

Company Registration Number: SC281021
Charity Registration Number: SC023590

HOME-START GLENROTHES
Company Limited by Guarantee
Unaudited Financial Statements
for the year ended 31st March 2019

COMPANIES HOUSE
EDINBURGH

24 DEC 2019

FRONT DESK



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 2019

Trustees' annual report (incorporating the directors' report)	1-3
Trustees' responsibilities in relation to the financial statements	4
Independent examiner's report to the trustees	5
Statement of financial activities (including the income and expenditure account)	6
Statement of financial position	7
Notes to financial statements	8-13

HOME-START GLENROTHES
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Directors' Report)
Year ended 31st March 2019

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 2019.

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
B Gallacher	
L Hemphill	
C H Davies	
C J Mietzitis	
L Coles	
M Knox	
M Trumper	
M Rosie	

Key management personnel

J Tydeman	Family Support co-ordinator
L Brown	Charity manager

Bankers	Royal Bank of Scotland 9 Falkland Gate Glenrothes Fife KY7 5LW
----------------	--

Independent Examiner	Bracey's Accountants (Edinburgh) Limited 83 Princes Street Edinburgh EH2 2ER
-----------------------------	---

HOME-START GLENROTHES
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Directors' Report) (continued)
Year ended 31st March 2019

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, the family support co-ordinator.

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, 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 a Summer BBQ in which families and local residents attended, a trip to the Deer Centre for the Home-Start families and carers was enjoyed by a total of 66 families. Our dad's group has concentrated on the garden this year and the children now enjoy the outside space to play, grow flowers and we also have a bug hotel and 2 mud kitchens. We held a training and fun day for our volunteers which was a tribute to " The great British Bake off " which was enjoyed by all who took parts and medals awarded for the " Show piece ". All the events have raised the profile of Home Start and included families and the community who would otherwise be socially isolated.

HOME-START GLENROTHES
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Directors' Report) (continued)
Year ended 31st March 2019

Financial review

The Statement of Financial Activities show a net surplus for the year of £5,724 (2018: deficit £9,141). The reserves stand at £56,058 (2018: £50,334) 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 have recently been faced with a cut in funding from Fife Council and therefore our main objective for next year will be to continue 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 2019

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 18th December 2019 and signed on behalf of the board of trustees by:



Ms A Cameron
Chairperson

HOME-START GLENROTHES
Company Limited by Guarantee
Independent Examiner's Report to the Trustees of Home-Start Glenrothes
Year ended 31st March 2019

I report on the Accounts of the charity for the year ended 31st March 2019 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: 18/12/19

HOME-START GLENROTHES
Company Limited by Guarantee
Statement of Financial Activities
(including income and expenditure account)
Year ended 31st March 2019

		2019		2018	
	<u>Note</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		£	£	£	£
<u>INCOME</u>					
Grants Received	(4)	-	96,766	96,766	101,166
Other income	(5)	8,091	5,135	13,226	8,899
<u>TOTAL INCOME</u>		8,091	101,901	109,992	110,065
<u>EXPENDITURE</u>					
Charitable activities	(12)	-	104,267	104,267	119,206
<u>TOTAL EXPENDITURE</u>		-	104,267	104,267	119,206
Net income / (expenditure)		8,091	- 2,366	5,724 -	9,141
Transfer between funds	-	2,366	2,366	-	-
Net movements in funds		5,724	-	5,724 -	9,141
FUNDS RECONCILIATION					
Total funds brought forward		50,334	-	50,334	59,475
Total funds carried forward		56,058	-	56,058	50,334

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 2019

		<u>2019</u>		<u>2018</u>	
	(Note)	£	£	£	£
<u>CURRENT ASSETS</u>					
Debtors	(8)	773		555	
Cash at Bank		58,412		53,541	
Cash in Hand		23		182	
		<u>59,208</u>		<u>54,278</u>	
<u>CURRENT LIABILITIES AMOUNTS FALLING DUE WITHIN ONE YEAR</u>					
Creditors	(9)	3,151		3,944	
		<u>3,151</u>		<u>3,944</u>	
<u>NET CURRENT ASSETS</u>			<u>56,058</u>		<u>50,334</u>
<u>NET ASSETS</u>			<u>56,058</u>		<u>50,334</u>
<u>THE FUNDS OF THE CHARITY:</u>					
Unrestricted funds	(14)	56,058		50,334	
Restricted funds	(14)	-		-	
			<u>56,058</u>		<u>50,334</u>

For the year ending 31 March 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

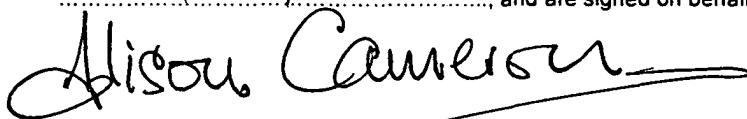
Trustees' responsibilities:

- 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

18/12/19, 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 2019

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 2019

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. Contributions are recognised within the profit and loss account.

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 2019

4	Grants received	2019	2018
		£	£
	Restricted		
	Fife Council - Grant	92,196	88,006
	University Student	4,570	5,160
	Community Education	-	8,000
		<u>96,766</u>	<u>101,166</u>

5	Other income	2019	2018
		£	£
	Restricted		
	Donations	<u>5,135</u>	<u>2,250</u>
	Unrestricted		
	Fund Raising	6,359	1,899
	Creche Facility	1,732	3,849
	Donations	-	901
		<u>8,091</u>	<u>6,649</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 2019

8	Debtors - Due within one year	2019	2018
		£	£
	Trade debtors	560	555
	Net wages	213	
		<u>773</u>	<u>555</u>
9	Creditors - Due within one year	2019	2018
		£	£
	Trade creditors	928	
	Grants received in Advance	-	2,000
	Taxes and Social Security	1,353	1,044
	Accruals	870	900
		<u>3,151</u>	<u>3,944</u>
10	Staff costs	2018	2018
		£	£
	Salaries and Wages (inc NI)	75,763	67,725
	Temporary Staff	-	-
		<u>75,763</u>	<u>67,725</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 2019

12. Charitable activities

	2019		
	Family health & welfare	Education & personal	Total
Wages	7,658	-	7,658
Other direct costs	5,686	-	5,686
Training fees & incidental costs	130	130	259
Community projects	-	-	-
Homestart fees	991	991	1,981
Events and running costs	2,439	-	2,439
Support costs (note 13)	15,232	45,696	60,927
Governance costs (note 13)	18,988	6,329	25,317
	51,122	53,145	104,267

	2018		
	Family health & welfare	Education & personal development	Total
Wages	6,353	-	6,353
Other direct costs	14,921	-	14,921
Training fees & incidental costs	-	858	858
Community projects	-	8,000	8,000
Homestart fees	-	2,042	2,042
Events and running costs	2,756	-	2,756
Support costs (note 13)	14,648	43,945	58,594
Governance costs (note 13)	6,421	19,263	25,684
	45,099	74,108	119,206

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:

	2019		
	Total	Other support costs	Governance costs
Salaries, Ers NI & pensions	71,105	53,329	17,776
Staff expenses	1,565	1,174	391
Rent	2,000	1,500	500
Postage, stationery and printing	1,634	1,226	409
Telephone	1,929	1,446	482
IT	1,554	1,165	388
Misc expenses	826	620	207
Advertising	16	12	4
Repairs	608	456	152
	81,237	60,927	20,309

	2018		
	Total	Other support costs	Governance costs
Salaries and Ers NI	67,962	50,972	16,991
Staff expenses	1,562	1,171	390
Rent	2,000	1,500	500
Postage, printing etc	2,465	1,849	616
Telephone	2,327	1,745	582
IT	934	701	234
Misc expenses	503	377	126
Advertising	-	-	-
Repairs	373	280	93
	78,126	58,594	19,531

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.

	2019	2018
Governance costs		
Accountancy	840	1,020
Bank charges	195	8
Legal	927	624
Insurance	880	841
Volunteer expenses and training	2,166	3,659
Support costs (above)	20,309	19,531
	26,317	26,684

HOME-START GLENROTHES
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31st March 2019

14 Analysis of charitable funds

Analysis of movements in unrestricted funds

	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2019 £
General funds	50,334	8,091	-	(2,366)	56,058

Analysis of movements in restricted funds

	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2019 £
Restricted funds	-	101,901	(104,267)	2,366	-

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.