

Home-Start Stroud & Dursley  
(A company limited by guarantee)

**Report and Financial Statements  
For the Year  
1 April 2010- 31 March 2011**

Charity Number 1107019  
Company Number 5282509

Home-Start Stroud & Dursley  
(A company limited by guarantee)

Financial Statements  
For the Year ended 31 March 2011

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## Home-Start Stroud & Dursley

### Reference and Administrative Information

Charity Name	Home-Start Stroud & Dursley
Charity Registration Number:	1107019
Company Registration Number	5282509

Registered office and operational address:  
Willow House, Slad Road, Stroud, Gloucestershire, GL5 1 QJ

### Trustees of the Management Committee:

The Rev. Canon B Coker	(Chairman until 19/10/10)
Mrs E Ewart-James	(Vice Chairman then Chairman from 19/10/10)
Mrs H Cunild	(Treasurer)
Dr. Gervase Hamilton	
Mrs S Marsh	
Mr M Swait	
Mrs A Neal	(Resigned July 2010)
Miss J Wallace	(Appointed 19/10/10)

### External Advisors:

Cllr. P Carrick	Stroud District Council Representative
Mrs M Kenneally-Stone	Children's Centre Manager
Mrs Carol Wilkins	Children's Centre Manager
Ms Elaine Wise	Health Visitor representative
Cllr J Cordwell	Stroud District Council Representative

**Resigned**  
19/10/10

### President:

Mrs J Coney-Jones

### Company Secretary:

Mrs Heather Cunild, The Nodes, Shortwood, Nailsworth, Glos. GL6 OSN

### Reporting Accountant:

Ms S M Goodwin MA,FCA, AT11, Amber Hill, Lower Littleworth, Amberley, Stroud, Glos. GL5 SAN.

### Bankers:

Nat West Bank, George Street, Stroud. Glos, GL5 3DT

CCLA Investment Management Ltd , COIF Charity Funds, 80 Cheapside, London, EC2V 6DZ.

## **Report of the Trustees for the year ended 31 March 2011**

The trustees present its report and financial statements for the year ended 31 March 2011.

### **Structure, Governance and Management**

#### Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 10 November 2004 and first registered as a charity on 29 June 1998. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount of £1. The total number of such guarantees at 31 March 2011 was 9.

#### Organisational Structure

The trustees meet quarterly and are responsible for the strategic management, governance and direction of the scheme. In addition, trustees meet bi-monthly with staff and advisors to the scheme. These meetings report decisions made by the trustees and receive subcommittee and staffing reports. The advisors are co-optees and do not have any voting rights. The Company Secretary is also trustee/treasurer. The trustees are also supported regionally and nationally by Home-Start UK.

A scheme of delegation is in place and the day-to-day responsibility for the provision of the services rests with the senior co-ordinator and the staff team.

#### Recruitment and Appointment of Trustees

The scheme currently has 7 trustees but under the requirements of the Memorandum and Articles of Association it may have as many as 12. Trustees are elected to serve for a period of 3 years after which they must be re-elected at the next Annual General Meeting. One third of (or the number nearest to one third) of the trustees must retire at each AGM.

Trustees and advisors give their time voluntarily and receive no benefits from the charity. Trustees and advisors are able to claim for out of pocket expenses or agreed expenditure and any expense reclaimed from the charity is set out in a note to the accounts.

The trustees aim to reflect the needs of parents, families and young children living in the district. In an effort to maintain a broad skill mix, trustees provide a list of skills and in the event of particular skills being lost or missing, individuals may be co-opted to be appointed as trustees or advisors. Training and support is offered to all trustees and advisors.

### **Objectives and Activities**

Our charity's purposes are set out in the objects contained in the company's memorandum of association which are to .

promote the welfare of families with at least one child under five years of age living throughout the Stroud District area by recruiting and training volunteers to offer regular support, friendship and practical help to families under stress in their own homes helping to prevent family crisis and breakdown

Home-Start aims to increase the confidence and independence of the family by:

- Offering support, friendship and practical assistance
- Visiting families in their own homes, where the dignity and identity of each adult and child can be respected and protected
- Reassuring parents that difficulties in bringing up children are not unusual and encouraging them to enjoy family life
- Developing a relationship with the family in which time can be shared and understanding can be developed: the approach is flexible to take account of different needs
- Encouraging parents' strengths and emotional well-being for the ultimate benefit of their children
- Encouraging families to widen their network of relationships and to use effectively the support and services available within the community

#### Ensuring a Quality Service

- Relationship with Home-Start UK i.e Standards and Methods of Practice; QA system backed by regular Agreement Reviews; support, training and information from regional teams
- Updated Safeguarding Children materials and training.
- An Accredited Course of Preparation for all volunteers.
- Comprehensive monitoring and evaluation tool, based on outcomes that families identify they would like, regularly reviewed.
- Comprehensive Policy and guidance, Confidentiality, Child Protection policy and procedures, access to training via Home-Start UK.
- A complaints procedure.
- Feedback and evaluation from families and referrers.

Strategic and operational plans set out the direction of the service and budgetary requirements for the period of the plan Trustees monitor the schemes performance through these measures and also identify how future activities will contribute to the aims and objectives they have set.

### **Achievements and Performance**

The main areas of charitable activity are recruiting and training volunteers, supporting families in their own homes. A Family Group continued to operate in the Dursley area up until September 2010.

Home-Start Stroud & Dursley received 76 new referrals for support during the year, the majority of which came from health visitors and increasingly from self referrals A total number of 77 families received support of which 21 were lone parents. 57 of the families we supported received home visits, 3 received home visiting plus group support, 7 received group support only, while 10 families received occasional support from the scheme's Coordinators. Disability was a factor in 9 families supported. The scheme supported a total of 178 children during the year.

Home-Start provides support for as long as the family need help. The support is reviewed quarterly. There were 33 families whose support ended during the year and length of support ranged from 6 months to 2 years.

The scheme had 62 volunteers available to support families during the year. The scheme recruited and trained 18 new volunteers during the year. Scheme capacity is based on the total number of co-ordinators' hours The benchmark for one full time post of 37 hours per week is to support 37 families per year. At the end of this financial year the scheme had 2 part-time staff working with families, totalling 60 hours per week.

## **Financial Review**

### Principal Funding Sources

Anxiety about possible withdrawal of statutory funding proved unfounded as Gloucestershire County Council, Stroud District Council and Stroud Town council honoured their existing agreements for which we were very grateful. Although our grant from Treetops Children's centre was slightly reduced this was by mutual agreement and in line with the workload we were able to fulfil. Six months funding was received for the Family group which enabled it to continue until the start of the new school year when it was decided to close it. It was very gratifying to receive sizeable grants from both Nailsworth and Stonehouse Town Councils.

The Peter Lang Trust, The Jack Lane Trust and the Gyde Trust continue to be loyal and generous supporters of the scheme. We made a successful application to the St James' Foundation who made us a healthy grant for family support. The Coutts Charitable Trust also kindly donated to us during this financial year

It is wonderful when local voluntary groups choose us as their favoured charity as did both The Stroud and The Cotswold and Tynedale Rotary Clubs. We also had a couple of small fund raising events which raised additional funds.

This year there has been a sizeable amount received in donations. Many of our volunteers kindly donate back their expenses. A large amount was also donated to the scheme following the sad death of our Senior Co-ordinator. We are very grateful to her husband who specified Home-Start as the charity for the collection at her funeral.

### Reserves Policy

At present we hold £20,000 in reserve to meet costs of redundancy, pension liability and office rental should the scheme need to be closed down and to cover for any temporary shortfall in funding. However in view of increasing costs we plan to raise this to £25,000 over the coming year

### Risk Management

Where appropriate, systems or procedures have been established to mitigate the risks faced by the charity.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, and visitors to our premises. All volunteers are made aware of issues in relation to health and safety and conform to Home-Start policies and practice. A trustee is responsible for staff awareness of health and safety issues in the office and whilst visiting families

Volunteers, staff and trustees receive up to date training on Safeguarding Children, which is in line with Home-Start UK policy and the Gloucestershire Children's Safeguarding Board.

Home-Start recognises it has a responsibility, along with others, to promote the safety and welfare of children through its support for families, and as part of that responsibility, to ensure that children are protected from harm Where there are concerns about the safety or welfare of a child, Home-Start's Safeguarding and Promoting the Welfare of Children policy and procedures will be followed, and information will be shared with the relevant agencies in order to protect the child(ren). Home-Start recognises that ill-treatment to children can occur in all cultures, religions and all social classes, All children have the right to be protected Children who have been abused deserve care, respect and sensitivity.

Home-Start is committed to working in partnership with children, young people, parents and carers in all circumstances, including where there are concerns or suspicions that a child is suffering, or is likely to suffer significant harm. Home-Start has a Quality Assurance system that ensures a consistent quality of delivery of services.

Trustees take responsibility for the scheme's finances and resources in line with the scheme's aims, objectives and values and ensure that proper financial controls are in place. Significant external risks to funding have led to the development of a strategic plan and the adoption of a reserves policy. Internal controls are minimised by the implementation of procedures for authorisation of all transactions and projects.

### Related Parties

In so far as it is complementary to the charity's objects, the charity is guided by both local and national policy, Home-Start Stroud & Dursley provides its service adhering to the "Every Child Matters" agenda and where possible works in partnership with other voluntary and statutory groups locally and countywide. We also work with Home-Start Cotswolds.

Membership of Home-Start is open to group representatives and interested individuals on payment of a £5 lifetime subscription fee. Members receive Home-Start information, are invited to general meetings and have voting rights at its AGM.

### **Responsibilities of the Trustees**

The trustees are responsible for preparing the annual report and the accounts in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with UK Generally Accepted Accounting Practice (UK Accounting Standards and applicable law) Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable him to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities,

Approved by the trustees on 19/7/2011 and signed on its behalf by:



*Mrs Elizabeth Ewart James, Chairman*

## **Independent examiner's report to the trustees of Home-Start Stroud & Dursley**

I report on the accounts of Home-Start Stroud & Dursley for the year to 31 March 2011, which are set out on pages 9 to 12

### **Respective responsibilities of the trustees and examiner**

The trustees (who are also the directors of the company 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 43(2) Charities Act 1993 (the 1993 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:

- examine the accounts under section 43 of the 1993 Act
- to follow procedures laid down in the general Directions given by the Charity Commission under section 43(7) of the 1993 Act; and
- 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**

In connection with my examination, no matter has come to my attention:

which gives me reasonable cause to believe that in any material respect the requirement

- a. to keep accounting records in accordance with section 386 of the Companies Act 2006. and
- b. to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Sarah M Goodwin  
Chartered Accountant  
Amber Hill, Amberley. GL5 5AN

24 July 2011.

Home-Start Stroud & Dursley (a company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (including income and expenditure account)  
YEAR TO 31 MARCH 2011

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds £	2010 £
<b>Incoming Resources</b>					
Grants		73,877	4,200	78,077	80,628
Donations and subscriptions		6,749	-	6,749	2,663
Tax reclaim - gift aid		-	-	-	147
Fundraising		1,699	-	1,699	-
Bank and deposit Interest		152	-	152	198
<b>Total Incoming Resources</b>		<u>82,477</u>	<u>4,200</u>	<u>86,677</u>	<u>83,636</u>
<b>Total Resources Expended</b>	2	<u>80,988</u>	<u>4,200</u>	<u>85,188</u>	<u>87,187</u>
Net income/(expenditure) for the period		1,489	-	1,489	(3,551)
Balances brought forward		22,803	-	22,803	26,354
Transfer between funds		-	-	-	-
<b>Balances carried forward at 31 March 2011</b>		<u>24,292</u>	<u>-</u>	<u>24,292</u>	<u>22,803</u>

The notes on pages 11 and 12 form part of these accounts,

**Home-Start Stroud & Dursley (a company limited by guarantee)**

**BALANCE SHEET AT 31 MARCH 2011**

	Note	£	£	2010 £	£
<b>Fixed Assets</b>					
Tangible fixed assets - office equipment/furnishings					
Cost brought forward		9,070		8,781	
: additions		<u>276</u>		<u>289</u>	
			9,346		9,070
Depreciation brought forward		7,686		7,070	
: charge for period		<u>603</u>		<u>616</u>	
			8,289		7,686
			<u>1,057</u>		<u>1,384</u>
<b>Current Assets</b>					
Debtors and prepayments	3	950		6,501	
Cash at bank and in hand		<u>26,016</u>		<u>19,894</u>	
		<u>26,966</u>		<u>26,395</u>	
<b>Liabilities</b>					
Amounts falling due within one year	4	2,083		1,381	
Bank overdraft		<u>1,648</u>		<u>3,595</u>	
		<u>3,731</u>		<u>4,976</u>	
<b>Net Current Assets</b>			23,235		21,419
<b>Net Assets</b>			<u>24,292</u>		<u>22,803</u>
<b>Funds</b>					
Restricted	8,9		-		-
Unrestricted	9		<u>24,292</u>		<u>22,803</u>
			<u>24,292</u>		<u>22,803</u>

For the year ended 31 March 2011 the company was entitled to exemption from audit under section 477 Companies Act 2006 relating to small companies.

Directors' (trustees') responsibilities

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts were approved by a meeting of the directors of the company on 19 July 2011 and signed on its behalf by



Elizabeth Ewart- James

The notes on pages 11 and 12 form part of these accounts

**Home-Start Stroud & Dursley (a company limited by guarantee)**

**NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 MARCH 2011**

**1. Accounting Policies**

- a) These financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), Charities Act 1993 and the Statement of Recommended Practice on Accounting by Charities 2005.
- b) The accruals basis of accounting is used for income and expenditure.
- c) Income is recognised in the period in which the company is entitled to receipt; income is deferred only when the donor has specified that the Income is to be expended in a future period. Such deferred income is recognised as a liability in the accounts.
- d) Depreciation is calculated to write off the cost, less estimated residual values, of tangible fixed assets over their estimated useful lives to the scheme. The office equipment/furnishings etc are depreciated at 25% pa on the reducing balance method. Computers are depreciated fully over 3 years.

**2. Resources expended**

	Unrestricted	Restricted	Total 2011	Total 2010
	£	£	£	£
Staffing and related costs	57,098	2,359	59,457	61,950
Staff travel and other expenses	3,045	516	3,561	3,575
Volunteers recruitment, training, expense	5,123		5,123	6,183
Rent, rates and maintenance charges	5,574	1,325	6,899	7,477
Insurance	729		729	680
Office running costs	2,098		2,098	2,085
Training and consultancy expenses	2,014		2,014	2,940
Accountancy	450		450	400
Reporting accountant fee	250		250	250
Marketing and fundraising support	3,888		3,888	-
Fundraising expenses	54		54	135
10th anniversary party	-		-	494
Miscellaneous expenses	62		62	402
Bank charges	-		-	-
Depreciation of office equipment	603		603	616
	<u>80,988</u>	<u>4,200</u>	<u>85,188</u>	<u>87,187</u>

**3. Debtors**

	2011	2010
	£	£
Other debtors	-	5,647
Prepayments	950	854
	<u>950</u>	<u>6,501</u>

**4. Liabilities: Amounts falling due within one year**

	2011	2010
	£	£
Trade creditors and accruals	<u>2,083</u>	<u>1,381</u>
	<u>2,083</u>	<u>1,381</u>

**Home-Start Stroud & Dursley (a company limited by guarantee)**

**5. Employees' Remuneration**

Total remuneration for the year (excluding employer NI contributions) amounted to £48,921 (2010 £54,320); employer's national insurance totalled £4,025 (2010 £4,028) and pension contributions £3,255 (2010 £3,601) There are currently three part time employees.

**6. Officers' Remuneration and Expenses**

None of the trustees nor any person connected with them has received or is due to receive any remuneration for the period directly or indirectly from charity funds

**7. Taxation**

The company is exempt from corporation tax on its charitable activities,

**8. Restricted Funds**

Specific funding for the Drop in group for Treetops Children Centre continued until September 2010

<b>9. Analysis of Net Assets between Funds</b>	Tangible Fixed Assets	Net Current Assets	Total 2010	Total 2009
	£	£	£	£
	-	-	-	-
	1,057	23,235	24,292	22,803
Restricted Funds	<u>1,057</u>	<u>23,235</u>	<u>24,292</u>	<u>22,803</u>
Unrestricted Funds				
<b>10. Movement in Restricted Funds</b>	Balance 1.4.10	Income	Outgoings	Balance 31.3.11
	£	£	£	£
	-	4,200	(4,200)	-
	<u>-</u>	<u>4,200</u>	<u>(4,200)</u>	<u>-</u>
Treetops - Children's Centre				