

Registered number: 5618486  
Charity number: 1128932

## **HOME-START RUNNYMEDE AND WOKING**

(a company limited by guarantee)

**Unaudited Report and Financial Statements  
for the year ended 31<sup>st</sup> March 2021**



## **HOME-START RUNNYMEDE AND WOKING**

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## **HOME-START RUNNYMEDE AND WOKING**

### **Reference and administrative information for the year ended 31 March 2021**

<b>Company Name</b>	Home-Start Runnymede and Woking
<b>Company Number</b>	5618486
<b>Charity Number</b>	1128932
<b>Registered Office</b>	1 <sup>st</sup> Floor, Foxwell House Chobham Road Ottershaw Chertsey KT16 0NL
<b>Trustees</b>	Janice Bibby      Co-Chair Michael Griffiths Elizabeth Perkins   Co-Chair David Pointet * Joanna McKenzie Trevor Pound      Treasurer Jayne Skelton Michael Brown Helen Alexander David McKeown

\* resigned 18/8/20

<b>Scheme Manager</b>	Sarah Beasley
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## **HOME-START RUNNYMEDE AND WOKING**

### **Report of the trustees for the year ended 31 March 2021**

The trustees, who are also the directors of the charity for the purpose of the Companies Act 2006, are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities, and Financial Reporting Standard 102.

#### **Constitution**

Home-Start Runnymede and Woking is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

#### **Directors and Trustees**

The directors of the charitable company are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The trustees' liability is limited to £1, provided that they do not act negligently, or fraudulently, and do not allow the charity to continue when it is insolvent.

Trustees are recruited from the general public through the auspices of the Local Voluntary Service Bureau, from the bank of home visiting volunteers and from families who have received our service. A prospective trustee will receive an initial introduction to the work of the company, followed by an informal interview with two existing trustees. Following the receipt of two satisfactory references, the prospective trustee is proposed for election at a subsequent meeting of directors.

**The Trustees serving during the year and since the year-end were as follows:-**

Janice Bibby	Co-Chair
Elizabeth Perkins	Co-Chair
Trevor Pound	Treasurer
Helen Alexander	(appointed 24/4/20)
Michael Brown	
Michael Griffiths	
David McKeown	(appointed 15/1/21)
Joanna McKenzie	
David Pointet	(resigned 18/8/20)
Jayne Skelton	

The trustees meet monthly, and delegate day to day management of the charity to the employees.

## **HOME-START RUNNYMEDE AND WOKING**

### **Report of the trustees for the year ended 31 March 2021**

#### **Objectives of the charity**

Home-Start Runnymede and Woking (Home-Start RAW) is a family support charity that provides a free service to families who live in the boroughs of Runnymede and Woking. Families who have at least one child under five, and who are experiencing difficult times in their lives and are seeking support to get through them, are referred to the charity. This can be through Health Visitors, Support Agencies, Statutory Services, Surrey's Early Help Hub or via self-referral. Trained volunteers are carefully matched with the family and offer regular support, practical help, guidance and sign-posting to parents in their own homes and as they go about their activities. The support is tailored to the individual needs of the family in order to support and empower them in moving forwards towards agreed outcomes. Families may be struggling for a wide variety of reasons and Home-Start Runnymede and Woking aims to help, support and empower parents to tackle these challenges positively. Our aim is to ensure that every child has the best possible start in life that they can have.

The principal sources of funding are described in the Review of Financial Affairs. Expenditure is utilised to support the objectives of the charity.

The trustees have carefully considered the Charity Commission's guidance on reporting public benefit in planning what activities the charity undertakes.

#### **Developments, activities and achievements**

The staff team currently comprises a Scheme Manager, who over-sees the work of the staff, liaises with other organisations, represents the charity and carries a small family workload within 25 hours per week. There are two Family Support Co-ordinators who share the remaining family case load between them, a Family Support Worker, who can offer immediate and short-term support to families within 16 hours per week, and an administrator who works 25 hours per week.

The pandemic, and subsequent lock-downs, have had a major effect on the work undertaken by the charity over the year. Whilst there has been continuing and increasing need for 1:1 volunteer support, this has had to be accomplished through a variety of means including telephone calls and video calls. These have also been used to support groups, with face to face contact only being used where considered absolutely necessary by the staff. The changing emergency funding streams have enabled the charity to meet urgent, emerging family needs and we have worked with several other organisations to ensure that the families in our area have been supported in the ways that they needed during these unprecedented times - this has included food deliveries and use of food banks, toy and activity provision, and several other new activities.

During the year we have been able to support 93 families. 57 of these have been via a home-visiting volunteer (including telephone, video calls and outdoor meet ups where appropriate). 20 have been via Family Support Worker and the remainder have been via occasional support by a member of the staff team. We have worked with 208 children, 134 under the age of 5, 63 between the ages of 6 and 10, and 9 between the ages of 10 and 16.

We have completed a volunteer preparation course and followed it up with a further two courses during the year, adding 17 new home-visiting volunteers to our team of around 50.

## **Review of financial affairs**

The company opened the year with net assets of £109,769 (as restated – see Note 12 to the accounts). On a headline basis, 2020/21 turned out to be a positive year from a financial perspective despite our initial concerns that the Covid pandemic would have a severe financial impact. In practice the level of funding and, particularly emergency funding received during the year from various funders meant that income, which totalled £156,021, exceeded expenditure of £99,356. Principal sources of funding are outlined in note 2 of the accounts. Increasingly, funding is received in the form of grants that typically come with contractual obligations, which will involve greater costs for the charity going forward. In particular, there is a need to recruit more staff in order to develop our offering to meet differing needs locally and to fulfil our undertakings.

Acknowledging the 'one off' nature of some of the funds received, the trustees continue to review the level of financial commitments being taken on to ensure that outgoings remain aligned to projected income and that the charity remains financially stable.

## **Reserves Policy and the Trustees' responsibilities**

There were eight members comprising the Board of Trustees for the period. The trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise that are subject to regular review. They are also responsible for keeping proper accounting records which outline, with reasonable accuracy at any time, the financial position of the charity. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the detection and prevention of fraud and other irregularities.

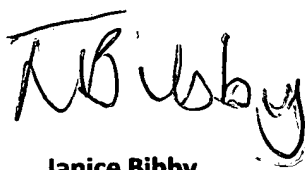
Home-Start Runnymede and Woking's Reserves Policy states that the scheme should ensure that at all times cash reserves are sufficient for the following purposes:

- To meet all outstanding liabilities at that time, and
- To cover a six month gap in funding, and
- To cover all necessary termination costs in the event of the closure of the scheme, including employment termination costs, lease termination costs etc.

Company and charity law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing the financial statements the trustees have made judgements and estimates that are reasonable and prudent and have prepared them on a going concern basis.

The financial statements presented here are in accordance with the special provisions of the Companies Act 2006 relating to small charitable companies. They comply with the charity's governing document, the Charities Act 2011 and the applicable Charities (Accounts and Reporting) Regulations.

This report was approved by the trustees on 3<sup>rd</sup> September 2021 and signed on their behalf by:



**Janice Bibby**  
Joint Chair



**Liz Perkins**  
Joint Chair

# HOME-START RUNNYMEDE AND WOKING

## Statement of Financial Activities For the year ended 31 March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 (as restated) £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds:</b>					
Grants, donations and fund-raising	2	77,564	74,478	152,042	90,290
Coronavirus Job Retention Scheme		3,221	-	3,221	-
Investment Income		758	-	758	334
<b>Total Incoming Resources</b>		<b>81,543</b>	<b>74,478</b>	<b>156,021</b>	<b>90,624</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds:</b>					
Direct Charitable expenditure		77,953	21,303	99,256	95,642
Governance costs		100	-	100	392
<b>Total Expenditure</b>	3	<b>78,053</b>	<b>21,303</b>	<b>99,356</b>	<b>96,034</b>
<b>Net income (deficit) for the year</b>		<b>3,490</b>	<b>53,175</b>	<b>56,665</b>	<b>(5,410)</b>
<b>RECONCILIATION OF FUNDS</b>					
Brought forward (as previously stated)		66,575	48,194	114,769	120,179
Prior year adjustment	12	-	(5,000)	(5,000)	(5,000)
Balance brought forward (as restated)		66,575	43,194	109,769	115,179
Net income (deficit) for the year		3,490	53,175	56,665	(5,410)
<b>Total Funds at 31 March 2021</b>	7	<b>70,065</b>	<b>96,369</b>	<b>166,434</b>	<b>109,769</b>

# HOME-START RUNNYMEDE AND WOKING

## Balance Sheet As at 31 March 2021

	Notes	2021		2020 (as restated)	
Assets		£	£	£	£
Cash at Bank and in Hand					
Current Accounts		52,219		12,256	
Savings Accounts		115,327		94,570	
Cash in hand		<u>8</u>		<u>8</u>	
			167,554		106,834
Prepayments and grants receivable	4 & 12		<u>4,573</u>		<u>9,358</u>
			<u>172,127</u>		<u>116,192</u>
<b>Amounts falling due within one year</b>	<b>5</b>				
Accruals-Sundry Creditors		<u>(1,357)</u>		<u>(1,285)</u>	
			(1,357)		(1,285)
Provisions	6		(4,336)		(5,138)
<b>Net Current Assets</b>			<u><b>166,434</b></u>		<u><b>109,769</b></u>
<b>Represented by</b>					
Unrestricted Funds	7		70,065		66,575
Restricted Funds	7		<u>96,369</u>		<u>43,194</u>
			<u><b>166,434</b></u>		<u><b>109,769</b></u>

The trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of Section 477 of the Companies Act 2006 and members have not required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Act. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Financial Statements were approved by the trustees on 3<sup>rd</sup> September 2021 and signed on their behalf, by:



**Trevor Pound**  
Treasurer



## **HOME-START RUNNYMEDE AND WOKING**

### **Notes to the Financial Statements For the year ended 31 March 2021**

#### **1. Accounting Policies**

**The following accounting policies were used consistently:**

##### **Accounting Basis:**

The financial statements have been prepared under the historical cost basis. The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

##### **Fund Accounting:**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

##### **Grants:**

Grants received are credited to the Financial Activities when they are receivable, split between restricted and unrestricted funds.

##### **Resources expended:**

All expenditure is accounted for on an accruals basis, inclusive of VAT and has been classified under headings that aggregate all costs related to that category. The value of volunteers' time has not been reflected in the accounts.

##### **Fixed assets:**

Where fixed assets have been acquired by grants received, the cost is netted against the grant. Any surplus grants are treated as restricted funds. Fixed assets totalling £1,000 (2020:£700) were acquired during the year.

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2021

#### 2. Grants, Donations and fund-raising:

	2021	2020
	£	£
<b>Unrestricted</b>		
Surrey County Council *	37,472	46,902
Woking Borough Council	10,000	7,500
Runnymede Borough Council (Covid-19 Emergency Grant Fund)	10,000	-
West Hill Golf Club	11,215	-
Various private donations and Fund- raising events	8,877	3,480
<b>Total</b>	<b>77,564</b>	<b>57,882</b>
<b>Restricted</b>		
Community Foundation for Surrey	11,644	9,616
BBC Children in Need	14,361	22,792
NHS Surrey Heartlands	26,678	-
HSUK *	11,795	-
Runnymede Borough Council	10,000	-
<b>Total</b>	<b>74,478</b>	<b>32,408</b>
<b>Total</b>	<b>152,042</b>	<b>90,290</b>

\* as per note 1, under current accounting practice, fixed assets acquired by grants received are netted against the relevant grant. Gross donations received from HSUK in the year totalled £12,795 (2020: Gross donations from Surrey County Council totalled - £47,605).

# HOME-START RUNNYMEDE AND WOKING

## Notes to the Financial Statements

For the year ended 31 March 2021

### 3. Analysis of expenditure:

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2021	2021	2021	2020
Charitable activities:	£	£	£	£
<b>Direct:</b>				
Salaries, NI & Pensions (note 10)	60,499	16,040	76,539	71,616
Staff/Volunteer expenses	2,006	-	2,006	3,971
Recruitment expenses	39	-	39	1,494
Training	685	-	685	1,419
Christmas vouchers and gift bags	1,821	-	1,821	-
Covid-19 family activity packs	786	-	786	-
<b>Pension deficit</b>				
Interest on pension deficit	-	115	115	79
Fund raising costs	-	-	-	215
Change in assumptions – pension deficit	-	148	148	(139)
Trustee expenses	-	-	-	-
<b>Indirect:</b>				
Office Rent	1,500	5,000	6,500	6,500
Telephone, IT, Office costs	6,578	-	6,578	5,598
Fee to Home-Start UK	1,631	-	1,631	2,533
Insurance	928	-	928	869
Stationery & postage	1,337	-	1,337	1,190
Advertising +PR	39	-	39	52
Other office costs	35	-	35	35
Bank charges	69	-	69	60
Payroll/Pension costs	-	-	-	150
<b>Sub-total: charitable activities</b>	<b>77,953</b>	<b>21,303</b>	<b>99,256</b>	<b>95,642</b>
<b>Governance:</b>				
Independent examination	-	-	-	150
Annual report, AGM, etc.	100	-	100	242
<b>Sub-total: governance</b>	<b>100</b>	<b>-</b>	<b>-</b>	<b>392</b>
<b>Total Expenditure</b>	<b>78,053</b>	<b>21,303</b>	<b>99,356</b>	<b>96,034</b>

# HOME-START RUNNYMEDE AND WOKING

## Notes to the Financial Statements For the year ended 31 March 2021

### 4. Prepayments and grants receivable:

	2021	2020
	£	£
Amounts due from Woking Borough Council	2,500	1,875
HSUK fee reimbursement	268	-
Amount due from BBC Children in Need	-	5,698
Prepayment for insurance	180	160
Rent	1,625	1,625
<b>Total</b>	<b>4,573</b>	<b>9,358</b>

### 5. Liabilities-: amounts failing due within one year:

	2021	2020
	£	£
Provision for office costs	377	374
Provision for Pension Fund contributions	630	561
Provision for staff expenses	-	-
Provision for independent examination	350	350
<b>Total</b>	<b>1,357</b>	<b>1,285</b>

### 6. Provisions:

	2021	2020
	£	£
Provision for pension deficit (note 8)	4,336	5,138
<b>Total</b>	<b>4,336</b>	<b>5,138</b>

# HOME-START RUNNYMEDE AND WOKING

## Notes to the Financial Statements For the year ended 31 March 2021

### 7. Movement in funds:

	At 1 April 2020 (as restated) £	Incoming resources £	Outgoing resources £	Transfers between reserves £	At 31 March 2021 £
<b>Unrestricted</b>					
General fund	66,575	81,543	(78,053)	-	70,065
<b>Restricted –</b>					
Provision for debt on withdrawal of pension fund	-	-	-	-	-
Other	48,332	74,478	(22,105)	-	100,705
Provision for pension deficit	(5,138)	-	802	-	(4,336)
	43,194	74,478	(21,303)	-	96,369
<b>Total</b>	109,769	156,021	(99,356)	-	166,434

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2021

#### 8. Membership of Pension Fund:

##### (i) Introduction

The charity participates in a scheme, a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the charity to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the charity is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2017. This valuation showed assets of £794.4m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

##### Deficit contributions:

From 1 April 2019 to 31 January 2025	£11,243,000 per annum (payable monthly and increasing by 3% each on 1 <sup>st</sup> April)
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Unless a concession has been agreed with the Trustee the term to 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2014. This valuation showed assets of £793.4m, liabilities of £969.9m and a deficit of £176.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

##### Deficit contributions:

From 1 April 2016 to 30 September 2025:	£12,945,440 per annum (payable monthly and increasing by 3% each on 1st April)
From 1 April 2016 to 30 September 2028:	£54,560 per annum (payable monthly and increasing by 3% each on 1st April)

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2021

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the charity has agreed to a deficit funding arrangement the charity recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

(ii) **Specific to the charity**

	<b>31 March 2021</b>	<b>31 March 2020</b>
	<b>(£s)</b>	<b>(£s)</b>
(a) Present value of provision	£4,336	£5,138
(b) Reconciliation of the opening and closing provisions		
	<b>31 March 2021</b>	<b>31 March 2020</b>
	<b>(£s)</b>	<b>(£s)</b>
Provision at start of period	5,138	6,232
Unwinding of the discount factor (interest expense)	115	79
Deficit contribution paid	(1,065)	(1,034)
Remeasurements - impact of any change in assumptions	148	(139)
Remeasurements - amendments to the contribution schedule	-	-
Provision at end of period	4,336	5,138

(c.) Income and expenditure impact

	<b>31 March 2021</b>	<b>31 March 2020</b>
	<b>(£s)</b>	<b>(£s)</b>
Interest expense	115	79
Remeasurements – impact of any change in assumptions	148	(139)
Remeasurements – amendments to the contribution schedule	-	-

## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2021

#### (d) Assumptions

	31 March 2021 % per annum	31 March 2020 % per annum
Rate of discount	0.66	2.53

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

#### (e) Deficit contribution schedule

The following schedule details the deficit contributions agreed between the charity and the scheme at each year end period:

Year ending	31 March 2021 (£s)	31 March 2020 (£s)	31 March 2019 (£s)
Year 1	1,097	1,065	1,034
Year 2	1,130	1,097	1,065
Year 3	1,164	1,130	1,097
Year 4	999	1,164	1,130
Year 5	-	999	1,164
Year 6	-	-	999
Year 7	-	-	-
Year 8	-	-	-
Year 9	-	-	-
Year 10	-	-	-

These contributions have been used to derive the charity's balance sheet liability.

#### (f) Contingent liability

The potential liability of the charity of the pension scheme deficit following withdrawal from the scheme is £14,571 (2020: £15,389).



## HOME-START RUNNYMEDE AND WOKING

### Notes to the Financial Statements For the year ended 31 March 2021

#### 9. Trustees remuneration and related parties

None of the trustees received any remuneration during the year

Expenses in the year were £nil (2019: £nil).

#### 10. Staff costs and emoluments:

	2021	2020
	£	£
Gross salaries	73,099	69,165
Employer's National Insurance	4,050	4,041
Employers' pensions contributions	3,740	3,512
Employment allowance	(4,350)	(5,102)
Total	<u>76,539</u>	<u>71,616</u>

The employment allowance, which the charity is entitled to claim to offset Employer's National Insurance, represents the full claim for 2020/21 together with the balance of the claim for 2019/20 not previously utilised.

#### 11. Employee numbers

At 31 March 2021, there were 5 part time employees (2020:5).

#### 12. Prior Year adjustment

Adjustments have been made to prior year figures in relation to the accounting for restricted grant income receivable.

	£
Opening reserves at 1 April 2019 as previously stated	120,179
Prior year adjustment:	
Correction of accounting entry in 2017/18 accounts re a restricted grant income receivable included in error	(5,000)
Opening reserves at 1 April 2019 as restated	<u>115,179</u>

## **HOME-START RUNNYMEDE AND WOKING**

### ***Independent examiner's report to the trustees of Home-Start Runnymede and Woking for the year ended 31 March 2021***

*I report on the accounts for the year ended 31 March 2021 set out on pages 5 to 15.*

#### ***Respective responsibilities of trustees as directors and the examiner.***

*The trustees, who are also directors of the company for the purposes of the Companies Act, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed. 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 Commission 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 carried out in accordance with the general Directions given by the Charity Commission. 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 seeking 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 section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities*

*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.*

Savvy Accountancy Solutions  
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...19...NOVEMBER...2021

