

Company Number 5485321

Charity Number 1111171

Home-Start West Berkshire

(A company limited by guarantee)

Report and unaudited financial statements for the
year ended 31 March 2012



Home Start West Berkshire (A company limited by guarantee)

Unaudited financial statements for the year ended 31 March 2012

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Year ended 31 March 2012

Reference and administrative information

Charity name	Home-Start West Berkshire
Charity registered number	1111171
Company registered number	5485321
Registered office and operational address	Broadway House 4 - 8 The Broadway Newbury Berkshire RG14 6ED
Trustees	Val Bolan - Chair Fiona Aitken John Panczak Pat Gooch Sue Pepper Kate White (resigned 09/05/12) Alan Pook (resigned 23/11/11) Chris Jones (resigned 08/02/12) David Lamb (resigned 22/11/11)
Senior management	Lynne Doherty
Bankers	Lloyds Bank Plc 5 Bridge Street Newbury Berkshire RG14 5BQ

Home-Start West Berkshire

The trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the unaudited accounts of Home-Start West Berkshire for the year ended 31 March 2012. The trustees confirm that the annual report and financial statements of the Charity comply with current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

Structure, governance and management

Home-Start West Berkshire is governed by the Home-Start UK Agreement and Memorandum and Articles of Association. Trustees are recruited and appointed by the existing board following an interview and reference process and then formally elected at the Annual General Meeting. Trustees are responsible for Strategic Decision Making while day to day Operational procedures are delegated to the Scheme Manager. Home-Start West Berkshire is affiliated to Home-Start UK and adopts their policies and processes while being independently funded. The charity is exposed and ensure appropriate systems are in place to mitigate those risks. This is reflected in the Strategic Plan for the Scheme. Risk Management—The Trustees and Scheme Manager annually review the major risks to which

Governing document

The Charity is governed by its Memorandum and Articles of Association dated 20th June 2005.

Objectives and Activities for Public Benefit

In setting our objectives and planning our activities the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its public benefit guidance supporting families with young children.

Fact and Figures

During this accounting period we had 89 Referrals which resulted in 79 families being supported in the home. These families included 169 children under the age of 5. 54 volunteers were linked with a family, 13 of these are new volunteers during this period. We operate 2 Family Groups that enable us to support families out side of the home, enabling a total of 93 families to receive our support in this period.

Chair's Report

Home-Start West Berkshire continues to offer a unique service training volunteers to provide weekly one to one support at home. Our aims are to provide early support and intervention for families to prevent issues escalating to crisis point that would impact on child's development, to improve the quality of parents' and children's emotional health and well being and to improve the quality of life for the whole family.

All families will have at least one child under five years old. We continue to work closely with the Local Authority, Social Services, Midwives, Health Visitors and other professionals to identify the families who need our help.

Our present funding situation is sound and the Board of Trustees is responsible for strategic planning and decision making to expand our services to meet the local need. I would like to thank the Trustees for their support, encouragement and tireless effort throughout the year. Kate White who retired as Chair in March 2012, Alan Pook, Chris Jones and David Lamb. We welcome Sue Pepper who has joined the Trustees. Thanks go to our advisors who have provided great support for the work of the scheme and set out the wider picture for us.

The successful engagement of volunteers and families is led by our small team of dedicated staff and I would like to thank Lynne Doherty, Manager and Company Secretary, her team of organisers, our administrator, play leader and cook.

Scheme Manager's Report

During this accounting period we have worked hard at ensuring the sustainability of the scheme's work. This has been done through a focus on building robust local relationships with those around us that have the ability to impact on the scheme's future. We continue to work on developing relationships with external stakeholders such as funders, the local voluntary and community sector and our referrers.

The scheme continues to grow in line with the current demand for the service. In the first 3 months of 2012 we had double the number of referrals that than we had in the first 3 months of 2011.

In order to meet this demand we continue to recruit new volunteers to the scheme. 18 new volunteers were trained during this period, with 6 of these accrediting this course as we were able to offer this as an option for the first time within the scheme.

We continue to work within the sectors of West Berkshire working with young families.

I regularly attend a Parents as Practitioners Group and the Voluntary and Community Forum for Children and Young People.

I also represent the VCS forum on the local Domestic Abuse Forum.

The scheme's organisers have regular contact with our local Children's Centres to ensure a joint up approach to the work with some of the families that we both support. To this effect the team all sit on various Children's Centre Advisory Boards.

VAL BOLAN, CHAIRPERSON

Statement of Financial Activities
(Incorporating Income and Expenditure Account)

Year ended 31 March 2012

	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
Incoming resources (Note 3,4)				
Incoming resources from generated funds				
Voluntary income	11,013	50,890	61,903	1,558
Activities for generating funds	323	-	323	777
Investment income	12	-	12	19
Incoming resources from charitable activities	-	99,569	99,569	128,535
Other incoming resources	1,414	-	1,414	-
Total incoming resources	12,762	150,459	163,221	130,889
Resources expended (Note 5)				
Costs of generating voluntary income	-	604	604	-
Fundraising trading costs	-	-	-	-
Investment management costs	-	-	-	-
Charitable activities	1,973	119,057	121,030	74,298
Governance costs	733	-	733	1,027
Total resources expended	2,706	119,661	122,367	75,325
Net income/(outgoing) resources before transfers	10,056	30,798	40,854	55,564
Gross transfers between funds	-	-	-	-
Net movement in funds	10,056	30,798	40,854	55,564
Total funds brought forward	39,431	40,098	79,529	23,965
Total funds carried forward	49,487	70,896	120,383	79,529

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages N1 to N5 form part of these accounts.

Home-Start West Berkshire Ltd
Company No. 5485321

Balance Sheet
at 31 March 2012

	Note	31 March 2012 £	31 March 2011 £
Tangible fixed assets		3,675	4,732
Current assets			
Debtors		722	3,624
Bank and cash		125,097	85,262
Total current assets		<u>125,819</u>	<u>88,886</u>
Current liabilities		<u>9,111</u>	<u>14,089</u>
Net current assets		<u>116,708</u>	<u>74,797</u>
Net assets		<u>120,383</u>	<u>79,529</u>
Represented by			
Restricted funds		70,896	40,098
Unrestricted funds		<u>49,487</u>	<u>39,431</u>
Total funds		<u>120,383</u>	<u>79,529</u>

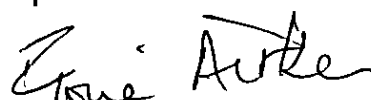
The trustees confirm that the Charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476(1) of the Act. The trustees acknowledge their responsibilities for

- (i) ensuring that the Charity keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of the Act relating to accounts, so far as applicable to the Charity

The accounts were approved by the trustees on 23/11/12 and signed on their behalf, by



Valerie Bolan



Fiona Aitken

The notes on pages N1 to N5 form part of these accounts

Home-Start West Berkshire

Notes to the accounts

Year ended 31 March 2012

1 Basis of accounting

These accounts have been prepared on the basis of historic cost and in accordance with applicable UK accounting standards, the Companies Act 2006 and the Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005

2 Accounting policies

2.1 Fund accounting

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

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

2.2 Incoming Resources

Recognition of incoming resources

Incoming resources are included in the Statement of Financial Activities (SoFA) when

- the charity becomes entitled to the resources,
- the trustees are virtually certain they will receive the resources, and
- the monetary value can be measured with sufficient reliability

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising income) the incoming resources and related expenditure are reported gross in the SoFA

Grant and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources

Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate

Gifts in kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report

Investment income

Investment income is included in the accounts when receivable

Notes to the accounts (continued)

Year ended 31 March 2012

2 3 Expenditure and liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources

Resources expended

Expenditure includes irrecoverable VAT, which is reported as part of the expenditure to which it relates

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of fundraising activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and costs of an indirect nature necessary to support them

Governance costs include those costs associated with meeting the constitutional and statutory

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly. Other costs are apportioned on a basis of time spent

2 5 Cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company under Financial Reporting Standard No. 1

2 4 Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation. Assets with a cost of

Computers and office equipment 20% straight line

3 Net incoming resources

	2012 £	2011 £
Net incoming resources are stated after charging		
Depreciation	<u>1,057</u>	<u>555</u>

Home-Start West Berkshire
Year ended 31 March 2012

Notes to the accounts (continued)

4 Analysis of incoming resources

	2012 £	2011 £
Voluntary income		
West Berkshire Children's Centre	40,390	-
West Berkshire Aiming High	10,000	-
Peter Baker Foundation	4,000	-
Micro Focus	3,500	-
Newbury Town Council	875	-
Gift Aid	1,922	-
Tesco	500	-
Donations	716	1,558
	<u>61,903</u>	<u>1,558</u>
	2012 £	2011 £
Incoming resources from charitable activities		
Big Lotto	71,416	73,200
Big Lotto Capital Fund	7,445	934
Primary Care Trust	9,730	27,005
Children in Need	7,006	5,127
HSUK Army Fund	1,750	3,000
Other	2,222	-
West Berkshire Council Service Contract	-	11,875
West Berkshire Healthy Eating	-	3,394
Greenhām Common Trust	-	2,000
Berkshire Community Trust	-	2,000
	<u>99,569</u>	<u>128,535</u>

5 Analysis of resources expended

	2012 £	2011 £
Charitable activities		
Restricted		
Staff costs	60,145	40,732
Other costs	36,469	18,004
Support costs	22,443	9,951
	<u>119,057</u>	<u>68,687</u>
Unrestricted		
Other costs	-	994
Support costs	1,973	4,617
	<u>1,973</u>	<u>5,611</u>
Total	<u>121,030</u>	<u>74,298</u>

Home-Start West Berkshire
Year ended 31 March 2012

	2012 £	2011 £
Governance costs		
Home-Start UK Affiliation fee	605	605
Trustee indemnity insurance	-	122
Legal and professional fees	128	300
	<u>733</u>	<u>1,027</u>

	2012 £		2011 £
Support costs			
Type of support cost	Charitable activities £	Total £	2011 £
Rent and office costs	10,426	10,426	3,253
Salary costs	11,643	11,643	9,369
Other	1,290	1,290	1,391
Depreciation	1,057	1,057	555
	<u>24,416</u>	<u>24,416</u>	<u>14,568</u>

6	Paid employees	2012 £	2011 £
6 1	Staff costs		
	Gross wages, salaries and benefits in kind	65,558	45,788
	Employers National Insurance contributions	1,902	3,193
	Pension costs	4,328	1,120
	Total	<u>71,788</u>	<u>50,101</u>

No employee received emoluments of more than £60,000

6 2 Average number of full-time equivalent employees in the year

Charitable activities	<u>3 3</u>	<u>4</u>
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Pension costs relate to a Private Stakeholder Pension scheme

7 Trustee remuneration and related party transactions

Subsistence expenses of £21 55 (2011 £341 60) were reimbursed to one trustee (2011 five trustees)

No trustees received any remuneration or benefits in kind (2011 £Nil)

No trustee or other person related to the charity had any personal interest in any contract or

8 Taxation

As a charity, Home-Start West Berkshire Ltd is exempt from tax on income and gains

**Home-Start West Berkshire
Year ended 31 March 2012**

Notes to the accounts (continued)

9 Tangible fixed assets

	Computer and office equipment £	Total £
Cost		
At 1 April 2011	5,287	5,287
At 31 March 2012	<u>5,287</u>	<u>5,287</u>
Accumulated depreciation		
At 1 April 2011	555	555
Charge for the year	1,057	1,057
At 31 March 2012	<u>1,612</u>	<u>1,612</u>
Net book value		
At 31 March 2012	<u>3,675</u>	<u>3,675</u>
At 31 March 2011	<u>4,732</u>	<u>4,732</u>

10 Debtors and prepayments

	2012 £	2011 £
Taxation and social security	-	1,996
Other debtors	722	512
Accrued income	-	1,116
	<u>722</u>	<u>3,624</u>

11 Creditors and accruals

	2012 £	2011 £
Taxation and social security	3,193	4,162
Other creditors	5,918	5,320
Deferred income	-	4,607
	<u>9,111</u>	<u>14,089</u>

**Home-Start West Berkshire
Year ended 31 March 2012**

Notes to the accounts (continued)

12 Analysis of net assets between funds

	General funds £	Restricted funds £	Total £
Tangible fixed assets	-	3,675	3,675
Current assets	49,487	76,332	125,819
Current liabilities	-	9,111	9,111
Net assets at 31 March 2012	49,487	70,896	120,383

13 Movements in funds

	1 April 2011 £	Income £	Expenditure £	Transfers £	31 March 2012 £
Restricted funds					
Big Lotto	26,252	71,416	-	65,185	- 17,588
Big Lotto Capital Fund	-	7,445	-	-	7,445
West Berkshire Children's Centre	959	40,390	-	32,296	24,259
PCT	10,011	9,730	-	8,942	6,671
Children in Need	1,626	7,006	-	8,632	-
HSUK Army Fund	1,250	1,750	-	3,000	-
West Berks Aiming High		10,000	-	1,106	-
Tesco		500	-	500	-
Other		2,222	-	-	2,222
Total restricted funds	40,098	150,459	- 119,661	-	70,896
General funds	39,431	12,762	1,973	-	50,220
Total funds	79,529	163,221	- 117,688	-	121,116

Purposes of restricted funds

Big Lotto – Rural Outreach Project to support young families in rural isolation

West Berkshire CC – Outreach work with vulnerable families connected with a Children's Centre

PCT – Post Natal Depression Home-Visiting Service

Children in Need – Family Groups for vulnerable groups

HSUK Army Fund – Funding to support Army Families with young children

West Berks Aiming High – To provide short breaks for families caring for disabled children

Tesco – to finance family outings.

14 Company status

The Company is a private company limited by guarantee and does not have a share capital

Each of the members is liable to contribute an amount not exceeding £1 towards the assets in the event of liquidation

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOME-START WEST BERKSHIRE

We report on the accounts of the Trust for the year ended 31 March 2012, which comprise the Statement of Financial Activities, Balance Sheet and associated notes

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed

It is our responsibility to

- Examine the accounts (under section 43(3)(a) of the 1993 Act)
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act) and
- To state whether particular matters have come to our attention

Basis of independent examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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, do not express an audit opinion on the view given by the accounts

Independent examiner's statement

In connection with our examination, no matter has come to our attention

(1) which gives us reasonable cause to believe that in any material respect the requirements

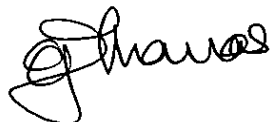
- to keep accounting records in accordance with section 41 of the 1993 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act

have not been met, or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

E J Business Consultants Limited
The Rectory
1 Toomers Wharf
Canal Walk
Newbury
Berkshire
RG14 1DY

Date 18.12.12

 J. Thomas ACA CFA