

REGISTRAR

**HOME-START CHARNWOOD**  
**TRUSTEE'S REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED**  
**31 MARCH 2014**

FRIDAY



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COMPANIES HOUSE

# HOME-START CHARNWOOD

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

L Limb  
B Hammond  
J Hillman  
H Hansen-Fure  
T Robinson  
P Hughes  
S Howitt  
S Driver  
E Folkes

**Secretary**

H Wootton

**Charity number**

1108575

**Company number**

05373643

**Principal address**

Regent Wharf  
46 Derby Road  
Loughborough  
Leics  
LE11 5BX

**Registered office**

Regent Wharf  
46 Derby Road  
Loughborough  
Leics  
LE11 5BX

**Independent examiner**

Newby Castleman  
6 Forest Road  
Loughborough  
Leicestershire  
LE11 3NP

**Bankers**

National Westminster Bank plc  
5 Market Place  
Loughborough  
Leicestershire  
LE11 3NZ

Cooperative Bank  
PO Box 250  
Delf House  
Southway  
Skelmersdale WN8 6WT

**Solicitors**

Josiah Hinks Son & Bullough  
33 Leicester Road  
Blaby  
Leicestershire  
LE8 4GR

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# HOME-START CHARNWOOD

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# HOME-START CHARNWOOD

## TRUSTEES REPORT

### FOR THE YEAR ENDED 31 MARCH 2014

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The Trustees present their report and accounts for the year ended 31 March 2014.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's [governing document], the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

#### **Structure, governance and management**

The charity is a company limited by guarantee, and was incorporated on 23 February 2005, and commenced activity as a charity on 1 April 2005. Home-Start Charnwood was registered as a charity on 14 March 2005.

The company was established under a memorandum of Association which defined its objectives and powers and is governed by its Articles of Association.

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

L Limb

B Hammond

J Hillman

H Hansen-Fure

T Robinson

P Hughes

S Howitt

S Driver

(Appointed 22 January 2014)

E Folkes

(Appointed 14 May 2013)

The members of the charity are appointed in accordance in the companies articles.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Members of the charity company guarantee to contribute an amount not exceeding £1 to the assets of the company in the event of a winding up. Home-Start Charnwood is happy to accept members, individuals and organisations that support its aims and objectives.

At the end of the year the charity had a membership of 31 individuals, all approved by the trustees.

The committee comprises of trustees and advisory members from the statutory voluntary and independent sectors. Trustees have overall responsibility for determining and implementing policy, financial control and accountability, employment and development of staff, premises, insurance, the Annual report, and monitoring and evaluation of work of the charity. Throughout the year the trustees meet approximately every 4 weeks. At the Annual General Meeting at least one third serving trustee directors will resign and may be offered for re-appointment.

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to these major risks.

# HOME-START CHARNWOOD

## TRUSTEES REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2014

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#### Objectives and activities

The Charity's objectives are to promote the welfare of families with at least one child under the age of five. Volunteers offer regular support, friendship and practical help to families under stress in their own homes helping to protect children and prevent family breakdown. In addition to home visiting, group support is also available to women who have recently been diagnosed with post natal illness. The policies adopted in furtherance of these objectives are to increase the confidence and independence of the family by:

- Offering support, friendship and practical assistance
- Visiting families in their own homes
- Developing a relationship with the family in which time can be shared and understanding can be developed
- Encouraging families to widen their network of relationships and to use effectively the support and services available in the community

The Charity's vision is to have a society in which every parent has the support they need to give their children the best possible start in life.

The four key strategic priorities are:

Service Provision. To maintain high quality levels of service, remain user focused and demonstrate the positive impact of Home-Start support. To further develop following piloted models of additional activities which enhance the home visiting service.

Funding. Increase the financial security of the scheme and redress and diversify the balance of funding streams including the range and type of funders.

Profile. To increase the stability of the scheme by using profile-raising to attract and retain advocates, volunteers and funders.

Operations. To increase the efficiency of the scheme by clarifying staff and trustee roles and by streamlining working processes.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

The charity has adopted policies on equal opportunities, health and safety, complaints and confidentiality and a range of defined practices designed to guide the organisation towards best practice.

The role of the Scheme Manager and Administrators is to work along side the management committee and manage and administer the work of the charity according to agreed policies and procedures.

The role of the organisers is to recruit, train, support and supervise the team of home visiting volunteers, receive referrals, assess needs, match volunteers to families and monitor and evaluate work with families: develop and facilitate support, liaise with referrers and other agencies working with children and their families.

The whole staff team works together to provide a quality service to both families and volunteers, positively promote Home-Start Charnwood throughout the Charnwood area, contribute to Charnwood's strategies for the support of children and their families and work in partnership with all organisations with the interest of children and their families.

#### Achievements and performance

This is detailed in the trustees annual report attached.

# HOME-START CHARNWOOD

## TRUSTEES REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2014

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#### Financial review

The results for the year are shown with these financial statements. During 2013/14 the charity recorded total incoming resources of £178,923 (2012/13 - £174,342), of which the largest contribution £75,751 (2012/2013 - £70,101) came from the "core funders" Charnwood Locality Partnership Group for Children, Young People and Families.

Leicester, Leicestershire and Rutland East & West CCG provided Grants totalling £43,437 towards the Post Natal Illness Project and the Black and Minority Ethnic Project.

The Big Lottery Fund provided a grant of £18,033 to facilitate the employment of a volunteer recruitment worker.

A HSUK Pilot funded Big Hope Big Futures project, which provided a new grant of £5,208. L.C.C. provided a Big Society Fund Grant of £9,950.

A further grant of £1,000 was received from Loughborough Community Grants.

The charity also remains extremely grateful for the continued financial support from the Charnwood Locality Partnership Group who continue to cover a majority of the costs associated with home visiting vulnerable families in Charnwood.

Home-Start Charnwood also received donations and awards from a range of trusts, organisations, companies and individuals totalling £19,320 in 2013/14 (2012/13 - £15,177), funding which allows us to support a higher capacity of families, and has this year paid for Christmas vouchers for the most impoverished families and those with complex needs.

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a minimum level equivalent to between three and six month's expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

During the year the charity has maintained reserves to the equivalent of 7.7 months running costs.

Any surplus funds are held in interest bearing bank accounts. This interest is used in furtherance of the charities objectives.

The trustees discuss and agree the most appropriate accounts for investing the charities reserve funds, to ensure it maximise the interest earned in the free reserves at minimal risk to the charity. In 2013/14

Home-Start Charnwood earned £234 in interest on the reserves. The charity does not invest in stocks and shares.

The Trustees also examine the major strategic, business and operational risks which the charity might face and confirm that systems have been established to enable regular reports to be produced for the management committee so that necessary steps can be taken to lesson these risks. As part of this review each year the charity hold a strategic planning meeting with members of the staff, reviewing the results of the charity and discussing future challenges and setting out longer term goals for the future.

On behalf of the board of Trustees



**H Wootton**

Company Secretary

Dated: 11 July 2014

# HOME-START CHARNWOOD

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF HOME-START CHARNWOOD

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I report on the accounts of the Charity for the year ended 31 March 2014, which are set out on pages 5 to 13.

#### Respective responsibilities of Trustees and examiner

The Trustees, who are also the directors of Home-Start Charnwood for the purposes of company law, are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:


- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) 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
- (iii) to state whether particular matters have come to my attention.

#### Basis of independent examiner's report

My 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 seeking 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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr David Hastings FCA

Newby Castleman

6 Forest Road  
Loughborough  
Leicestershire  
LE11 3NP

Dated: 11 July 2014

# HOME-START CHARNWOOD

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2014

	Notes	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
<b><u>Incoming resources from generated funds</u></b>					
Voluntary income	2	19,320	200	19,520	15,677
Investment income	4	6,024	-	6,024	6,969
		<u>25,344</u>	<u>200</u>	<u>25,544</u>	<u>22,646</u>
Incoming resources from charitable activities	3	-	153,379	153,379	151,696
<b>Total incoming resources</b>		<u>25,344</u>	<u>153,579</u>	<u>178,923</u>	<u>174,342</u>
<b><u>Resources expended</u></b>					
<b>Charitable activities</b>					
Costs of generating voluntary income	5	2,365	159,801	162,166	163,316
Governance costs		<u>414</u>	<u>-</u>	<u>414</u>	<u>380</u>
<b>Total resources expended</b>		<u>2,779</u>	<u>159,801</u>	<u>162,580</u>	<u>163,696</u>
<b>Net incoming/(outgoing) resources before transfers</b>		22,565	(6,222)	16,343	10,646
Gross transfers between funds		<u>(736)</u>	<u>736</u>	<u>-</u>	<u>-</u>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		21,829	(5,486)	16,343	10,646
Fund balances at 1 April 2013		<u>114,912</u>	<u>208,486</u>	<u>323,398</u>	<u>312,751</u>
<b>Fund balances at 31 March 2014</b>		<u>136,741</u>	<u>203,000</u>	<u>339,741</u>	<u>323,397</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



# HOME-START CHARNWOOD

## BALANCE SHEET

AS AT 31 MARCH 2014

	Notes	2014 £	£	2013 £	£
<b>Fixed assets</b>					
Tangible assets	10		203,000		208,487
<b>Current assets</b>					
Debtors	11	1,480		1,615	
Cash at bank and in hand		137,067		119,818	
		<u>138,547</u>		<u>121,433</u>	
<b>Creditors: amounts falling due within one year</b>	12	(1,806)		(6,523)	
<b>Net current assets</b>			136,741		114,910
<b>Total assets less current liabilities</b>			<u>339,741</u>		<u>323,397</u>
<b>Income funds</b>					
Restricted funds	13		203,000		208,487
Unrestricted funds			136,741		114,910
			<u>339,741</u>		<u>323,397</u>

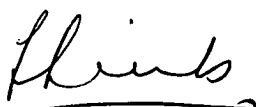
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2014. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

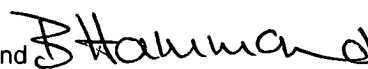
These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 11 July 2014

L Limb  
Trustees



B Hammond  
Trustees



Company Registration No. 05373643

# HOME-START CHARNWOOD

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2014

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#### 1 Accounting policies

##### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

##### 1.2 Incoming resources

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Grants received are accounted for in the year of receipt. Grant income is carried forward to the extent that the grantor specifies that the grant is for expenditure in future accounting periods. Grants carried forward in this way are accounted for as deferred income

##### 1.3 Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Certain expenditure is directly attributable to specific activities and has been included in the cost categories. Certain other costs, which are attributable to more than one activity are apportioned across categories on a basis of an estimate of the proportion of time spent by staff on those activities.

##### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold land is not depreciated

Freehold buildings 2% straight line

Fixtures, fittings & equipment 25% straight line

##### 1.5 Pensions

The Charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

##### 1.6 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

##### 1.7 Investment income

Investment income is included in the statement of Financial Activities in the year in which it is receivable.

# HOME-START CHARNWOOD

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2014

#### 2 Voluntary income

	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
Donations and gifts	<u>19,320</u>	<u>200</u>	<u>19,520</u>	<u>15,677</u>
<b>Donations and gifts</b>				
Unrestricted funds:				
Donations and collections			4,640	4,082
Mosaic Wellbeing			-	500
Loughborough Round Table			-	260
De Lisle Swim			-	470
Simon Albutt			-	3,000
Volunteers Expenses Donated			1,893	2,365
Loughborough University Rag			-	900
Loughborough Rotary			1,400	3,500
Good Shepherd Church			100	100
Co-op			987	-
Home-Start Hinckley			2,000	-
The Foxes Foundation			4,000	-
Masonic Charity			1,000	-
Souter Charitable Trust			1,000	-
N Morgan			1,300	-
J R Corah Foundation			500	-
Hinckinbotham Charitable Trust			500	-
			<u>19,320</u>	<u>15,177</u>
Restricted funds:				
Loughborough Lions			200	500
			<u>200</u>	<u>500</u>

#### 3 Incoming resources from charitable activities

	2014 £	2013 £
Grants	<u>153,379</u>	<u>151,696</u>

# HOME-START CHARNWOOD

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2014

#### 3 Incoming resources from charitable activities (Continued)

Included within income relating to Grants are the following grants		
Leicester, Leicestershire and Rutland East & West CCG	43,437	44,009
CYPF LPG Mums In Mind	15,903	7,351
CYPF LPG Home Visit Family Support	59,848	62,750
Big Lottery Fund	18,033	27,586
Big Lottery Fund (single payment)	-	10,000
Big Hope Big Futures	5,208	-
Big Society Fund	9,950	-
Loughborough Community Grant	1,000	-
	<b>153,379</b>	<b>151,696</b>

#### 4 Investment income

	2014 £	2013 £
Rental income	5,790	5,881
Interest receivable	234	1,088
	<b>6,024</b>	<b>6,969</b>

#### 5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2014 £	Total 2013 £
<b>Charitable activities</b>					
<u>Costs of generating voluntary income</u>					
Activities undertaken directly	116,721	5,487	39,958	162,166	163,316
<b>Governance costs</b>	-	-	414	414	380
	<b>116,721</b>	<b>5,487</b>	<b>40,372</b>	<b>162,580</b>	<b>163,696</b>

# HOME-START CHARNWOOD

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2014

#### 6 Activities undertaken directly

	2014 £	2013 £
Other costs relating to Costs of generating voluntary income comprise:		
Repairs and maintenance	2,000	1,000
House-Keeping	306	155
Miscellaneous	59	58
Staff training	944	502
Water rates and charges	290	174
Consultancy	-	3,343
Insurance	1,702	1,742
Light and heat	3,791	3,532
Repairs and maintenance	2,045	2,211
Printing posting and stationery	2,772	3,190
Telephone	1,838	1,771
Volunteer expenses	6,102	7,990
Organisers' expenses	10,058	7,342
Volunteer training	45	118
Recruitment and publicity	-	539
Subscriptions	3,104	3,057
LCC Vehicle access rent	650	650
Health and safety	137	140
Sundry charity account	902	728
Computer expense	376	-
Volunteer recruitment	850	-
CRB checks	580	-
Equipment and computer maintenance	1,407	-
	<b>39,958</b>	<b>38,242</b>

#### 7 Governance costs

	2014 £	2013 £
Other governance costs comprise:		
Accountancy fees	414	380
	<b>414</b>	<b>380</b>

#### 8 Trustees

Governance costs include no reimbursement to the trustees. None of the trustees received any remuneration from the trust in either year.

# HOME-START CHARNWOOD

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2014

### 9 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2014 Number	2013 Number
Office and management	7	8
<b>Employment costs</b>	<b>2014 £</b>	<b>2013 £</b>
Wages and salaries	116,721	119,587

There were no employees whose annual remuneration was £60,000 or more.

### 10 Tangible fixed assets

	Land and buildings £	Fixtures, fittings & equipment £	Total £
<b>Cost</b>			
At 1 April 2013 and at 31 March 2014	274,334	9,473	283,807
<b>Depreciation</b>			
Transfers	5,487	-	5,487
At 1 April 2013 and at 31 March 2014	71,334	9,473	80,807
<b>Net book value</b>			
At 31 March 2014	203,000	-	203,000
At 31 March 2013	208,487	-	208,487

### 11 Debtors

	2014 £	2013 £
Trade debtors	480	1,230
Other debtors	1,000	-
Prepayments and accrued income	-	385
	<b>1,480</b>	<b>1,615</b>

# HOME-START CHARNWOOD

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2014

<b>12 Creditors: amounts falling due within one year</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Trade creditors	(44)	-
Other creditors	990	1,655
Accruals	360	360
Deferred income	500	4,508
	<u>1,806</u>	<u>6,523</u>

### 13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	<b>Balance at 1 April 2013</b>	<b>Movement in funds</b>		<b>Balance at 31 March 2014</b>
	<b>£</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>£</b>
		<b>£</b>	<b>£</b>	
Fixed Assets	208,486	-	(5,486)	203,000
Leicester, Leicestershire and Rutland E/W CCG	-	43,437	(43,437)	-
CYPF LPG Mums in mind	-	15,903	(15,903)	-
CYPF LPG Home Visit Family Support	-	59,848	(59,848)	-
Big Lottery Fund	-	18,033	(18,033)	-
Big Hope Big Futures	-	5,208	(5,208)	-
Big Society Fund	-	9,950	(9,950)	-
Loughborough Community Grant	-	1,000	(1,000)	-
	<u>208,486</u>	<u>153,379</u>	<u>(158,865)</u>	<u>203,000</u>

### 14 Analysis of net assets between funds

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fund balances at 31 March 2014 are represented by:			
Tangible fixed assets	-	203,000	203,000
Current assets	138,547	-	138,547
Creditors: amounts falling due within one year	(1,806)	-	(1,806)
	<u>136,741</u>	<u>203,000</u>	<u>339,741</u>

# HOME-START CHARNWOOD

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2014

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#### 15 Contingent liabilities

Home-Start Charnwood has been notified by the Pensions Trust of the estimated employer debt on withdrawal from the pension plan based on the financial position of the plan as at 30 September 2013. As of this date the estimated employer debt for Home- Start Charnwood was £57,611.

No provision has been made in the accounts for the year ended 31st March 2014 as the trustee directors do not consider that the liability will crystallise in the future.