

Company No. 05179158

HOME-START CROYDON

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2018

Registered Charity No 1107857

**BRITT & KEEHAN
CHARTERED ACCOUNTANTS
33 GRIMWADE AVENUE
CROYDON
CR0 5DJ**

HOME-START CROYDON

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HOME-START CROYDON

LEGAL AND ADMINISTRATIVE DETAILS

Trustees & Directors:	Ian McRobbie – Chair Shameika Byfield – Treasurer (resigned 30/07/2018) Parameswar Max Menon – Treasurer (appointed 30/07/2018) Barbara Frost Sally Cloves Tamsin Watson (retired at AGM) John Davey (resigned 20/11/2017) Alysia Sealy (retired at AGM) Mark Pettifor (retired at AGM, but retained as an Associate Member)
Company Secretary:	Susan Ryan (from 19/06/2017)
Bankers:	Barclays Bank Plc
Independent Examiner:	Britt & Keehan Chartered Accountants 33 Grimwade Avenue Croydon CR0 5DJ
Registered Office:	1-8 Ramsey Court 122 Church Street Croydon CR0 1RF
Charity Number:	1107857
Company Number:	05179158

HOME-START CROYDON

TRUSTEES' REPORT FOR THE YEAR TO 31 MARCH 2018

The Trustees present their Report for the year ended 31 March 2018.

The members of the Management Committee (who are also the Trustees and Directors) of the charity during, and after the year, were:-

Ian McRobbie	Chair
Shameika Byfield	Treasurer (resigned 30/07/2018)
Parameswar Max Menon	Treasurer (appointed 30/07/2018)
Susan Ryan	Secretary (appointed 19/06/2017)
Barbara Frost	Individual
Sally Cloves	Individual
Tamsin Watson	Individual (retired at AGM)
John Davey	Individual (resigned 20/11/2017)
Alysia Sealy	Individual (retired at AGM)
Mark Pettifor	Individual (retired at AGM, but retained as an Associate Member)

Management Committee members are elected or appointed on an annual basis, with the officers being elected from the membership of the Management Committee.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Home-Start Croydon was incorporated as a Company limited by guarantee on 14th July 2005. The company is registered as a Charity with the Charity Commission (registration number 1107857). The charity was established in 1990 and was previously registered with the Charity Commission under the registration number 803302.

The Trustees meet quarterly to ensure the compliance with the Memorandum and Articles and the policies of Home-Start. The day to day operation within the policies, forward plan and budgets are delegated to the Manager.

Under the Memorandum & Articles of Association the Trustees appoint the officers of the charity (Chair, Vice Chair and Treasurer). The Trustees, according to the Articles of Association, are elected at the Annual General Meetings.

The Trustees may co-opt any person duly qualified to be appointed as a Trustee and that person will hold office until the next AGM.

OBJECTIVES

- a) To safeguard, protect and preserve the good health both mental and physical of children and parents of children.
- b) To prevent cruelty to or maltreatment of children.
- c) To relieve sickness, poverty and need amongst children and parents of children.
- d) To promote the education of the public in better standards of childcare within the area of Croydon and its environs.

HOME-START CROYDON

DIRECTORS' REPORT FOR THE YEAR TO 31 MARCH 2018(contd.)

ACTIVITIES

Home-Start works with families who are experiencing difficulties and who have at least one child under five years of age.

Home-Start is an independent, voluntary organisation which works towards the increased confidence and independence of the family by:-

- offering support, friendship and practical assistance
- visiting families in their own homes where the dignity and identity of each individual can be respected and protected
- reassuring parents that difficulties in bringing up children are not unusual and encouraging enjoyment in family life
- developing a relationship with the family in which time can be shared and understanding can be developed; the approach is flexible to take account of different needs
- encouraging the parents' strengths and emotional well-being for the ultimate benefit of their children
- encouraging families to widen their network and to use effectively the support and services within the community

ACHIEVEMENTS & PERFORMANCE

Home-Start Croydon has two distinct volunteer roles: Home-Visiting and Parent Champions; all attend a comprehensive training course. On average our volunteers give between 2-3 hours per week.

During the year, our staff and volunteers provided 1450 hours of support to 114 families, with 269 children.

Volunteers supported families through one to one home-visiting support and directly in the community. The table in the annual review shows the main reasons for referral and how Home-Start helped to meet these needs. These needs were agreed with the families.

PUBLIC BENEFIT

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our objectives and activities and in planning future activities. It is the judgement of the Trustees that activities in pursuit of the above objectives fully meet the public benefit test, which they have kept in mind in planning programmes for the charity.

DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare statements of account for each financial year which give a true and fair view of the state of affairs of the company and of its incoming resources and resources expended during that year. In preparing those financial statements, the directors are required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the Financial Reporting Standard for Smaller Entities has been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

HOME-START CROYDON

DIRECTORS' REPORT FOR THE YEAR TO 31 MARCH 2018 (contd.)

ACKNOWLEDGEMENTS

Grants received:

London Borough of Croydon	Big Lottery	Henry Smith
Croydon Voluntary Action		

Donations received:

Selsdon Baptist Church	Mrs A. Jones	Jenny Williams
Sally Cloves	Waitrose	Saffron Square
MumChat	Dunelm Stores	Charity Checkout
Aviva Community Fund	Croydon Crocuses (Women's Institute)	

We would also like to recognise and thank all of our volunteers who donated their expenses to the charity.

Donations "In Kind" received:

London Borough of Croydon	Al-Mizan Charitable Trust
Croydon Salvation Army	Soroptimist International Croydon and District

We would like to express our appreciation and thanks to all our donors for their financial support and generosity without which our aims could not be achieved.

FINANCIAL REVIEW

I am pleased to present the accounts for the financial year 2017/2018.

We have diversified the sources of our main grant funding which has helped us reduce our reliance on funding from the local authority, however the London Borough of Croydon remains a significant funder of our work. Details of Home-Start Croydon's revenue and expenditure for the year under review and the previous year are shown on page 7 of the Financial Statement which shows how we balanced the books.

We recognise, and cannot ignore, the extent to which our financial viability rests with our funding, which comes without any future guarantees beyond the current agreements. However, we are actively engaging with the all of our funders in a bid to secure additional funds to continue our work. We remain quietly confident that our past achievements will set us up well for future funding applications.

Throughout this year we have been funded by: London Borough of Croydon, Big Lottery, Henry Smith Charity and Croydon Voluntary Action with a small number of one-off donations to support our work. This level of funding has allowed us to grow our staff team and to take on additional projects; contributing to an increase in the number of families we can support. In particular, we are able to continue running projects which aren't centred on home-visiting volunteers; this gives us a broader reach into the community.

It should be noted that a large proportion of the funds carried forward into the next financial year are allocated for spend in 2018/2019 due to the receipt of funding where the delivery is split over multiple financial years. We have maintained our net Reserves at a level to meet the terms of our Reserves Policy.

We would like to thank all of our funders for their commitment to our organisation and we are confident that Home-Start Croydon has the expertise and capacity to meet any new challenges and take a prominent part in future developments emanating from the Croydon community and the council's Best Start initiative.

HOME-START CROYDON

DIRECTORS' REPORT FOR THE YEAR TO 31 MARCH 2018(contd.)

RESERVES POLICY

The Management Committee has agreed a formal policy on reserves.

The Trustees have set a Reserves Policy which requires that:

1. Reserves are maintained at a level which ensures that Home-Start Croydon's core activity could continue during a period of unforeseen circumstances where there is likely to be a reduction or cessation of funding.
2. The Management Committee have reviewed the charity's needs for a reserve and agreed the appropriate level. It was agreed to continue a gradual accrual of reserves over the next 2 years in line with our Service Level Agreement to ensure that our core work would continue for a minimum of 3 months.
3. Such development will be in line with the annual review of this policy, the latest legislative requirements and best practice advice provided by the Charity Commission and Home-Start National.

RISK REVIEW

The Management Committee has reviewed the many risks to which Home-Start is exposed and is satisfied that systems have or are being established to mitigate these risks.

Disclosure & Barring Service checks for all volunteers and staff have been implemented.

All volunteers undertake a training course and are regularly supervised.

Adequate insurance cover for the scheme has been taken out to cover employees and volunteers carrying out work for an on behalf of Home-Start; this includes any claim resulting from alleged or actual abuse.

We continue to monitor all of the services we provide using our own evaluation procedures. We also work to the Home-Start UK Quality Assurance System to ensure that we provide high quality, appropriate, home based support to our families.

This report is prepared in accordance with the exemptions available to companies subject to the small companies regime within Part 15 of the Companies Act 2006

Signed on behalf of the Trustees



Ian McRobbie – Chair of Trustees

Date: 21st August 2018

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF HOME-START CROYDON

I report on the accounts for the year ended 31 March 2018, as set out on pages 7 to 12.

Respective responsibilities of directors and examiner

As described on page 3, the trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England and Wales.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention,

Basis of independent examiner's report

My examination was conducted 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, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006: and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) 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.

Jill Keehan, FCA



Date: 21 August 2018...

Britt & Keehan
Chartered Accountants
33 Grimwade Avenue
Croydon CR0 5DJ

HOME-START CROYDON
STATEMENT OF FINANCIAL ACTIVITIES
AND INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2018

	<u>NOTES</u>	UNRESTRICTED <u>FUNDS</u>	RESTRICTED <u>FUNDS</u>	<u>2018</u>	<u>2017</u>
INCOMING RESOURCES	8				
Donations		14,619	-	14,619	13,460
Activities for generating funds		1,238	-	1,238	6,626
Investment income		86	-	86	35
Charitable activities		<u>125,025</u>	<u>124,658</u>	<u>249,683</u>	<u>227,247</u>
TOTAL INCOMING RESOURCES		<u>140,968</u>	<u>124,658</u>	<u>265,626</u>	<u>247,368</u>
RESOURCES EXPENDED	9				
Raising funds		2,123	-	2,123	1,800
Charitable activities		<u>156,255</u>	<u>118,882</u>	<u>275,137</u>	<u>212,533</u>
TOTAL RESOURCES EXPENDED		<u>158,378</u>	<u>118,882</u>	<u>277,260</u>	<u>214,333</u>
NET (OUTGOING)/INCOMING RESOURCES BEFORE TRANSFERS		(17,410)	5,776	(11,634)	33,035
TRANSFER		-	-	-	-
		(17,410)	5,776	(11,634)	33,035
31,868 Funds brought forward at 31 March 2017		179,397	14,576	193,973	160,938
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
FUNDS CARRIED FORWARD At 31 March 2018		<u>£161,987</u>	<u>£20,352</u>	<u>£182,339</u>	<u>£193,973</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

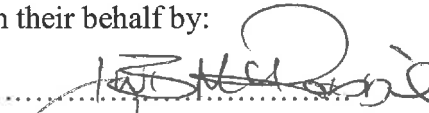
HOME-START CROYDON
BALANCE SHEET AS AT 31 MARCH 2018

	<u>NOTES</u>	£	<u>2018</u> £	£	<u>2017</u> £
FIXED ASSETS					
Tangible Fixed Assets	3		1		1
CURRENT ASSETS					
Cash at bank and in hand		183,340		195,704	
Debtors	4	<u>28</u>		<u>11,228</u>	
		183,368		206,932	
CREDITORS (amounts falling due within one year)	5	<u>1,030</u>		<u>12,960</u>	
NET CURRENT ASSETS			<u>182,338</u>		<u>193,972</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			£182,339		£193,973
			=====		=====
FUNDS	6				
Restricted Funds			20,352		14,576
Unrestricted Funds					
- General			119,633		139,620
- Designated			<u>42,354</u>		<u>39,777</u>
			£182,339		£193,973
			=====		=====

The accounts are prepared in accordance with the special provisions within Part 15 of the Companies Act 2006 relating to small companies

For the financial year ended 31st March 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 and no notice has been deposited under section 476. The directors acknowledges their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the Directors on: 21st August 2018
and signed on their behalf by:

Signed  I McRobbie - Chair

Signed  P M Menon - Treasurer

The notes on pages 9 to 12 form an integral part of these accounts.

HOME-START CROYDON
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

1 ACCOUNTING POLICIES

Accounting Convention. The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard (FRS) 102.

Income and Expenditure. All income is accounted for on a receivable basis. Donations in kind are recognized at the value to the charity and are included in both income and expenditure. Expenditure is accounted for on an accruals basis. Direct charitable expenditure comprises all expenditure relating to the objects of the charity, including costs incurred in the U.K. supporting charitable activities. Other expenditure comprises fund raising costs and expenditure on the management and administration of the charity. Where expenditure cannot be directly attributed to a single activity, it is allocated between activities on a basis consistent with the use of resources.

Depreciation of Tangible Fixed Assets. Individual assets costing in excess of £1,000 are capitalised. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset systematically over its expected useful life:

Office Equipment - 25% straight line basis, calculated on a quarterly basis.

2 FUND ACCOUNTING

The nature and purpose of each fund is explained in Note 6.

3 FIXED ASSETS

TANGIBLE FIXED ASSETS

Cost:

Brought forward

1,107

Additions

—

Carried forward

1,107

Depreciation:

Brought forward

1,106

Charge for the year

—

Carried forward

1,106

NET BOOK VALUE

At 31 March 2018

£1

=

4 DEBTORS

Income receivable

-

Accounts receivable

28

£28

=====

-

11,228

£11,228

=====

HOME-START CROYDON
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2018

	<u>2018</u>	<u>2017</u>
5 CREDITORS – Amounts falling due within one year		
Taxes and Social Security costs	-	-
Grants in advance	-	11,250
Independent examination & accountancy fees	<u>1,030</u>	<u>1,710</u>
	<u>£1,030</u>	<u>£12,960</u>

6 FUNDS

RESTRICTED FUNDS

Restricted funds are those which have been raised for specific projects falling within the charitable objectives:

	<u>Balance 31.03.17</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfer</u>	<u>Balance 31.03.18</u>
ABCD Partnership	13,418	45,000	(43,231)	-	15,187
Big Lottery – Reaching Communities	<u>1,158</u>	<u>79,658</u>	<u>(75,651)</u>	-	<u>5,165</u>
	<u>£14,576</u>	<u>£124,658</u>	<u>£(118,882)</u>	<u>£ -</u>	<u>£20,352</u>

UNRESTRICTED FUNDS

Unrestricted funds are those which the Trustees are free to use in accordance with charitable objectives

	<u>Balance 31.3.17</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers</u>	<u>Balance 31.3.18</u>
General Fund	139,620	116,468	(136,455)	-	119,633
Designated Fund – staffing contingency	20,000	-	-	-	20,000
- Henry Smith Ch Trust	13,777	24,500	(21,923)	-	16,354
- utilities contingency	<u>6,000</u>	-	-	-	<u>6,000</u>
	<u>£179,397</u>	<u>£140,968</u>	<u>£(158,378)</u>	<u>£ -</u>	<u>£161,987</u>

7 SUMMARY OF NET ASSETS BY FUND

	<u>Tangible</u> <u>Fixed Assets</u>	<u>Net</u> <u>Current Assets</u>	<u>TOTAL</u> <u>2018</u>	<u>TOTAL</u> <u>2017</u>
Restricted	-	20,352	20,352	14,576
General	1	119,632	119,633	139,620
Designated	-	<u>42,354</u>	<u>42,354</u>	<u>39,777</u>
	<u>£ 1</u>	<u>£182,338</u>	<u>£182,339</u>	<u>£193,973</u>

HOME-START CROYDON
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2018

	<u>2018</u>	<u>2017</u>
8 INCOMING RESOURCES		
Donations:	2,619	1,460
Donations in kind – premises rent	12,000	12,000
Activities for generating funds:		
Fund raising	-	-
Administering DBS checks	728	1,294
Room hire	510	5,332
Student placements	-	-
Investment income	86	35
Charitable activities:		
London Borough of Croydon:-		
Core grant	-	26,426
Best Start - Parent champions	50,486	37,490
Best Start - Home visiting	49,939	37,441
ABCD partnership with CVA	45,000	33,750
Other	100	-
Big Lottery	79,658	68,340
Henry Smith Charitable Trust	<u>24,500</u>	<u>23,800</u>
	<u>£265,626</u>	<u>£247,368</u>
9. CHARITABLE ACTIVITIES		
Direct Costs:		
Family groups expenses	3,744	105
Staff expenses and training	6,172	5,962
Training, Information & Guidance – Home-Start UK	4,453	3,980
Volunteer recruitment, training & expenses	1,513	1,488
Marketing	2,170	1,633
Course Preparation	<u>-</u>	<u>34</u>
	18,052	13,202
Governance costs:		
Independent Examiner’s fee & accountancy assistance	1,120	1,664
Trustee’s travel and subsistence expenses	2,800	-
Management Committee training and meeting expenses	-	5
Legal fees	<u>35</u>	<u>35</u>
	22,007	14,906
Staff salaries (Note 12)	223,403	157,983
Support Costs: (Note 13)	<u>29,727</u>	<u>39,644</u>
	<u>£275,137</u>	<u>£212,533</u>

HOME-START CROYDON
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2018

	<u>2018</u>	<u>2017</u>
10. COSTS OF GENERATING VOLUNTARY INCOME		
Staff salaries (Note 12)	1,682	1,179
Support costs: (Note 13)	225	300
Fund raising costs	216	-
Cost of fund raising events	<u>-</u>	<u>321</u>
	£2,123	£1,800
	=====	=====
12 STAFF SALARIES		
Salaries	211,117	152,030
Pensions	1,880	165
Temporary administration staff	586	-
Employers National Insurance	<u>11,502</u>	<u>6,967</u>
	£225,085	£159,162
	=====	=====
Direct charitable costs	220,694	156,474
Governance	2,709	1,509
Cost of generating funds	<u>1,682</u>	<u>1,179</u>
	£225,085	£159,162
	=====	=====

No employee earned £60,000 pa or more. The average number of employees was 13. (2017 – 12). A trustee was paid expenses for travel and subsistence totalling £2,800. These expenses covered a period of nine months, when the charity did not have a Chief Executive.

13 SUPPORT COSTS		
Rent (in kind donation)	12,000	12,000
Stationery and photo-copier	3,367	3,063
Bank charges	114	89
Payroll administration costs	73	488
Recruitment costs	-	2,092
Telephone, mobiles and postage	6,192	7,403
Insurance	821	783
Maintenance & renewal of small office equipment	3,231	10,501
Premises expenses	2,786	2,870
Other miscellaneous expenses	<u>1,368</u>	<u>655</u>
	£29,952	£39,944
	=====	=====
Direct charitable costs	29,367	39,244
Governance	360	400
Cost of generating funds	<u>225</u>	<u>300</u>
	£29,952	£39,944
	=====	=====

Support costs have been allocated on the basis of staff time and costs incurred.