 2021 were £29,226 compared with £46,722 at 5 April 2020. Total expenditure during the year was £221,337 compared with total expenditure of £341,603 during the year ended 5 April 2020.

FAMILY INFORMATION GROUP
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 5TH APRIL 2021

FINANCIAL REVIEW

Reserves policy

The Trustees operate a policy on reserves and consider that it is still appropriate. Family Information Group are to maintain reserves equal to cover 3 months running costs, which may be necessary if the charity has a shortfall in funding. This policy amounts to the charity maintaining approximately £45,000 of free reserves. Current reserves have fallen to £29,226, however FIG is confident that once Playschemes can reopen, we will recoup some of this deficit. In addition to this, we will be seeking further additional core funding from external funders.

Should the charity's funding stream cease, the constitution in place states that 'If, upon the winding up or dissolution of the F.I.G. there remains, after the settling of all its debt and liabilities, any property whatsoever, this shall not be paid to or distributed among the members of the F.I.G. but shall be given or transferred to a charitable organisation with similar objects'.

FUTURE PLANS

Playgroup

FIG continues to provide the 30 hours free Government funded childcare to families and the uptake on this by parents has been very positive to date and future demand is apparent. We will be looking for further funding opportunities to enable us to continue with providing additional projects at FIG.

Playscheme

FIG's Playschemes continue to be in high demand from parents and we anticipate that we will be required to continue to provide these for as many school holidays as possible once Covid restrictions allow.

The fundamental plan is to maintain both the Playgroup and Playscheme provisions for the foreseeable future and build upon their success. FIG will seek additional funding in order to do this and continue to implement our cost saving strategies to ensure that expenditure remains low whilst maintaining the high standards of care that we provide.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Family Information Group is an unincorporated charity governed by its constitution dated 4 April 1981 and amended to allow for current governance arrangement on 20 October 1992. It was registered as a charity with the Charity Commission on 12 May 1981. Anyone over the age of 18 wishing to advance the objectives of Family Information Group can become a member of the charity.

Recruitment and training of trustees

Regular Management Committee meetings are held, which users of the charity are invited to attend. It is at these meetings that new Trustees are recruited, if there is an interest. Elections take place at the Management Committee meetings and for a new trustee to be officially recruited, they must be nominated by one member and then seconded by another.

Organisational

Family Information Group officers and Management Committee met regularly during the year to govern the activities of the charity.

A Chief Officer (known as the Chief Executive Officer) is employed to manage the daily operation of the charity and additional personnel are recruited on the approval of Trustees to undertake agreed activities. Volunteers are deployed to support and assist in the achievement of charitable objectives.

Induction and training of new trustees

The charity has a formal policy in place for the induction and training of its new trustees. This is provided through Scope and HAVCO. In addition to this, informal training is available at the regular Management Committee meetings.

Related Parties and Connected Organisations

The charity has no link with "Related Parties" as defined by the Statement of Recommended Practice and has not combined with any other organisation in the pursuit of its charitable objectives.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

282399

FAMILY INFORMATION GROUP
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 5TH APRIL 2021

Principal address

Old Ingrebourne School
Taunton Road
Harold Hill
Romford
Essex
RM3 7SU

Trustees

Kathie Whitelock
Lorraine Sullivan
Jolene Harrop
Sunita Webb

The Trustees work with a Management Committee whose members during the year were:

President: Cllr Denis O'Flynn

Other members: Nicola Pell
Peterson Hinds
Lindsey Portsmouth

Independent Examiner

Lee Blunden FCCA CTA
Clemence Hoar Cummings
Chartered Accountants
Riverside House
1-5 Como Street
Romford
Essex
RM7 7DN

Bankers

Lloyds Bank Plc
102 Hilldene Avenue
Romford
Essex
RM3 8DU

Approved by order of the board of trustees on and signed on its behalf
by:

.....
Lorraine Sullivan - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
FAMILY INFORMATION GROUP**

Independent examiner's report to the trustees of Family Information Group

I report to the charity trustees on my examination of the accounts of Family Information Group (the Trust) for the year ended 5th April 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Lee Blunden FCCA CTA
Clemence Hoar Cummings
Chartered Accountants
Riverside House
1-5 Como Street
Romford
Essex
RM7 7DN

Date:

FAMILY INFORMATION GROUP

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 5TH APRIL 2021**

	Notes	Unrestricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities	2	4,105	-	4,105	-
Charitable activities	4				
Playgroup		114,960	6,350	121,310	155,646
Playscheme		-	-	-	183,468
Other trading activities	3	-	-	-	3,765
Other income		78,426	-	78,426	-
Total		197,491	6,350	203,841	342,879
EXPENDITURE ON					
Charitable activities	5				
Playgroup		218,887	2,000	220,887	178,001
Playscheme		450	-	450	163,602
Total		219,337	2,000	221,337	341,603
NET INCOME/(EXPENDITURE)		(21,846)	4,350	(17,496)	1,276
Transfers between funds	15	4,350	(4,350)	-	-
Net movement in funds		(17,496)	-	(17,496)	1,276
RECONCILIATION OF FUNDS					
Total funds brought forward		46,722	-	46,722	45,446
TOTAL FUNDS CARRIED FORWARD		29,226	-	29,226	46,722

The notes form part of these financial statements

FAMILY INFORMATION GROUP

**BALANCE SHEET
5TH APRIL 2021**

	Notes	Unrestricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	10	3,240	-	3,240	-
CURRENT ASSETS					
Debtors	11	179	-	179	5,646
Cash at bank and in hand		61,884	-	61,884	47,290
		62,063	-	62,063	52,936
CREDITORS					
Amounts falling due within one year	12	(16,077)	-	(16,077)	(6,214)
NET CURRENT ASSETS		45,986	-	45,986	46,722
TOTAL ASSETS LESS CURRENT LIABILITIES		49,226	-	49,226	46,722
CREDITORS					
Amounts falling due after more than one year	13	(20,000)	-	(20,000)	-
NET ASSETS		29,226	-	29,226	46,722
FUNDS	15				
Unrestricted funds				29,226	46,722
TOTAL FUNDS				29,226	46,722

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
Kathie Whitelock - Trustee

.....
Lorraine Sullivan - Trustee

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5TH APRIL 2021**

1. ACCOUNTING POLICIES**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. The following specific policies are applied to particular categories of 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.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income and fundraising proceeds are included when receivable.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Fees are included when the charity has a right to income by way of performance of services.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which are as follows:

Fixtures and fittings	20% Straight line
Playgroup equipment	In year of acquisition
Improvements to property	Over period of lease

Taxation

As a charity, Family Information Group is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the General objectives of the charity.

Designated funds are unrestricted funds 'ring fenced' by the Management Committee for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

FAMILY INFORMATION GROUP

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 5TH APRIL 2021**

2. CHARITABLE ACTIVITIES

	2021	2020
	£	£
Donations	4,105	-
	<u> </u>	<u> </u>

3. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Fundraising events	-	765
Room hire	-	3,000
	<u> </u>	<u> </u>
	-	3,765
	<u> </u>	<u> </u>

4. INCOME FROM CHARITABLE ACTIVITIES

		2021	2020
		£	£
Playgroup fees	Activity	8,550	7,699
Grants	Playgroup	112,760	147,947
Grants	Playscheme	-	183,468
		<u> </u>	<u> </u>
		121,310	339,114
		<u> </u>	<u> </u>

Grants received, included in the above, are as follows:

	2021	2020
	£	£
London Borough of Havering	106,410	313,148
BBC Children in Need	-	18,267
FORE funding	2,000	-
Edward Gostling	4,350	-
	<u> </u>	<u> </u>
	112,760	331,415
	<u> </u>	<u> </u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 6) £	Totals £
Playgroup	146,711	74,176	220,887
Playscheme	450	-	450
	<u> </u>	<u> </u>	<u> </u>
	147,161	74,176	221,337
	<u> </u>	<u> </u>	<u> </u>

FAMILY INFORMATION GROUP

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 5TH APRIL 2021

6. SUPPORT COSTS

	Management £	Other £	Finance £	Governance costs £	Totals £
Playgroup	<u>64,724</u>	<u>5,158</u>	<u>297</u>	<u>3,997</u>	<u>74,176</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There was no remuneration or other benefits paid to the members of the management committee for the year ended 5th April 2021, nor for the year ended 5th April 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 5th April 2021 nor for the year ended 5th April 2020.

8. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2021	2020
Direct	8	13
Support	2	2
	<u>10</u>	<u>15</u>

No employees received emoluments in excess of £60,000.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Playgroup	137,379	18,267	155,646
Playscheme	183,468	-	183,468
Other trading activities	3,765	-	3,765
Total	<u>324,612</u>	<u>18,267</u>	<u>342,879</u>
EXPENDITURE ON			
Charitable activities			
Playgroup	159,734	18,267	178,001
Playscheme	163,602	-	163,602
Total	<u>323,336</u>	<u>18,267</u>	<u>341,603</u>
NET INCOME	<u>1,276</u>	<u>-</u>	<u>1,276</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	45,446	-	45,446

FAMILY INFORMATION GROUP

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 5TH APRIL 2021**

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted funds £	Total funds £
TOTAL FUNDS CARRIED FORWARD	<u>46,722</u>	<u>-</u>	<u>46,722</u>

10. TANGIBLE FIXED ASSETS

	Improvements to property £	Playgroup equipment £	Fixtures and fittings £	Totals £
COST				
At 6th April 2020	13,200	34,304	26,079	73,583
Additions	<u>-</u>	<u>649</u>	<u>4,050</u>	<u>4,699</u>
At 5th April 2021	<u>13,200</u>	<u>34,953</u>	<u>30,129</u>	<u>78,282</u>
DEPRECIATION				
At 6th April 2020	13,200	34,304	26,079	73,583
Charge for year	<u>-</u>	<u>649</u>	<u>810</u>	<u>1,459</u>
At 5th April 2021	<u>13,200</u>	<u>34,953</u>	<u>26,889</u>	<u>75,042</u>
NET BOOK VALUE				
At 5th April 2021	<u>-</u>	<u>-</u>	<u>3,240</u>	<u>3,240</u>
At 5th April 2020	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Other debtors and prepayments	<u>179</u>	<u>5,646</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Bank loans and overdrafts (see note 14)	5,000	-
Social security and other taxes	2,577	2,307
Accruals and deferred income	8,500	3,907
	<u>16,077</u>	<u>6,214</u>

FAMILY INFORMATION GROUP

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 5TH APRIL 2021**

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2021	2020
	£	£
Bank loans (see note 14)	20,000	-

14. LOANS

An analysis of the maturity of loans is given below:

	2021	2020
	£	£
Amounts falling due within one year on demand:		
Bank loans	5,000	-
Amounts falling between one and two years:		
Bank loans - 1-2 years	5,000	-
Amounts falling due between two and five years:		
Bank loans - 2-5 years	15,000	-

15. MOVEMENT IN FUNDS

	At 6.4.20	Net	Transfers	At
	£	movement	between	5.4.21
		in funds	funds	£
		£	£	
Unrestricted funds				
General Fund	46,722	(21,846)	4,350	29,226
Restricted funds				
Edward Gostling	-	4,350	(4,350)	-
TOTAL FUNDS	46,722	(17,496)	-	29,226

Net movement in funds, included in the above are as follows:

	Incoming	Resources	Movement
	resources	expended	in funds
	£	£	£
Unrestricted funds			
General Fund	197,491	(219,337)	(21,846)
Restricted funds			
FORE funding	2,000	(2,000)	-
Edward Gostling	4,350	-	4,350
	6,350	(2,000)	4,350
TOTAL FUNDS	203,841	(221,337)	(17,496)

FAMILY INFORMATION GROUP

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 5TH APRIL 2021**

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 6.4.19 £	Net movement in funds £	At 5.4.20 £
Unrestricted funds			
General Fund	45,446	1,276	46,722
TOTAL FUNDS	<u>45,446</u>	<u>1,276</u>	<u>46,722</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Fund	324,612	(323,336)	1,276
Restricted funds			
Playgroup Workers and Expenditure Fund	18,267	(18,267)	-
TOTAL FUNDS	<u>342,879</u>	<u>(341,603)</u>	<u>1,276</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 6.4.19 £	Net movement in funds £	Transfers between funds £	At 5.4.21 £
Unrestricted funds				
General Fund	45,446	(20,570)	4,350	29,226
Restricted funds				
Edward Gostling	-	4,350	(4,350)	-
TOTAL FUNDS	<u>45,446</u>	<u>(16,220)</u>	<u>-</u>	<u>29,226</u>

FAMILY INFORMATION GROUP

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 5TH APRIL 2021

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Fund	522,103	(542,673)	(20,570)
Restricted funds			
Playgroup Workers and Expenditure Fund	18,267	(18,267)	-
FORE funding	2,000	(2,000)	-
Edward Gostling	4,350	-	4,350
	<u>24,617</u>	<u>(20,267)</u>	<u>4,350</u>
TOTAL FUNDS	<u>546,720</u>	<u>(562,940)</u>	<u>(16,220)</u>

FORE funding

This fund was established to cover the costs of employing specific playgroup workers to start the process of taking over CEO duties. The fund was fully utilised during the year

Edward Gostling

The fund was established to cover the cost of a new water boiler. The fund was fully utilised during the year.

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 5th April 2021.

FAMILY INFORMATION GROUP

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 5TH APRIL 2021**

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Charitable activities		
Donations	4,105	-
Other trading activities		
Fundraising events	-	765
Room hire	-	3,000
	-	3,765
Charitable activities		
Playgroup fees	8,550	7,699
Grants	112,760	331,415
	121,310	339,114
Other income		
LBH COVID-19 grant	20,241	-
Job retention scheme	58,185	-
	78,426	-
Total incoming resources	203,841	342,879
EXPENDITURE		
Charitable activities		
Personnel costs	102,824	166,718
Direct expenses	4,860	38,461
Training	595	2,144
Premises and utilities	18,942	24,854
Office costs	19,007	22,403
Sundries	933	1,364
	147,161	255,944
Support costs		
Management		
Wages	64,724	77,913
Other		
Insurance	5,158	4,721
Finance		
Bank charges	297	595
Governance costs		
Accountancy and legal fees	2,538	2,430
Fixtures and fittings	810	-
Computer equipment	649	-
	3,997	2,430

This page does not form part of the statutory financial statements

FAMILY INFORMATION GROUP
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 5TH APRIL 2021

	2021 £	2020 £
Total resources expended	<u>221,337</u>	<u>341,603</u>
Net (expenditure)/income	<u>(17,496)</u>	<u>1,276</u>

This page does not form part of the statutory financial statements