

Company Registration Number: SC281021
Charity Registration Number: SC023590

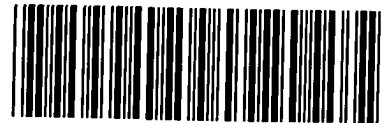
COMPANIES HOUSE

22 DEC 2022

EDINBURGH MAILBOX

HOME-START GLENROTHES
Company Limited by Guarantee
Unaudited Financial Statements
for the year ended 31st March 2022

THURSDAY



SBJFKX55

SCT

22/12/2022

#157

COMPANIES HOUSE

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 2022

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 2022

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 31st March 2022.

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
C J Mietzitis	
L Coles	
M Knox	
M Trumper	

Key management personnel

L Brown	Manager
---------	---------

Bankers

Bank of Scotland
9 Falkland Place
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 2022

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 Lindsey Brown, Manager. 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 objective is to promote the welfare and support of families without distinction of political, religious or other opinions. This is done by providing emotional and practical support, guidance and reassurance through our home-visiting volunteers, Family Support Workers, and our Peri-Natal Mental Health Service, to vulnerable families referred to us through other agencies, or self-referred. Our family support groups give parents, carers, and children 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 music.

Health professionals visit these groups on a regular basis, enabling families to access services in a comfortable environment, within their local community.

Home-Start Glenrothes continues to be involved in a range of multi-disciplinary groups, ensuring that families can be encouraged to access other statutory and voluntary sector services in the community.

The Board of Trustees meets on a regular basis, in order to manage its affairs, with the support of Charity staff.

HOME-START GLENROTHES
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Directors' Report) (continued)
Year ended 31st March 2022

Financial review

The Statement of Financial Activities show a net surplus for the year of £7,600 (2021: £2,573). The reserves stand at £66,976 (2021: £59,376) 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.

It is noted that current reserves are significantly higher than required by our existing policy. The build-up of reserves has been due partly to a reduction of services and recruitment during the Covid-19 pandemic and partly due to uncertainty over future local authority funding. Plans to reduce the level of reserves will be developed once core funding from the local authority has been confirmed.

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. Our main objective for next year will be to continue to obtain external funding to ensure service delivery is not compromised.

Home-Start Glenrothes is now involved in the establishment of the Home-Start Fife Consortium, comprised of the six Home-Start organisations in Fife. The aim of the Consortium will be to further develop the integration of services across the area, to explore new ways of working, and to improve access to external funding.

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 2022

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 DATE 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 2022

I report on the Accounts of the charity for the year ended 31st March 2022 which are set out on pages 6 to 13.

Responsibilities and basis of report

As the trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 ('the 2005 Act'), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 ('the 2006 Act'). You are satisfied that the accounts of the Company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Company's accounts carried out under section 44 (1) (c) of the 2005 Act and section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company is required by company law to prepare its accounts on an accruals basis and is registered as a charity in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I can confirm that I am qualified to undertake the examination because I am a registered member of the Institute of Chartered Accountants in England and Wales (ICAEW) which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept as required by section 386 of the 2006 Act and Regulation 4 of the 2006 Accounts Regulations; or
2. the accounts do not accord with those records with the accounting requirements of Regulation 8 of the Charities Accounts (Scotland) Regulations 2006; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

Date: 22/12/2022

HOME-START GLENROTHES
Company Limited by Guarantee
Statement of Financial Activities
(Including Income and expenditure account)
Year ended 31st March 2022

		2022		2021	
	<u>Note</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		£	£	£	£
<u>INCOME</u>					
Grants Received	(5)	-	103,742	103,742	108,430
Other Income	(6)	-	33,280	33,280	15,660
<u>TOTAL INCOME</u>		-	137,022	137,022	124,090
<u>EXPENDITURE</u>					
Charitable activities	(13)	-	129,422	129,422	121,517
<u>TOTAL EXPENDITURE</u>		-	129,422	129,422	121,517
Net Income / (expenditure)		-	7,600	7,600	2,573
Transfer between funds		-	-	-	-
Net movements in funds		-	-	-	2,573
<u>FUNDS RECONCILIATION</u>					
Total funds brought forward		59,376	7,600	66,976	56,803
Total funds carried forward		59,376	7,600	66,976	59,376

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 2022

		2022	2021
	(Note)	£	£
<u>FIXED ASSETS</u>			
Tangible assets	(4)	1,555	-
<u>CURRENT ASSETS</u>			
Debtors	(9)	909	2,458
Cash at Bank		104,762	61,685
		<u>105,671</u>	<u>64,143</u>
<u>CURRENT LIABILITIES AMOUNTS FALLING DUE WITHIN ONE YEAR</u>			
Creditors	(10)	40,250	4,767
		<u>40,250</u>	<u>4,767</u>
<u>NET CURRENT ASSETS</u>		<u>65,421</u>	<u>59,376</u>
<u>NET ASSETS</u>		<u>66,976</u>	<u>59,376</u>
<u>THE FUNDS OF THE CHARITY:</u>			
Unrestricted funds	(15)	59,376	59,376
Restricted funds	(15)	7,600	-
		<u>66,976</u>	<u>59,376</u>

For the year ending 31 March 2022 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 question 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

 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 2022

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 2022

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 the accruals basis. Expenditure which is directly attributable to specific activities have 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. Combinations 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 14.

3.11 Depreciation

Depreciation is charged so as to write off the cost of assets, other than land and properties under construction over their estimated useful lives, as follows:

Asset class	Depreciation method and rate
Fixtures, Fittings and Equipment	25% straight line

HOME-START GLENROTHES
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31st March 2022

4	Tangible assets	Furniture, fittings and equipment £	Total £
	Cost or valuation		
	At 1 April 2021	-	-
	Additions	<u>1,647</u>	<u>1,647</u>
	At 5 April 2022	<u>1,647</u>	<u>1,647</u>
	Depreciation		
	At 1 April 2021	-	-
	Charge for year	<u>92</u>	<u>92</u>
	At 5 April 2022	<u>92</u>	<u>92</u>
	Cost or valuation		
	At 31 March 2022	<u><u>1,555</u></u>	<u><u>1,555</u></u>
	At 31 March 2021	<u><u>-</u></u>	<u><u>-</u></u>
5	Grants received	2022 £	2021 £
	Restricted		
	Fife Council - Grant	100,528	104,950
	University Student	<u>3,214</u>	<u>3,480</u>
		<u><u>103,742</u></u>	<u><u>108,430</u></u>
6	Other Income	2022 £	2021 £
	Restricted		
	Donations	<u><u>33,280</u></u>	<u><u>15,660</u></u>
	Unrestricted		
	Fund Raising	-	-
	Creche Facility	-	-
	Donations	<u>-</u>	<u>-</u>
		<u><u>-</u></u>	<u><u>-</u></u>

HOME-START GLENROTHES
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31st March 2022

7 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.

8 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

9 Debtors - Due within one year	2022	2021
	£	£
Trade debtors	360	1,807
Net wages	-	200
Prepayments	549	451
	<u>909</u>	<u>2,458</u>

10 Creditors - Due within one year	2022	2021
	£	£
Trade creditors	1,075	394
Taxes and Social Security	2,436	3,413
Accruals and deferred income	36,739	960
	<u>40,250</u>	<u>4,767</u>

11 Staff costs	2022	2021
	£	£
Salaries and Wages (inc NI)	94,049	93,014
	<u>94,049</u>	<u>93,014</u>
Average number of employees	7	9

12 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 2022

13 Charitable activities

	2022		
	Family health & welfare	Education & personal	Total
Wages	4,242	-	4,242
Other direct costs	2,846	-	2,846
Training fees & incidental costs	-	-	-
Homestart fees	1,180	1,191	2,381
Events and running costs	8,322	-	8,322
Support costs (note 14)	39,777	39,777	79,554
Governance costs (note 14)	16,039	16,038	32,077
	72,418	57,006	129,422

	2021		
	Family health & welfare	Education & personal development	Total
Wages	-	-	-
Other direct costs	1,248	-	1,248
Training fees & incidental costs	95	95	190
Homestart fees	990	990	1,980
Events and running costs	7,325	-	7,325
Support costs (note 14)	38,861	38,861	77,822
Governance costs (note 14)	16,427	16,427	32,854
	65,046	56,473	121,519

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 14.

14 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:

	2022		
	Total	Other support costs	Governance costs
Salaries, Ers NI & pensions	89,807	67,355	22,452
Staff expenses	774	581	193
Rent	2,000	1,500	500
Postage, stationery and printing	2,178	1,634	544
Telephone	2,148	1,610	536
IT	850	638	212
Misc expenses	1,004	754	250
Depreciation	92	68	24
Repairs	5,051	3,789	1,262
Bad debts	2,187	1,625	542
	106,089	79,554	26,515

	2021		
	Total	Other support costs	Governance costs
Salaries and Ers NI	93,013	69,760	23,253
Staff expenses	537	403	134
Rent	2,628	1,971	657
Postage, printing etc	1,832	1,374	458
Telephone	2,784	2,088	696
IT	1,403	1,052	351
Misc expenses	770	578	192
Repairs	928	686	232
	103,895	77,922	25,973

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.

	2022	2021
Governance costs		
Accountancy	960	960
Bank charges	193	170
Legal	3,175	5,162
Insurance	1,033	581
Volunteer expenses and training	201	8
Support costs (above)	26,515	25,973
	32,077	32,854

HOME-START GLENROTHES
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31st March 2022

15 Analysis of charitable funds

Analysis of movements in unrestricted funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
General funds	59,376	-	-	-	59,376

Analysis of movements in restricted funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
Restricted funds	-	137,022	(129,422)	-	7,600

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.