

**Registered Charity No. 1154609**

**HOME-START GUILDFORD**

**Financial Statements**

**For the Year  
Ended 31 March 2018**

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## LEGAL & ADMINISTRATION

### Registered and Office Address

Home-Start Guildford  
Astolat  
Coniers Way  
Burpham  
Guildford  
Surrey GU4 7HL

01483 511181

Email: [office@hsguildford.org.uk](mailto:office@hsguildford.org.uk)

### Bankers

HSBC  
12a North Street  
Guildford  
Surrey  
GU1 4AF

### Independent Examiner

Pierre Okusi  
Vestry Hall  
336 London Road  
Cricket Green  
Mitcham  
CR4 3UD

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018**

The Trustees present their report with the financial statements of the charity for the year ended 31 March 2018. The Trustees have adopted the provisions of the Statement of Recommended Practice known as FRS 102 (SORP) introduced in January 2015.

### **OBJECTIVES AND ACTIVITIES**

Home-Start Guildford provides support and friendship to help parents to give their children the best possible start in life. It's about parents helping other parents. We train volunteers to visit parents who have young families (at least one child under 5), are facing difficulties and live in the Guildford borough or the adjoining areas of Mole Valley (Fetcham and Bookham). We deal with a wide range of family difficulties: for example, post-natal depression, isolation, illness of parent or child, disability, or lack of parenting skills and confidence.

The support we provide is tailored to the needs of the family, with regular visits each week for 2-3 hours for as long as the support is needed, which is on average 9-12 months. We carefully review the support provided to each family to ensure that it continues to be effective. It is remarkable how much difference can be made to the lives of children and families by this relatively small amount of time, committed on a regular basis. We also run a Family Group at Pirbright to provide support to Army families.

Home-Start Guildford is a local, independent charity which has been going for over 20 years. We are part of a network of 250 Home-Start schemes in the UK and the central organisation, Home-Start UK, provides a framework of policies, standards and Quality Assurance to which we adhere. This central support reduces the need for us to devise these things ourselves but we get no financial support from the centre (in fact we pay £2,500 per annum to HS-UK): we have to find all our running costs ourselves.

It takes about £145,000 a year to run Home-Start Guildford with 80% of this going on staff salaries and rent. Forty percent (£58,000) of this total came from Surrey County Council (SCC) in 2017/18. The rest we get from applications to grant-giving bodies, donations and fund-raising events put on by our Friends group of supporters. During 2017/18, we had 7 staff (3.9 full-time equivalents): 2 full-time and one part-time staff members working with families, training and supporting volunteers, matching volunteers to families and monitoring the support; 2 part-time staff supporting families at the Pirbright Family Group, a part-time Development Officer and a part-time administrator in the office. The Trustees and home-visiting volunteers give their time freely which means we can run the organisation very cost-efficiently.

Families are generally referred to us by Health Visitors, Children's Centre workers or Social Workers but they can also self-refer. About a third of our families have very 'complex' needs – they may have multiple problems, mental health issues, there may have been domestic abuse or the children may be subject to a Child Protection Plan.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Contract with Surrey County Council**

This year was the fifth full year in which we partnered with seven other Home-Start schemes in Surrey (HSS) to deliver the contract for Surrey County Council (SCC).

As the holder of the contract with SCC, HSS receives the money from SCC and passes it on to the eight schemes which remain independent local charities. HSS is also responsible for the regular reporting to SCC and all schemes provide monitoring data for the progress reports. The Chairs of all the schemes meet regularly, as the HSS Board, and a Trustee of one of the schemes is currently acting as Contract Manager on a voluntary basis.

HSS continues to look at ways to share best practice and to gain efficiencies through working together. Examples of this during the last year include working together on developing a common database using the Charity Log platform.

The feedback from SCC about the performance of HSS has generally been very positive. The contract with SCC will run until at least the end of March 2019. SCC has planned a consultation process with providers such as Home-Start in order to help shape the picture of needs and support for 2019 onwards.

H-S Guildford has continued to make encouraging progress in Mole Valley, including receiving 15 new referrals and supporting 17 families with volunteers during the year. In addition, meetings have been attended with Leatherhead Trinity Children's Centre and with early help services in Mole Valley.

### **Families supported**

Operationally we achieved our objective of maintaining our high levels of service, despite the increasing complexity of many of the cases referred to us. *(Last year's figures are in brackets):*

- 179 families supported (189) in total
- 115 families supported with home-visiting volunteers (106), 2 of whom also had Family Group support
- 32 families supported by the Family Group only (38)
- 32 families received 'occasional support' including a home visit from staff (45). 7 of these families were awaiting volunteer support at the year-end. The reduction in this number from the previous year in part reflects the greater availability of volunteers to offer regular support.
- 88 initial visits were carried out (110), on average 1-2 weeks from referral.
- 63 new families were matched with a volunteer (56).

- 66 families were closed from receiving volunteer support (54); for 82% of the families (87%) the overall outcome of support was considered either Excellent or Good. In most of the cases where our home-visiting support does not help, this is usually because the support ends after a very short time, either because the family moves, the family situation has unexpectedly but happily improved, or the family situation is so complex they do not have time to receive support visits. Feedback from referrers continues to be very positive.
- All volunteers report monthly on their support visits, so we keep track of how effective support is proving. With complex families, the reporting may be more frequent.

### **Events**

As part of our 20th anniversary celebrations in June 2017 we held a lovely Family Fun Day at Stoke Park, with families, volunteers, trustees and patrons enjoying the sunshine and rides on the miniature railway. In August our families had a wonderful time at the annual visit to Bocketts Farm, near Leatherhead and many families along with their volunteers enjoyed our summer picnic in Stoke Park - despite the rather autumnal weather! We held our New Year party in January at the Guildford Children's Centre on Bellfields; it was a happy event with dancing, games and magic, and a delicious tea with home-made cakes provided by volunteers.

### **Pirbright Family Group**

We were delighted to welcome families, trustees and supporters to the tenth anniversary party for our family group in May 2017. Former Pirbright health visitor and supporter Andrea Currie was invited to cut the anniversary cake and Major Carol Miller presented us with a cheque from the Unit Welfare team, with thanks for all the support the group offers to service families. Our work at Pirbright camp is very highly regarded by local Health Visitors, children centre staff and by the Army Welfare Officers and senior Army staff. We provide solid support for parents who may be a long way away from their own families and can feel isolated with young children in a new area, with partners often away on duty.

Over the year 34 families received support from the Group (including 2 who also had volunteer support) with an average of 11 families (15 children) attending each week. The family group had some informative and exciting sessions over the year with highlights including 'a warmth matters' session on heating your home economically with Surrey Community Action, and a 'edible pots' planting workshop by Wisley RHS community outreach worker. In the summer we said goodbye to Diann Arnfield, who retired after nearly ten years at the group to go travelling and we were pleased to welcome a new family group assistant, Andrea Stockford, in September who has swiftly settled in, enjoying fun activities with all children.

## **FORWARD LOOK**

As always, we face considerable challenges in the coming period in finding the money we need to keep going.

At our March 2017 Strategy Day we decided to increase the degree of control we have over our funding, which is critical to the success of the charity, to enable us to meet the rising demand for our services. As a consequence, we recruited a part-time Development Officer (Jan Eastaff), to support both fund-raising and profile raising and particularly to help attract more volunteers.

### **Our Strategy**

Our strategy remains essentially unchanged from last year but is included here for reference.

We will remain focused on our core mission and will seek to grow in a balanced way.

Focusing on the core mission means continuing to do wonderful work through our home visiting volunteers and the Family Group. By remaining focused in this way we believe that we can continue to deliver services of such quality and cost-effectiveness that we will be the obvious choice for funding bodies such as SCC.

Any broadening of this focus, into adjacent or related services, would need to be justified by a cost benefit analysis. The additional financial contribution which may be generated by increasing the breadth of our services would need to be considerable and supported by evidence that such services play to our core strengths (ie. that we would be better at delivering these additional services than other organisations).

Growing in a balanced way means meeting what we believe is an increasing demand for our support (both in Guildford and our part of Mole Valley) by balancing our resources in terms of volunteers, staff capacity and financial resources.

Our financial strategy is to balance the funding which we receive from SCC as part of the HSS consortium, with money from grants, events, corporate and individual donors. Our aim is not to be over-reliant on one source and to hold sufficient reserves to enable us to continue to operate and provide support even in the event of a significant (but temporary) drop in funding.

We also have an overall risk management plan which attempts to anticipate and evaluate risks and provide mitigation strategies, to further enhance our resilience and ensure, as far as possible, that our support for families will remain constant.

Overall, the Trustees feel very positive about the future. We have a great team of staff who deliver a very professional service. And we have very committed groups of Trustees, volunteers and supporters. We have an excellent track record of being able to raise the money we need so our optimism about the future is reasonably grounded.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Charitable Incorporated Organisation (CIO)**

H-S Guildford was registered as a CIO in November 2013 and this has been our operational status since 1 April 2014. The objects of the charity can be seen in full on the Charity Commission website under our registration number 1154609.

**Trustees:** Home-Start Guildford is run by a Management Committee of Trustees. We meet every 6 weeks. The Trustees are:

- Hugh Shanks – Chair
- Ann Taylor, CBE - Vice Chair
- Vicki Hutchings – Hon Treasurer
- Kate Mutton – HR Issues and website
- Ann Doré - Volunteer Rep and Training & Support
- Ali Venables - Volunteer Training & Support
- Charlotte French - Volunteer Rep and Training and Support (from November 2017)
- Wendy Gathercole - Fundraising (from November 2017)

In addition, Ruth Jubert, BEM, (former Chair and Vice Chair and now a Patron) continued to play a key role co-ordinating the activities of the Patrons of Home-Start Guildford and in planning our 2018 Golf Day.

**Advisers:** The Management Committee has 2 Advisers:

- Joanna Handley – Safeguarding Adviser (school nurse & former health visitor)
- Jo Randall – Councillor, Guildford Borough Council.

I would like to thank all my colleagues on the Management Committee for their hard work in support of Home-Start Guildford and their strong commitment to our scheme.

**Our Staff:** We are very lucky to have such a great team of staff in supporting families, in our office and at Pirbright:

- Liz Westwood - Scheme Manager
- Lorraine Macdonald - Co-ordinator
- Lea Newbery - Co-ordinator
- Corrina Meyer - Family Group Co-ordinator
- Diann Arnfield - Family Group Assistant Co-ordinator (until July 2017)
- Andrea Stockford - Family Group Assistant Co-ordinator (from September 2017)
- Debbie Groves-Administrator
- Jan Eastaff - Development Officer (from August 2017)



## **FINANCIAL REVIEW**

Income for the year totalled £148,740.

We are extremely grateful for all the support we get to fund our scheme. In particular, we were delighted to be the beneficiaries of the Albury Music Festival, which contributed £6000 to our funds and to be appointed as Charity of the Year (from November 2017) by The County Club.

Generous donors this year have included Maybrook Properties, The Borrows Charitable Trust, Kier Foundation, Ripley Farmers Market, Ripley and Send Rotary Club, Tom and Margaret Sharp, Liz Hauck Art, the Pilgrim Morris Men and West Byfleet Golf Club. We have also benefitted from some generous anonymous donations.

Support was received from Surrey County Council and several charitable trusts notably St Faith's Trust, the Beatrice Laing Trust, Guildford Poyle Charities, Matthew 23:35 Trust, the Ratcliffe Trust, Councillor Angela Goodwin for a grant of £750 for the New Year's Party and the Army Central Fund. Fundraising efforts raised £24,018 from events and networking organised by the Home-Start supporters, many of whom donated their expenses to the charity.

Expenditure was held to £144,536 a decrease of £1,640 from the previous year. This produced an overall surplus of £4,204.

### **Reserves Policy and Risk Management**

Overall reserves total £109,667 including £7,800 which are restricted funds to cover specific programmes at the charity. The remaining £101,867 represent approximately 8 ½ months total operating expenditure.

The Trustees consider that there are sufficient reserves to maintain service through 2018/19.

The safeguarding of children is also a key risk, given the nature of our work. We follow the strict Safeguarding policies set by Home-Start UK and we have strong links with local safeguarding professionals. Our Safeguarding lead Trustee is Ann Taylor, Vice-Chair. All cases of concern are reported to me by the Scheme Manager and to the Management Committee.

## **The Financial Statements**

Charity law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of each financial year and of its surplus or deficit for the financial year. In doing so, the Trustees are required to

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for the safeguarding of the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Reference and Administration**

Legal and reference information, as shown after the contents page, forms part of this report.

The financial statements comply with the current statutory requirements, the charity's governing document and the SORP 'Accounting and Reporting by Charities'.

On behalf of the Trustees,



Hugh Shanks  
Chair

Date

12th September 2018

## Report of the Independent Examiner

I report on the accounts of the charity for the year to 31 March 2018 which are set out on pages 14 to 19.

### **Respective responsibilities of trustees and examiner**

As the charity's trustees, you are responsible for the preparation of the accounts. You consider that the audit requirements of the Charities Act 2011 (the Act) does not apply.

It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charities Commission under s145(5)(b) of the Act, whether particular matters have come to my attention.

### **Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of 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
  - a) to keep accounting records in accordance with Section 130 of the Act; and
  - b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.

Pierre Okusi  
Vestry Hall  
336 London Road  
Cricket Green  
Mitcham  
CR4 3UD

Signed: .....

Date: ..... 17<sup>th</sup> September 2018

## HOME-START GUILDFORD

### Statement of Financial Activities for Year Ended 31 March 2018

	<i>Note</i>	Unrestricted	Restricted	Total	Total
		£	£	£	£
		2018	2018	2018	2017
<b>Income and Endowments</b>	2				
Statutory Grants		57,818	0	57,818	55,984
Charitable Trusts		0	34,500	34,500	39,645
Fundraising Events		24,018	0	24,018	48,136
Donations, legacies & other		31,813	0	31,813	17,621
Bank Interest		591	0	591	712
<b>Total Income</b>		<b>114,240</b>	<b>34,500</b>	<b>148,740</b>	<b>162,098</b>
<b>Resources Expended</b>					
Expenditure on raising funds	3	11,806	0	11,806	12,334
Expenditure on Charitable activities		96,730	36,000	132,730	133,842
<b>Total resources expended</b>		<b>108,536</b>	<b>36,000</b>	<b>144,536</b>	<b>146,176</b>
<b>Net incoming/outgoing resources</b>		<b>5,704</b>	<b>(1,500)</b>	<b>4,204</b>	<b>15,922</b>
Funds brought forward at 1 April 2017		95,522	9,300	104,822	88,900
Prior year adjustment		641	0	641	0
<b>Funds c'd forward at 31 March 2018</b>		<b>101,867</b>	<b>7,800</b>	<b>109,667</b>	<b>104,822</b>

The statement of Financial Activities has been prepared on the basis that all operations are continuing operations. The Charity has no gains or losses other than dealt with in the Statement of Financial Activities.

The notes on pages 16 – 19 form part of these financial statements.

## HOME-START GUILDFORD

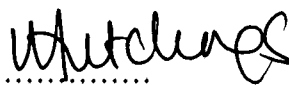
### Balance Sheet as at 31 March 2018

	<i>Note</i>	£ 2018	£ 2017
<b>Fixed Assets</b>			
Tangible Assets	6	407	682
<b>Current Assets</b>			
Debtors	7	6,292	4,633
Cash at Bank		107,365	101,215
<b>Liabilities</b>			
Creditors: Amounts falling due in 1 year	8	4,397	1,648
<b>Net Assets</b>		<b>109,667</b>	<b>104,882</b>
<b>The Funds of the Charity</b>			
Unrestricted funds		101,867	95,582
Restricted Funds	11	7,800	9,300
<b>Total Charity Funds</b>		<b>109,667</b>	<b>104,882</b>

The notes on the following pages form part of these financial statements.



.....  
Hugh Shanks  
Chair



.....  
Vicki Hutchings  
Hon. Treasurer

DATE

12th September 2018

# HOME-START GUILDFORD

## Notes to the Financial Statements as at 31 March 2018

### 1 Basis of Preparation

The financial statements have been prepared under the historic cost convention, following the recommendations of the Statement of Recommended Practice known as FRS 102 introduced in 2014 covering charities with a year-end after January 2015.

### 2 Accounting Policies

#### a) Income

All income is accounted for on an accrual basis, except for voluntary donations, which are taken into account when received.

Grants are recognised in full during the year that they are received.

Incoming receipts from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

#### b) Fixed Assets

Fixed assets are stated at cost and depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life.

Computer equipment and office equipment 25% straight line basis. It is the Charity's policy to capitalise fixed assets that are above a de minimus level of £500.

#### c) Pensions

Pension costs charged in the financial statements represent contributions payable by the charity in the year in accordance with FRS 17.

The pension scheme is administered by The Pension Trust.

#### d) Funds held for restricted purposes

Restricted funds represent income received by the Charity for specific purposes or areas.

#### e) Resources expended

Resources are accounted for on an accruals basis. Expenditure is appointed to cost categories based on the amount attributable during the year, including the cost of generating funds and charitable activities.

Governance costs include legal costs and Trustee meetings only.

**f) Recognition of Liabilities**

These financial statements recognise all liabilities that the charity has responsibility for. The charity is not aware of any contingent liabilities.

**3 Costs of Generating Voluntary Income**

A dedicated group of volunteers arrange and develop a range of successful fundraising and donation activities which raised £24,018 during the year.

Direct costs of these events are charged to fundraising, together with an element of staff time in supporting volunteers and on the preparation of grant applications.

The cost of raising funds is noted below:

	2018	2017
	£	£
a) direct costs of the fundraising events	3,806	9,334
b) departmental costs	8,000	3,000
<b>Total</b>	<b>11,806</b>	<b>12,334</b>

**4 Staff Costs and Emoluments**

	2018	2017
	£	£
Wages and salaries	103,237	96,785
Social Security Costs	8,011	7,492
Staff Pension Costs	4,789	4,421
<b>Total</b>	<b>116,037</b>	<b>108,698</b>

There were no employees with emoluments in excess of £60,000 per annum.

The average full time equivalent employees during the year was 3.9 heads.

**5 Trustee Expenses**

No expenses were claimed by Trustees in their role as Trustees, but some are also volunteers supporting families and also raising funds through events. In these roles they claim expenses totalling £39.20 in line with other volunteers.

## 6 Tangible Fixed Assets

	31.3.17	Additions in year	Depreciation charge in year	Disposals in year	31.3.18
	£	£	£	£	£
Cost	5110	513			5,623
Acc Depreciation	(4,428)		(788)		(5,216)
<b>Net</b>	<b>682</b>		<b>(788)</b>		<b>407</b>

## 7 Debtors

The balance represents funding from Home-Start Surrey (received April 2018) and pre-paid expenses.

## 8 Creditors

Comprise general creditors all due for settlement within 12 months.

## 9 Lease

The charity has an annual lease for premises within the Astolat complex in Guildford, at a cost, inclusive of light, heat and power of £3,800 pa.

There are no long-term commitments beyond one year.

## 10 Restricted Funds

	Balance 31.3.17	Additions in year	Charge for year	Balance 31.3.18
	£	£	£	£
HM Forces	0	3,500	3,500	0
Anonymous	0	5,000	5,000	0
Beatrice Laing	3,750	6,000	5,250	4,500
Guildford Poyle Charity	0	10,000	10,000	0
St Faith's Trust	3,300	10,000	10,000	3,300
Wisley Foundation	2,250	0	2,250	0
<b>Balances</b>	<b>9,300</b>	<b>34,500</b>	<b>36,000</b>	<b>7,800</b>

The balance at 31.3.18 will be used within the current financial year.



## 11 Analysis of group net assets between funds

Funds at 31 March 2018 are represented by:

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Tangible fixed assets	407		407
Debtors	6,292		6,292
Bank deposits	99,565	7,800	107,365
Current liabilities	(4,397)		(4,397)
<b>Total Assests</b>	<b>101,867</b>	<b>7,800</b>	<b>109,667</b>