

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2016
for
HOME -START KIRKCALDY

WEDNESDAY



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21/12/2016

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COMPANIES HOUSE

Harley Hepburn
28 Townsend Place
Kirkcaldy
Fife
KY1 1HB

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for the Year Ended 31 March 2016

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Report of the Trustees for the Year Ended 31 March 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Homestart Kirkcaldy Limited is a voluntary organisation committed to promoting the welfare of families with at least one child under 5 years of age. Volunteers offer regular support, friendship and practical help to families under stress in their own homes, helping to prevent crisis and breakdown.

Volunteers

Volunteers support families in many different ways -

- Practical help to get to appointments, help with shopping etc
- Playing and having fun with children
- Providing emotional support and a listening ear
- Information and links to other agencies and organisations in the local community
- Accompanying families to groups so parents can get out of the house and meet other families

Volunteers visit for a couple of hours a week and have parenting experience. All volunteers attend our preparation course for new volunteers prior to being matched to a family.

ACHIEVEMENT AND PERFORMANCE

Present performance and achievement

This year we have supported 65 families living in Kirkcaldy, Kinghorn, Burntisland and Cardenden. This has been through a combination of volunteer's home visiting and our respite crèche. Our weekly family support group at Kirkcaldy North Primary School has been very successful and we will hopefully secure funding to continue it in the year ahead.

A total of 39 volunteers have supported families over the year. We run a programme of ongoing training topics and this year's topics have included - Adult Literacy, Child Protection, Play at Home and FIRST. Our volunteer support group has continued to be popular and this gives volunteers the opportunity to support each other and to discuss any issues they have.

In July 2015 we had our annual summer trip to Almond Valley Heritage Centre in Livingston which was well attended by families and volunteers. We also held a Play Day event in August for all our families to tie in with the National Day of Play.

We held our AGM in November 2015 and Christine MacDonald remained as Chairperson. The AGM was combined with a networking lunch for other agencies, staff, board members and volunteers to mark the occasion of our 21st birthday.

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Report of the Trustees for the Year Ended 31 March 2016

FINANCIAL REVIEW

Reserves policy

The Reserve Fund represents the unrestricted funds arising from past operating results. It also represents the free reserves of the charity.

The Contingency Fund balance £36,132 approximates to the equivalent of four months expenditure. The trustees have examined the requirement to maintain a level of reserves to ensure that it can continue to operate during periods of reduced income or unexpected costs and concluded that the most appropriate level is at least 3 - 6 months of operational expenditure

Investment policy

The trustees do not hold funds for investment.

Trustees' responsibilities in relation to the financial statements

Company law requires the trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its incoming resources and application of resources, including its net income and expenditure for the year.

In preparing these financial statements the trustees are required to :

- select suitable accounting policies and then apply them consistently and observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The trustees are also responsible for safeguarding the assets of the charity 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 special provisions of Part 15 of the Companies Act 2006 relating to small companies.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment, appointment and training of new trustees

Homestart Kirkcaldy follows Home-Start UK guidance on recruitment and appointment of Trustees. All Trustees receive an induction pack of information about Homestart Kirkcaldy and how it operates and guidance as to their responsibilities as Trustees and company directors. All Trustees can access Home-Start UK training and other appropriate training events. Trustees tap into on-going training offered by Homestart Kirkcaldy which includes Child Protection training.

Organisational structure

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

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC280862 (Scotland)

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Report of the Trustees
for the Year Ended 31 March 2016

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
SC020659

Registered office
5 South Fergus Place
Kirkcaldy
Fife
KY1 1YA

Trustees

Ms Stella Robertson		- resigned 30.5.16
Mr David James	Treasurer	- resigned 5.4.16
Mrs Christine MacDonald	Chairperson	
Mr Julian Brook		- resigned 23.11.15
Ms Joyce Cooper		- resigned 6.5.15
Ms Jacqueline Walker		- appointed 31.8.15

Company Secretary
Ms Eleanor Thomson

Independent examiner

Maureen Girdwood
MA CA
Harley Hepburn
28 Townsend Place
Kirkcaldy
Fife
KY1 1HB

Bankers

Bank of Scotland
PO Box 10
Kirkcaldy
Fife
KY1 3PA

Approved by order of the board of trustees on 16/12/16 and signed on its behalf by:

J Walker

Ms Jacqueline Walker - Trustee

Independent Examiner's Report to the Trustees of
Home -Start Kirkcaldy

I report on the accounts for the year ended 31 March 2016 set out on pages five to eleven.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

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.



Maureen Girdwood
MA CA
Harley Hepburn
28 Townsend Place
Kirkcaldy
Fife
KY1 1HB

Date: 19/12/16

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Statement of Financial Activities for the Year Ended 31 March 2016

		Unrestricted funds £	Restricted funds £	Total 2016 funds £	Total 2015 funds £
Notes					
INCOME AND ENDOWMENTS FROM					
		1,740	5,844	7,584	3,362
		91,990	-	91,990	90,631
Other trading activities	2	1,700	-	1,700	637
Investment income	3	261	-	261	268
Total		95,691	5,844	101,535	94,898
EXPENDITURE ON					
		102,209	2,878	105,087	87,228
		-	-	-	2,155
Total		102,209	2,878	105,087	89,383
NET INCOME/(EXPENDITURE)		(6,518)	2,966	(3,552)	5,515
RECONCILIATION OF FUNDS					
Total funds brought forward		50,248	-	50,248	44,733
TOTAL FUNDS CARRIED FORWARD		43,730	2,966	46,696	50,248

The notes form part of these financial statements

HOME -START KIRKCALDY (Registered Number SC280862)

Balance Sheet
At 31 March 2016

	Notes	2016 £	2015 £
CURRENT ASSETS			
Cash at bank and in hand		51,360	53,049
CREDITORS			
Amounts falling due within one year	6	(4,664)	(2,801)
NET CURRENT ASSETS		<u>46,696</u>	<u>50,248</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>46,696</u>	<u>50,248</u>
NET ASSETS		<u>46,696</u>	<u>50,248</u>
FUNDS	8		
Unrestricted funds		43,730	50,248
Restricted funds		<u>2,966</u>	<u>-</u>
TOTAL FUNDS		<u>46,696</u>	<u>50,248</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 28/11/16..... and were signed on its behalf by:


Christine MacDonald -Trustee

The notes form part of these financial statements

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Notes to the Financial Statements for the Year Ended 31 March 2016

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £1.

Volunteer help

The value of any voluntary help received is not included in the accounts.

Investment income

The entire amount of investment income relates to interest on bank deposits.

Expenditure

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

Taxation

The charity is exempt from corporation tax on its charitable activities.

VAT policy

The charity is not registered for value added tax and accordingly expenditure includes vat where appropriate.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds are funds which are unrestricted but have been specifically designated for a particular purpose. These funds are accounted for as part of the charity's unrestricted funds.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

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Notes to the Financial Statements - continued for the Year Ended 31 March 2016

1. ACCOUNTING POLICIES - continued

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

Financial instrument

The company only has basic financial assets and liabilities. These are recognised at the amount payable or receivable.

2. OTHER TRADING ACTIVITIES

	2016	2015
	£	£
Fundraising events	-	637
Student placement	<u>1,700</u>	<u>-</u>
	<u>1,700</u>	<u>637</u>

3. INVESTMENT INCOME

	2016	2015
	£	£
Deposit account interest	<u>261</u>	<u>268</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Trustees' expenses

	2016	2015
	£	£
Trustees' expenses	<u>135</u>	<u>-</u>

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Notes to the Financial Statements - continued for the Year Ended 31 March 2016

5. STAFF COSTS

	2016	2015
	£	£
Wages and salaries	65,918	54,412
Social security costs	2,070	988
Other pension costs	<u>2,217</u>	<u>2,372</u>
	<u>70,205</u>	<u>57,772</u>

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

2016	2015
<u>5</u>	<u>5</u>

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

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016	2015
	£	£
Social security and other taxes	793	778
Accruals	<u>3,871</u>	<u>2,023</u>
	<u>4,664</u>	<u>2,801</u>

7. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	Total 2016 funds	Total 2015 funds
	£	£	£	£
Current assets	48,394	2,966	51,360	53,049
Current liabilities	<u>(4,664)</u>	<u>-</u>	<u>(4,664)</u>	<u>(2,801)</u>
	<u>43,730</u>	<u>2,966</u>	<u>46,696</u>	<u>50,248</u>

8. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	Transfers between funds £	At 31.3.16 £
Unrestricted funds				
General fund	6,336	(6,519)	183	-
Designated Fund - Donations Account	5,858	1,740	-	7,598
Contingency Fund	<u>38,054</u>	<u>(1,739)</u>	<u>(183)</u>	<u>36,132</u>
	50,248	(6,518)	-	43,730
Restricted funds				
Children in Need (From 1/11/15)	-	2,966	-	2,966
	<u>-</u>	<u>2,966</u>	<u>-</u>	<u>2,966</u>
TOTAL FUNDS	<u>50,248</u>	<u>(3,552)</u>	<u>-</u>	<u>46,696</u>

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Notes to the Financial Statements - continued for the Year Ended 31 March 2016

8. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	93,690	(100,209)	(6,519)
Designated Fund - Donations Account	1,740	-	1,740
Contingency Fund	261	(2,000)	(1,739)
	<u>95,691</u>	<u>(102,209)</u>	<u>(6,518)</u>
Restricted funds			
The Russell Trust	1,588	(1,588)	-
Children in Need (From 1/11/15)	3,856	(890)	2,966
Fife Council Community Funding	400	(400)	-
	<u>5,844</u>	<u>(2,878)</u>	<u>2,966</u>
TOTAL FUNDS	<u>101,535</u>	<u>(105,087)</u>	<u>(3,552)</u>

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	1,758	1,604	3,362
Charitable activities			
Family support services	90,631	-	90,631
Other trading activities	637	-	637
Investment income	268	-	268
Total	<u>93,294</u>	<u>1,604</u>	<u>94,898</u>
EXPENDITURE ON			
Charitable activities			
Family support services	87,212	16	87,228
Fundraising activities	567	1,588	2,155
Total	<u>87,779</u>	<u>1,604</u>	<u>89,383</u>
NET INCOME/(EXPENDITURE)	<u>5,515</u>	<u>-</u>	<u>5,515</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>44,733</u>	<u>-</u>	<u>44,733</u>
TOTAL FUNDS CARRIED FORWARD	<u>50,248</u>	<u>-</u>	<u>50,248</u>

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Notes to the Financial Statements - continued
for the Year Ended 31 March 2016

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2016.

11. ULTIMATE CONTROLLING PARTY

The ultimate controlling party is the Board of Trustees as detailed in the Trustee Report.

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Detailed Statement of Financial Activities
for the Year Ended 31 March 2016

	2016 £	2015 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	1,740	3,362
Grants	<u>5,844</u>	<u>-</u>
	7,584	3,362
Other trading activities		
Fundraising events	-	637
Student placement	<u>1,700</u>	<u>-</u>
	1,700	637
Investment income		
Deposit account interest	261	268
Charitable activities		
Grants	<u>91,990</u>	<u>90,631</u>
Total incoming resources	101,535	94,898
EXPENDITURE		
Charitable activities		
Wages	65,918	54,412
Social security	2,070	988
Pensions	2,217	2,372
Rent	7,119	6,600
Insurance	1,144	917
Telephone & postage	2,294	1,942
Stationery	1,437	1,670
Recruitment & publicity	742	28
Miscellaneous expenses	515	452
Payroll bureau costs	540	741
Repairs & renewals	118	418
Volunteer expenses	3,951	4,035
Volunteer events	443	-
IT Costs	1,037	527
Children in need expenses	890	-
Childrens events	1,538	-
Staff expenses	1,160	1,330
Bus hire	-	700
Bank charges	13	-
Training & meeting expenses	901	1,912
Trip	-	888
Magician	-	110
D M Hall - prop management fee	4,654	4,654
Toys & xmas presents	-	353
Employment settlement	2,000	-
Carried forward	100,701	85,049

This page does not form part of the statutory financial statements

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Detailed Statement of Financial Activities
for the Year Ended 31 March 2016

	2016 £	2015 £
Charitable activities		
Brought forward	100,701	85,049
Cleaning	869	717
Christmas cards	-	104
Homestart UK	-	1,927
Committee meeting expenses	-	(1,927)
Creche supplies	214	92
Creche workers	-	92
	<u>101,784</u>	<u>86,054</u>
Support costs		
Governance costs		
Trustees' expenses	135	-
Accountancy fees	1,320	1,320
Homestart UK	1,711	1,927
Committee meeting expenses	<u>137</u>	<u>82</u>
	<u>3,303</u>	<u>3,329</u>
Total resources expended	<u>105,087</u>	<u>89,383</u>
Net (expenditure)/income	<u>(3,552)</u>	<u>5,515</u>