

Company Registration Number: SC281021
Charity Registration Number: SC023590

HOME-START GLENROTHES
Company Limited by Guarantee
Unaudited Financial Statements
for the year ended 31st March 2018



Bracey's Accountants (Edinburgh) Limited
Chartered Certified Accountants
83 Princes Street
Edinburgh
EH2 2ER

**HOME-START GLENROTHES
Company Limited by Guarantee
Financial Statements
Year ended 31st March 2018**

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HOME-START GLENROTHES
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Directors' Report)
Year ended 31st March 2018

The trustees (who are also the directors for the purposes of company law) present their annual report and the unaudited financial statements of the charity for the year ended 31 March 2018.

Reference and administrative details

Registered charity name	Home-Start Glenrothes
Charity registration number	SC023590
Company registration number	SC281021
Principal office and registered office	47-48 Greenlaw Crescent, Glenrothes, Fife, KY6 1JQ

The Trustees

A Cameron	Chairperson
A Hynd	Treasurer – resigned 16 th August 2017
B Gallacher	
L Hemphill	
H Davies	
C J Mietzitis	
D Shaw	Resigned 1 st May 2017
L Coles	
M Knox	Co-opted 5 th September 2017
M Trumper	Appointed 14 th November 2017
M Rosie	Appointed 14 th November 2017

Key management personnel

J Tydeman	Family Support co-ordinator
C Green	Business co-ordinator

Company Secretary	C Green
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Bankers	Royal Bank of Scotland 9 Falkland Gate Glenrothes Fife KY7 5LW
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Independent Examiner	Bracey's Accountants (Edinburgh) Limited 83 Princes Street Edinburgh EH2 2ER
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HOME-START GLENROTHES
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Directors' Report) (continued)
Year ended 31st March 2018

Structure, Governance and management

Governing document

Home-Start Glenrothes is a company limited by guarantee having no share capital. It was incorporated on 3rd March 2005 and is governed by the terms of its Memorandum and Articles of Association. The charity is recognised by the terms of its Memorandum and Articles of Association. The charity is recognised as such by the Office of the Scottish Charity Regulator (OSCR) and HM Revenue & Customs and its Scottish Charity Number is SC023590.

Recruitment and Appointment of Management Committee

Recruitment of new board members is through word of mouth, advertisements through social media/other agency platforms and Fife Voluntary Action. Interested parties are asked to complete an application form and then asked to attend an interview and if successful, two references are then requested. The charity is always looking for people who can bring a variety of skills to strengthen our Board. New members can be co-opted onto the Board throughout the year and formal elections of the Board Members are carried out at the November AGM each year.

Members of the Board of Directors

Members of the Board, (who are trustees for the purpose of company law) and who served during year up to the date of this report are set out on page 1. The Board have delegated responsibility for the day to day running of the charity to Janie Tydeman and Claire Green, the family support and business co-ordinators.

Every member promises, if the charity is dissolved while he, she or it remains a member or within 12 months afterwards, to pay up to £1 towards the costs of dissolution and the liabilities incurred by the charity while the contributor was a member.

Objectives and activities

The Charity's object is to promote the welfare and support of families without distinction of political, religious or other opinions.

This is done by providing reassurance, guidance and emotional and practical support through our home-visiting volunteers and our Family Support Worker to local vulnerable families who have been referred to us through other agencies or self-referred. Once these relationships are established the charity hopes to increase the families' confidence and ability to reach into their local community to access various networks of support and personal development. Families that our feeling isolated within the community are encouraged to attend the charity's family support groups where they and their children have access to a safe and stimulating child friendly environment whilst having access to our group workers who can provide parenting advice and reassurance. These groups allow both parents and children to play together and enjoy new experiences such as messy play, seasonal activities, family outings, Book Bug stories and singing and access to health professionals.

The Charity is organised so that the Board meet regularly to manage its affairs. There is part-time staff who administer the affairs of the Charity and provide support and development advice to the Enterprise.

Activities and performance

This year, great emphasis was given to including the local community around us. The charity held an Easter BBQ and Treasure Hunt for the Home-Start families and local residents which neighbour us which was very popular, and this was mirrored at our Great Get Together event in June where we held an afternoon tea and outdoor activities for all the family to enjoy. Cooking groups facilitated by Home-Start staff we held at our local Community Kitchen to encourage healthy eating and cooking on a budget and proved popular with our parents and our newly formed Dad's group. The Dad's group then moved on from cooking to playing badminton on a weekly basis which provided them with regular exercise and a chance to receive peer support from fellow Dads. All of these events and projects have raised the profile of the Charity within the local community whilst bringing families together to share new experiences.

HOME-START GLENROTHES
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Directors' Report) (continued)
Year ended 31st March 2018

Financial review

The Statement of Financial Activities show a net (deficit) for the year of £9,141 (2017: surplus £11,581). The reserves stand at £50,334 (2017: £59,475) at the year end.

Reserves Policy

The Trustees have set a reserves policy which requires:

- a) reserves are maintained at a level which ensures that Home-Start's core activity could continue during a period of unforeseen difficulty;
- b) a proportion of reserves are maintained in a readily realisable form/

The calculation of the required level of reserves is an integral part of the scheme's planning, budget and forecast cycle and takes in to account:

- Risks associated with each stream of income and expenditure being different from that budgeted
- Planned activity level
- Organisation's commitments

Having considered the risk, activity and commitments of the organisation, trustees have agreed that the scheme need to retain a level of reserves of three months running costs which equates to approximately £27,000.

Risk Review

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operations and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

Future Plans

The Charity is continuing to source funds to enable it to continue the above objectives. We are aware that we will be facing a significant cut in our funding from Fife Council as from April 2019 (possibly 10%) and therefore our main objective for next year will be to obtain external funding to ensure service delivery is not compromised.

Funds Available

The present level of funding is adequate to support the anticipated level of expenditure during the year.

Investment Powers

The Memorandum and Articles of Association authorises the Directors to make and hold investments using the general funds of the charity, but no such investments are presently held.

HOME-START GLENROTHES
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Directors' Report) (continued)
Year ended 31st March 2018

Trustees' responsibilities in relation to the financial statements

The charity's trustees (who are also directors for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006, Charities and Trustee Investment (Scotland) Act 2005, the Charity Accounts (Scotland) Regulations 2006 (as amended), and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small company provisions

This report has been prepared with the provisions applicable to companies entitled to the small companies' exemption.

The trustees' annual report (incorporating the directors' report) was approved on 12th November 2018 and signed on behalf of the board of trustees by:



Mrs C. Green
Secretary

HOME-START GLENROTHES
Company Limited by Guarantee
Independent Examiner's Report to the Trustees of Home-Start Glenrothes
Year ended 31st March 2018

I report on the Accounts of the charity for the year ended 31st March 2018 which are set out on pages 6 to 13.

Respective responsibilities of Trustees and Examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 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 Independent Examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks explanations from the 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 the course of 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,
 - to prepare accounts which accord with the accounting records and 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.

K. 

Kirsty McGuckin ACA
Director
Bracey's Accountants (Edinburgh) Limited
83 Princes Street
Edinburgh
EH2 2ER

Date: 12.11.18

HOME-START GLENROTHES
Company Limited by Guarantee
Statement of Financial Activities
(including income and expenditure account)
Year ended 31st March 2018

			<u>2018</u>		<u>2017</u>
	<u>Note</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		£	£	£	£
<u>INCOME</u>					
Grants Received	(4)	-	101,166	101,166	103,590
Other Income	(5)	6,649	2,250	8,899	9,549
<u>TOTAL INCOME</u>		6,649	103,416	110,065	113,139
<u>EXPENDITURE</u>					
Charitable activities	(12)	-	119,206	119,206	101,558
<u>TOTAL EXPENDITURE</u>		-	119,206	119,206	101,558
Net income / (expenditure)		6,649	(15,790)	(9,141)	11,581
Transfer between funds		(420)	420	-	-
Net movements in funds		6,229	(15,370)	(9,141)	11,581
<u>FUNDS RECONCILIATION</u>					
Total funds brought forward		44,105	15,370	59,475	47,894
Total funds carried forward		50,334	-	50,334	59,475

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes of pages 8 to 13 form part of these financial statements.

HOME-START GLENROTHES
Company Limited by Guarantee
Statement of Financial Position
31st March 2018

		<u>2018</u>	<u>2017</u>
	(Note)	£	£
<u>CURRENT ASSETS</u>			
Debtors	(8)	555	2,120
Cash at Bank		53,541	69,179
Cash in Hand		182	6
		<u>54,278</u>	<u>71,305</u>
<u>CURRENT LIABILITIES AMOUNTS FALLING DUE WITHIN ONE YEAR</u>			
Creditors	(9)	3,944	11,830
		<u>3,944</u>	<u>11,830</u>
<u>NET CURRENT ASSETS</u>		<u>50,334</u>	<u>59,475</u>
<u>NET ASSETS</u>		<u>50,334</u>	<u>59,475</u>
<u>THE FUNDS OF THE CHARITY:</u>			
Unrestricted funds	(14)	50,334	44,105
Restricted funds	(14)	-	15,370
		<u>50,334</u>	<u>59,475</u>

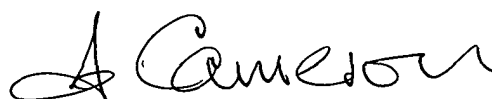
For the year ending 31 March 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its financial statements for the year in questions in accordance with section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 12th November 2018, and are signed on behalf of the board by:


A Cameron
Chairperson 

HOME-START GLENROTHES
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31st March 2018

1. General Information

The charity is a private company limited by guarantee, registered in Scotland and a registered charity in Scotland. The address of the registered office is 47-48 Greenlaw Crescent, Glenrothes, Fife, KY6 1JQ.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities and Trustee Investment (Scotland) Act 2005 and the Charity Accounts (Scotland) Regulations 2006 (as amended).

3. Accounting Policies

3.1 Basis of preparation

Home-Start Glenrothes meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical costs or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements have been prepared on the accrual basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

3.2 Going Concern

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern. There are no areas of significant adjustment or key assumptions to note.

3.3 Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102:

- a) No cash flow statement has been presented for the company
- b) Disclosures in respect of financial instruments have not been presented.

3.4 Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

3.5 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor.

HOME-START GLENROTHES
Company Limited by Guarantee
Notes to the Financial Statements (*continued*)
Year ended 31st March 2018

3.6 Incoming resources

Voluntary income and donations are included in incoming resources when they are receivable, except when donors' conditions have not been fulfilled, then the income is deferred. The income from fundraising ventures is shown gross, with the associated costs included in fundraising costs.

3.7 Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis. Expenditure which is directly attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of these resources.

3.8 Grants

Grants in respect of capital expenditure are credited to the asset account.

Grants of a revenue nature are credited to income to match them with the expenditure to which they relate.

3.9 Pensions

The charity auto-enrolled in to a NEST company pension scheme and pays in to the pension scheme on behalf of the staff members.

3.10 Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned on a percentage of time spent basis. The allocation of support and governance costs is analysed in note 13.

HOME-START GLENROTHES
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31st March 2018

4	Grants received	2018	2017
		£	£
	Restricted		
	Fife Council - Grant	88,006	88,006
	Anti Poverty Community Grant	-	7,000
	University Student	5,160	4,420
	Community Education	8,000	-
	Community Kitchen	-	4,164
		<u>101,166</u>	<u>103,590</u>

5	Other income	2018	2017
		£	£
	Restricted		
	Donations	<u>2,250</u>	<u>1,640</u>
	Unrestricted		
	Fund Raising	1,899	2,527
	Creche Facility	3,849	4,032
	Donations	<u>901</u>	<u>1,350</u>
		<u>6,649</u>	<u>7,909</u>

6 Funds held

The charity received both restricted and unrestricted income. Every receipt is reviewed by the charity to see if the funds should be restricted. Appropriate funds are earmarked as necessary with expenditure and released against this income being allocated appropriately when incurred.

All income received is provided to meet the objectives of the charity. Expenditure incurred is carefully considered by the trustees to ensure that all expenditure incurred is appropriate in meeting the charity's objectives. Expenditure is then classified accordingly as restricted or unrestricted expenditure.

7 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects

HOME-START GLENROTHES
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31st March 2018

8	Debtors - Due within one year	2018	2017
		£	£
	Trade debtors	<u>555</u>	<u>2,120</u>
9	Creditors - Due within one year	2018	2017
		£	£
	Grants received in Advance	2,000	10,000
	Taxes and Social Security	1,044	960
	Accruals	<u>900</u>	<u>870</u>
		<u>3,944</u>	<u>11,830</u>
10	Staff costs	2018	2017
		£	£
	Salaries and Wages (inc NI)	67,725	72,329
	Temporary Staff	-	-
		<u>67,725</u>	<u>72,329</u>
	Average number of part time employees	9	9

11 Trustees

No remuneration or expenses were paid to any Trustees.

There were no related party transactions with Trustees.

HOME-START GLENROTHES
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31st March 2018

12 Charitable activities

	2018	
	Family health & welfare	Education & personal development
	Total	
Wages	6,353	-
Other direct costs	14,921	-
Training fees & incidental costs	-	858
Community projects	-	8,000
Homestart fees	-	2,042
Events and running costs	2,756	-
Support costs (note 13)	14,648	43,945
Governance costs (note 13)	6,421	19,263
	45,099	74,108
		119,206

	2017	
	Family health & welfare	Education & personal development
	Total	
Wages	6,754	-
Other direct costs	12,471	-
Training fees & incidental costs	-	915
Community projects	-	-
Homestart fees	-	1,750
Events and running costs	850	-
Support costs (note 13)	26,585	26,585
Governance costs (note 13)	12,825	12,825
	59,483	42,074
		101,558

The charities activities have been split in to two noted above. Support and governance costs are split with 50% to family health & welfare costs and 50% education & personal development costs. The breakdown of support and governance costs are detailed in note 13.

13 Support and Governance Costs

The breakdown of support costs and how these were allocated between governance and other support costs is shown in the table:

	2018	
	Other support costs	Governance costs
	Total	
Salaries, Ers NI & pensions	67,962	50,972
Staff expenses	1,562	1,171
Rent	2,000	1,500
Postage, stationery and printing	2,465	1,848
Telephone	2,327	1,745
IT	934	700
Misc expenses	503	378
Repairs	373	279
	78,125	58,594
		19,531

	2017	
	Other support costs	Governance costs
	Total	
Salaries and Ers NI	61,057	45,793
Staff expenses	2,141	1,606
Rent	2,000	1,500
Postage, printing etc	2,431	1,823
Telephone	1,971	1,478
IT	92	69
Misc expenses	1,040	780
Repairs	161	121
	70,893	53,170
		17,723

In allocating other support costs, an allocation has been awarded to governance costs on the percentage of time allocated to governance time spent (25%) the remaining overhead has been allocated to other support costs.

There are then specific governance costs which have been listed below together with its overhead allocation that has been noted above.

	2018	2017
Governance costs		
Accountancy	1,020	990
Bank charges	8	-
Legal	624	1,714
Insurance	841	817
Volunteer expenses and training	3,659	4,405
Support costs (above)	19,531	17,723
	25,684	25,650

HOME-START GLENROTHES
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31st March 2018

14 Analysis of charitable funds

Analysis of movements in unrestricted funds

	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2018 £
General funds	44,105	6,649	-	(420)	50,334

Analysis of movements in restricted funds

	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2018 £
Restricted funds	15,370	103,416	(119,206)	420	-

General funds are used to achieve the charity's objectives and are carefully considered by the Committee. Restricted funds have reported a deficit and as a result a transfer was made from unrestricted funds to restricted funds in the year to cover this deficit.