

Company Number 4297771
Charity Number 1090435

HOME-START BRADFORD

DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2008

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HOME-START BRADFORD

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HOME-START BRADFORD

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2008

The directors and trustees present their report and the financial statements for the year ended 31 March 2008.

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS

Home-Start Bradford is a registered charity and company limited by guarantee.

The registered office and operating address is: -

The Thornbury Centre
Leeds Old Road
Bradford
BD3 8JX

The directors of the company, who are the charity trustees and who served during the year and up to the date of this report, were: -

S Hinton (chair)
P Bains
J Satterthwaite (resigned 1 September 2008)
L Collin (resigned 6 September 2008)
A Challenger (appointed 14 March 2007)
S Smales (appointed 9 May 2007)
M Rix (appointed 10 October 2007)
C Holmes (appointed 11 July 2007 / resigned 10 October 2007)

Company Secretary: A Briggs (resigned 14 April 2008)
 D Hanwell (appointed 14 April 2008)

Reporting accountants: Ian Pickup & Co
 Chartered Accountants and Registered Auditors
 123 New Road Side
 Horsforth
 Leeds
 LS18 4QD

Bankers: Lloyds TSB Bank plc
 45 Hustlergate
 Bradford
 BD1 1NT

HOME-STARTBRADFORD

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2008

STRUCTURE, GOVERNANCE AND MANAGEMENT

The company was incorporated on 2 October 2001 under the Companies Act 1985 as a company limited by guarantee and is therefore governed by a memorandum and articles of association. The name was changed from Home-Start Bradford North to Home-Start Bradford on 22 July 2004. The company is a registered charity, registered on 5 February 2002.

The trustees, who are also the directors for the purpose of company law, who served during the year, are set out on page 3. 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.

The charity is organised so that the trustees meet regularly to manage its affairs. Recruitment of Trustees is by word of mouth and networking at community events. New Trustees are required to attend an induction facilitated by Home-Start UK.

The directors and trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The Scheme currently employs 6 staff consisting of an Interim Scheme Manager, Administrative Manager, Administrative Assistant and 3 Family & Volunteer Coordinators.

Related parties - in furtherance of its objects the charity conforms to the standards and methods of practice of Home-Start UK (charity number 326148).

OBJECTIVES AND ACTIVITIES

The charity's objects are:

- to safeguard, protect and preserve the good health, both mental and physical, of children and parents of children;
- to prevent cruelty to or maltreatment of children;
- to relieve sickness, poverty and need amongst children and parents of children; and
- to promote the education of the public in better standards of childcare within the area of Bradford North and its neighbourhood.

Home-Start Bradford currently provides a service to the Bradford District, but excluding Shipley which is serviced by another Home-Start franchisee.

Home-Start Bradford is a preventative service offering confidential, non-threatening support, friendship and practical help to families who have at least one child under the age of 5 years. The scheme recruits, trains and supports volunteers, all of whom are parents themselves. The volunteers regularly make home visits to families who are experiencing difficult times and promote self-esteem, confidence and encourage self-help.

Volunteers, who are usually parents themselves, visit families regularly in their own home so that the dignity and identity of each individual is protected. The parent(s) and their child(ren) are supported in ways that the family have identified as being most useful. The support given to parents has a positive impact on the children.

The volunteers offer: a listening ear, playing with children while parents can take some valuable time out, encouraging the families to attend hospital and GP appointments and make appointments more accessible through accompanying families and minding the children whilst

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DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2008

OBJECTIVES AND ACTIVITIES (CONTINUED)

the parents speak to the practitioner, promoting good diets, dental hygiene, establishing routines and follow up of immunisation programmes, Volunteers also encourage families to engage with other professionals such as social workers, health visitors and mental health workers – the volunteer's role compliments the work of other professionals.

Families are encouraged to develop other support networks in the community so that they have continued support when the volunteer withdraws - this can include children centres, baby clinics and parent/toddler groups. The volunteer visits the family for as long as the family feels is appropriate which could be for a few months or over a year. As the volunteer does not represent 'authority' and has no official status they are unlikely to pose a threat to the family allowing us to work closely with families that are termed "hard to reach".

The charity is grateful to volunteers for the skills and support they so willingly bring to the charity.

ACHIEVEMENTS AND PERFORMANCE 2007/08

Home-Start Bradford continues to provide a quality home visiting service to the young families of Bradford. Staff, volunteers and trustees remain committed to ensuring all young families in Bradford will have the opportunity to access Home-Start.

During the period 1st April 2007 to 31st March 2008 148 referrals were received (125 in 2006/07). 148 families received support from Home-Start Bradford (116 in 2006/07) with 374 children also benefiting from the service (311 in 2006/07). Regular family reviews were carried out by the Family & Volunteer Coordinators to assess if their needs were being met and a volunteer still required.

Seven Preparation Courses have been held with a total of 51 volunteers completing the courses. At 1st April 2008 a further 2 courses were being held with a total of 36 potential volunteers attending. Volunteers who visited a family received regular supervision from the Family & Volunteer Coordinators. Sixteen Volunteer Ongoing Training & Support meetings were held which enabled the volunteers to receive additional training and the opportunity to meet and support one another.

In addition:-

- Eleven trustee meetings took place.
- Four newsletters were sent to the volunteers during the year giving useful information and news relevant to the scheme.
- A 3rd year social work student from Bradford College commenced a 100 day placement in November.
- One social event was held in February to thank the volunteers for their commitment and hard work.
- A party for the families being supported and their volunteers was held in December with 51 adults and 43 children attending.
- The scheme's Toy Library continued to be accessed by volunteers visiting families.
- Following a quality management assessment review undertaken by Home-Start UK we were considered to be 'clearly delivering excellent support to families'.

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DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2008

PLANS FOR FUTURE PERIODS

For the coming year (2008/09) the Scheme will focus on fundraising for maintaining the current level of core services. Funding will also be sought for a Family Education Support project, and a Newcomers project. Looking ahead further, a strategic plan will be formulated and implemented to ensure a sustainable and optimum level of service is delivered to Bradford families.

The target for the number of families to receive support in 2008/09 is 132. This is less than the actual number of families supported in 2007/08 of 148. This is due to a reduction in the total level of funding and a reduction in the number of Family & Volunteer Coordinators from 4 to 3. This reduction has been mitigated by changes to ways of working and the fantastic dedication of our employees. Therefore we are confident that the target we have set for ourselves for 2008/09 will be achieved. A minimum of 7 Preparation Courses will be held in order to increase volunteer numbers and level of family support.

In addition:-

- We will continue to review and improve our systems and quality management processes.
- Following the departure of Scheme Manager in 2007/08, a new Scheme Manager will be appointed in 2008/09 and in the interim one of our Family & Volunteer Coordinators will be managing the scheme.
- We will continue to act as a champion for families in Bradford and influence key networks to secure positive outcomes wherever possible.

FINANCIAL REVIEW

The Statement of Financial Activities shows net income for the year of £406 and the reserves stand in total at £67,514 at 31 March 2008. The trustees consider that at 31 March 2008 the financial affairs of the company were satisfactory.

The directors and trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be at least 4 months of resources expended, which equates to around £67190 in general funds. At this level the directors and trustees feel they would be able to continue the current activities of the charity in the event of a significant drop in funding or unexpected increase in costs. The free reserves at 31 March 2008 are £46,342, which is below the desired level. Funding requirements will be monitored and efforts made to increase the reserves to the desired level. The trustees will review the policy annually.

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DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2008

STATEMENT OF RESPONSIBILITIES OF THE TRUSTEES

Company law requires the trustees to prepare financial statements for each financial year 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 the surplus or deficit of the company for that period.

In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue on that basis.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities issued March 2005 and was approved by the directors and trustees on 3 November 2008 and signed on its behalf by:



M Rix
Director and Trustee

HOME-START BRADFORD

ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF HOME-START BRADFORD

We report on the accounts for the year ended 31 March 2008 set out on pages 9 to 17.

Respective responsibilities of directors and reporting accountants

As described on page 7 the company's directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

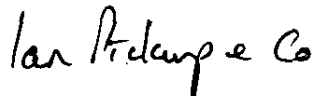
In our opinion

(a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;

(b) having regard only to, and on the basis of, the information contained in those accounting records:

(i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and

(ii) the company satisfied the conditions for exemption from an audit of the accounts for the period specified in section 249A(4) of the Act, as modified by section 249A(5) and did not, at any time within that period, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).



Ian Pickup & Co
Reporting Accountants
123 New Road Side
Horsforth
Leeds
LS18 4QD

3 November 2008

HOME-START BRADFORD

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2008

(incorporating Income and Expenditure Account)

	Note	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS 2008	TOTAL FUNDS 2007
		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income:					
Donations	2	1229	-	1229	1172
Activities for generating funds:					
Fundraising events		191	-	191	422
Investment income		1799	-	1799	994
Incoming resources from charitable activities:					
Grants and contracts	3	36813	161362	198175	199903
Other incoming resources		590	-	590	250
Total incoming resources		40622	161362	201984	202741
RESOURCES EXPENDED					
Charitable activities:					
Family support	4	23457	174067	197524	177480
Governance costs	4	4054	-	4054	3743
Total resources expended	4	27511	174067	201578	181223
Net income/(expenditure) for the year		13111	(12705)	406	21518
Transfer between funds	12	9453	(9453)	-	-
Net incoming resources/ (resources expended) for the year and net movements in funds		22564	(22158)	406	21518
Fund balances at 1 April 2007		23778	43330	67108	45590
Fund balances at 31 March 2008		46342	21172	67514	67108

The notes on pages 10 to 16 form part of these accounts.

There were no recognised gains and losses for 2008 and 2007 other than those included in the income and expenditure account.

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BALANCE SHEET AS AT 31 MARCH 2008

		2008	2007
	Note	£	£
FIXED ASSETS			
Tangible assets	8	-	-
CURRENT ASSETS			
Debtors	9	4292	5807
Cash at bank and in hand		<u>65487</u>	<u>62771</u>
		69779	68578
CREDITORS:			
Amounts falling due within one year	10	<u>(2265)</u>	<u>(1470)</u>
NET CURRENT ASSETS		<u>67514</u>	<u>67108</u>
NET ASSETS		<u>67514</u>	<u>67108</u>
 UNRESTRICTED FUNDS	 12	 46342	 23778
RESTRICTED FUNDS	12	21172	43330
TOTAL FUNDS		<u>67514</u>	<u>67108</u>

The directors:

1. Confirm that for the year ended 31 March 2008 the company was entitled to the exemption under section 249A(2) of the Companies Act 1985.

2. Confirm that no notice requiring an audit has been deposited under subsection (2) of section 249B in relation to the accounts for the financial year; and

3. Acknowledge their responsibility for:

(a) Ensuring that the company keeps accounting records that comply with section 221; and

(b) 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 profit or loss for the financial year in accordance with the requirements of Section 226 of the Companies Act 1985 relating to accounts, so far as applicable to the company.

The financial statements were approved by the board of directors on 3 November 2008 and signed on its behalf by:



M Rix

Director and Trustee

The notes on pages 10 to 16 form an integral part of these accounts.

HOME-START BRADFORD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2008

1. ACCOUNTING POLICIES

a) Basis of preparation of accounts

The financial statements are prepared under the historical cost convention and include the results of the charity's operations which are described in the Directors' and Trustees' Report and all of which are continuing. The accounts have been prepared in accordance with the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in March 2005 and applicable accounting standards.

b) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

- Voluntary income is received by way of donations and gifts and is included 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 is not included.
- Investment income is included when receivable.
- Where income is received specifically for expenditure in a future accounting period that amount is deferred.

c) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Items costing more than £1,000 are capitalised. Depreciation is provided to write down the cost of fixed assets, less their estimated residual value over their expected useful economic lives on the following bases:

Fixtures and fittings – 5 years straight line basis

Office equipment – 3 years straight line basis

d) Operating Leases

Rentals applicable in respect of operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the income and expenditure account as incurred.

e) Resources expended

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

- Charitable expenditure comprises those costs incurred by the charity in the deliverance of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

f) Unrestricted funds

Unrestricted funds are funds to be used for the objects of the charity without further specified purpose.

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2008

g) Designated funds

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

h) Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

i) Pension Costs

The charity has made arrangements for a defined contribution scheme for the members of staff. The assets of the scheme are held separately from those of the charity. Pension costs charged in the Statement of Financial Activities represent contributions payable by the charity in the year.

2. DONATIONS

	Unrestricted funds	Restricted funds	2008 Total	2007 Total
	£	£	£	£
Donations	1229	-	1229	1172
Total	1229	-	1229	1172

The following organisations donated toys at Christmas to be distributed to families supported by the charity: Boots (Leeds Branch), Cattles, Yorkshire Water; Salvation Army; St Lawrence Church of England (Pudsey).

No financial amount is included in the accounts for these donations, as they are not considered to be material.

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	2008 Total	2007 Total
	£	£	£	£
Grants:				
Healthy Communities Funding Team	36813	-	36813	36091
Sure Start Bradford North East	-	26574	26574	25800
Bradford North (Family Health Project)	-	38898	38898	-
NRF (Education Project)	-	11485	11485	-
Bradford City PCT	-	-	-	14635
The Big Lottery	-	54405	54405	46840
The Big Lottery - equipment	-	-	-	2430
The Henry Smith Charity	-	30000	30000	30000
Children's Centre	-	-	-	28638
YMCA	-	-	-	2500
Total grants	36813	161362	198175	186934
Manningham Sure Start	-	-	-	12969
Total contract income	-	-	-	12969
Total	36813	161362	198175	199903

HOME-START BRADFORD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2008

4. TOTAL RESOURCES EXPENDED

	Family support	Governance costs	2008 Total	2007 Total
	£	£	£	£
Salaries and NI	126253	2168	128421	123538
Payroll costs	929	-	929	978
Staff pensions	5496	117	5613	3808
Staff travel	3328	-	3328	3311
Rent	19088	-	19088	10151
Equipment & maintenance	585	-	585	8359
Staff training	233	-	233	1879
Volunteer expenses	8392	-	8392	5808
Ongoing volunteer training	553	-	553	550
Start up costs	3516	-	3516	-
Telephone and postage	3677	-	3677	3256
Printing and stationery	5215	-	5215	3952
Volunteer advertising	7524	-	7524	3805
Initial volunteer training	6089	-	6089	4870
Insurance	737	-	737	805
Christmas Party	1317	-	1317	856
Reporting accountants' fee	-	461	461	446
Accountancy fee	-	691	691	670
Bank charges	466	-	466	297
Annual fees and subscriptions	3699	-	3699	2773
Hospitality	170	-	170	59
Trustee training	-	50	50	175
Trustee meetings	-	567	567	268
Depreciation:				
Office equipment	-	-	-	192
Fundraising expenses	-	-	-	255
Other expenses	257	-	257	162
Total	197524	4054	201578	181223

HOME-START BRADFORD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2008

5. NET INCOME/(EXPENDITURE) FOR THE YEAR

This is stated after charging:

	2008	2007
	£	£
Reporting accountant's fees	461	446
Accountancy fees	691	670
Depreciation of tangible fixed assets	-	192

6. EMPLOYEE INFORMATION

The average number of employees in the year, calculated on a full-time equivalent (FTE) basis analysed by function was:

	2008 FTE	2007 FTE
Charitable activities	5.5	5.5
	<u>5.5</u>	<u>5.5</u>

Staff costs during the year were as follows:

	2008 £	2007 £
Wages and salaries	117946	113523
Social security costs	10475	10015
Pension costs	5613	3808
	<u>134034</u>	<u>127346</u>

No employee earned £60,000 or more during the year (2007 – None).

7. TRUSTEES INFORMATION

None of the trustees received remuneration for their services during the year.

Reimbursements of travelling expenses amounting to £75 (2007 – £NIL) were made to two trustees during the year.

HOME-START BRADFORD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2008

8. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Office equipment £	Total £
Cost or valuation:			
At 1 April 2007 and 31 March 2008	1477	4317	5794
Depreciation:			
At 1 April 2007	1477	4317	5794
Charge for the year	-	-	-
At 31 March 2008	1477	4317	5794
At 31 March 2008	-	-	-
At 31 March 2007	-	-	-

9. DEBTORS

	2008 £	2007 £
Prepayments and accrued income	4292	4076
Refund due on rent VAT	-	1731
	4292	5807

10. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	2008 £	2007 £
Creditors and accruals	2265	1470
	2265	1470

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Net current assets £	Total £
Restricted funds	21172	21172
Unrestricted funds	46342	46342
	67514	67514

HOME-START BRADFORD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2008

12. MOVEMENT IN FUNDS

	Balance 1 April 2007 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance 31 March 2008 £
Restricted funds:					
Awards for All	63	-	63		-
The Henry Smith Charity	24092	30000	32206	(4842)	17044
The Big Lottery	1319	54405	51805		3919
NRF (Education Project)	-	11485	11485		-
Bradford City PCT	14241	-	9630	(4611)	-
Children's Fund	(176)	26574	26189		209
Children's Centre	3791	-	3791		-
Family Health Project	-	38898	38898		-
Total restricted funds	43330	161362	174067	(9453)	21172
Total unrestricted funds	23778	40622	27511	9453	46342
Total funds	67108	201984	201578	-	67514

Purpose of restricted funds:

Henry Smith

The grant is given towards the project costs of a full-time Family & Volunteer Coordinator to provide a Homestart service in the City PCT area. The grant will be fully expended by September 2008.

The Big Lottery

This funds full costs of a geographical expansion into South & West PCT area including the salaries and on costs of a full-time Family & Volunteer Coordinator and part-time Admin Assistant.

NRF (Education Project)

This is to pilot an Educational Support Project to support parents with engaging their children to ensure the children have the basic skills needed to accomplish educational achievement during their early school years.

Bradford City PCT

This grant was for volunteers to provide advocacy and support to families in the City PCT area.

Children's Fund – Surestart Bradford

The Children's Society grant is for the costs of running the Home-Start service in Bradford North East.

Family Health Project

To promote and encourage parents and children to choose healthier options.

Children's Centre gave funding to provide family support in Bradford.

Awards for All grant was given towards recruiting and training volunteers and their ongoing expenses.

HOME-START BRADFORD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2008

12. MOVEMENT IN FUNDS (CONT)

Transfers:

Transfers from the Henry Smith Charity and Bradford City PCT to unrestricted funds reflect costs incurred by the City PCT Area Project but previously charged to unrestricted funds.

13. PENSION COSTS

There is a stakeholder pension scheme with Standard Life. The contribution rate of 6% of gross salary is charged to the accounts in the period to which it relates. No contributions were unpaid at 31 March 2008 (2007 - £NIL).

14. LIABILITY OF MEMBERS

Every member of the charity undertakes to contribute such amount as may be required (not exceeding £1) to the charity's assets if it should be wound up while s/he is a member or within one year after s/he ceases to be a member, for payment of the charity's debts and liabilities contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.