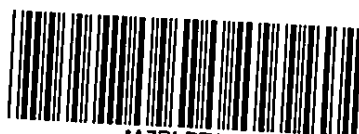


5687455

**HOMESTART CARMARTHEN – LLANELLI LIMITED**  
**REPORT AND FINANCIAL STATEMENT**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2007**

FR WEDNESDAY



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	COMPANIES HOUSE	

**HOMESTART CARMARTHEN – LLANELLI**  
**(A Company Limited by Guarantee)**

**REPORT AND FINANCIAL STATEMENT**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2007**

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## **HOMESTART CARMARTHEN - LLANELLI**

### **Legal and Administration information**

Charity Name	Homestart Carmarthen - Llanelli
Charity Registration No	1113572
Company Registration No	5687455
Registered Office	44 Station Road Llanelli Carmarthenshire SA15 1AN

### **Trustees**

Mrs A Williams	Chair
Mr H J Evans	Vice Chair
Cllr P Edmunds	
Mr S Cornell	
Cllr T Devichand	
Mr C R Walker	
Mrs J Williams	

### **Staff Team**

Mrs P A Parker	Company Secretary
Mrs Y Mann	
Mrs W Jenkins	
Miss W Henderson	
Mrs T Huggins	

### **Auditors**

Charles & Co  
Chartered Certified Accountants  
3 Murray Street  
Llanelli  
Carmarthenshire  
SA15 1AQ

### **Bankers**

Barclays Bank plc  
16 Vaughan Street  
Llanelli  
Carmarthenshire  
SA15 3UE

## **HOMESTART CARMARTHEN – LLANELLI**

### **Structure, Governance and management of the Charitable Funds**

Membership of the board of trustees includes people with a range of skills and experience and are representative of a wide cross-section of the community including statutory and voluntary agencies and Home-Start volunteers. The trustees have overall responsibility for managing the scheme and ensuring it acts at all times within its governing documents and the Home-Start Agreement. The trustees act collectively to govern the scheme and delegate the day to day responsibilities to paid staff. The scheme operates as a charitable company and the Trustees are conversant with charity and company law. As an incorporated scheme the trustees act collectively as a board of trustees and their liability is protected.

### **Recruitment and appointment of Management / Trustees**

Trustees are normally appointed at the Annual General Meeting (AGM) following nomination and election by the members of the scheme. On occasion, vacancies may arise and suitable individuals may be co-opted onto the board of trustees at any point during the year until the next AGM. Co-opted members will be formally noted as having been proposed and seconded at a meeting of the trustees before becoming a trustee.

### **Trustees Induction and Training**

To help new trustees become familiar with the scheme's work and with their new duties there is an induction process that includes an opportunity to meet with the Chairperson, visit the Home-Start office to meet staff and be briefed about the scheme, the volunteers and the support offered to families. They also receive an induction pack.

New members will spend time with the Senior Scheme Manager and/or the Chairperson going through the induction pack and being updated on recent issues.

The Home-Start Regional Consultant offers an induction session to each new Chairperson and can provide a day or half-day session with each new board of trustees.

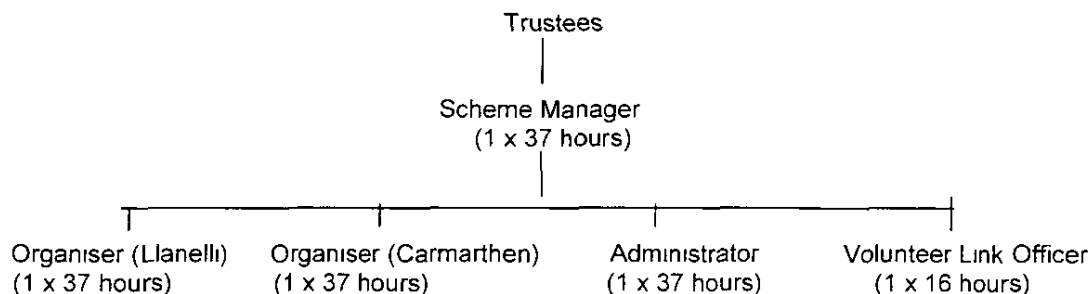
Trustees are expected to undertake training in equal opportunities, recruitment and selection, health and safety and safeguarding and promoting the welfare of children.

### **Risk Management**

The trustees have conducted its own review of the major strategic, business and operational risks which the charity faces. A strategic plan has been developed and regular monitoring ensures that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to minimize these risks.

## HOMESTART CARMARTHEN – LLANELLI

### Organisational Structure



### Objectives and Activities

#### (a) Mission Statement

Home-Start offers support, friendship and practical help to parents with young children, in local communities throughout the UK and with British Forces in Germany and Cyprus

Home-Start offers a unique service, recruiting and training volunteers – who are usually parents themselves – to visit families at home who have at least one child under 5 to offer informal, friendly and confidential support

To help give children the best possible start in life. Home-Start supports parents as they grow in confidence, strengthen their relationships with their children and widen their links with the local community

#### (b) Aims

Home-Start aims to increase the 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 adult and child can be respected and protected
- reassuring parents that difficulties in bringing up children are not unusual and encouraging them to enjoy 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 parents' strengths and emotional well-being for the ultimate benefit of their children
- encouraging families to widen their network of relationships and to use effectively the support and services available within the community

### Achievements and Performance

#### (a) Performance achieved against objectives set

In 2006 –2007 Home-Start Carmarthen-Llanelli said it would

- through its total funding, support 100 families through home visiting (1)
- increase support to volunteers by the introduction of a key post - Volunteer Link Officer

- implement the Home-Start UK Quality Assurance process and complete 5 areas of self assessment
- complete the transfer of assets for Incorporation
- develop an annual business cycle –monitoring the annual plan regularly and driving it forward to ensure the scheme can respond to new challenges
- implement the new Trustee Recruitment Pack from Home Start UK and ensure at least 2 members of the Management Committee attend the Trustee Training Day
- implement the new Volunteer Preparation Course for all volunteers
- complete a consultation exercise with volunteers and families and feed the results back into the business planning cycle
- complete the Management Committee Skills Audit to enable us to identify and utilise key skills in particular areas eg HR, finance
- ensure the scheme plays an active part in the community to maintain a high profile
- complete a mapping exercise of referrals to highlight key areas of need and gaps in provision for future planning

All objectives were achieved with the exception of (1) Our final figure of home visited families supported was 72 This was primarily due to a member of staff being on long term sick for 6 months of the year

### **Financial Review**

The charity receives its core funding from the National Assembly for Wales via the Sure Start initiative (Cymorth money) This year the total amount received was £84,531 This money is secure until 31 March 2008 when at that stage Cymorth money will be handed over to local authorities We are currently waiting to hear if we will continue to be funded from this source and if so, whether the level of funding will remain the same

A grant of £9,072 is received from The Big Lottery towards the full time salary of the Carmarthen Organiser to enable her to expand into the rural areas of Carmarthenshire This grant is due to end 31<sup>st</sup> March 2008 but due to long term sickness of the said member of staff, and subsequent non payment of salary, there has been an underspend on the grant It has been agreed in principle with The Big Lottery that this money may be carried over to continue the project

We have a reserve fund of £44,701 which in the event of no further funding being received/generated, will be used to close the Charity down

### **Plans for future**

To continue to secure funding to ensure that Home-Start Carmarthen-Llanelli remains in Carmarthenshire whilst reviewing our targets in relation to funding/staffing to look at possible growth

## **Responsibilities of the Management Committee**

Company law required the Management Committee to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company as the balance sheet date and its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Management Committee should follow best practice and

- Select suitable accounting policies and then apply them consistently.
- Make judgments and estimates that are reasonable and prudent, and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis

The Management Committee is responsible for maintaining proper accounting records which disclose the reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Management Committee is responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Members of the Management Committee**

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, services during the year and up to the date of this report are set out on Page 4

In accordance with Company Law, as the company's directors, we certify that

- So far as we are aware, there is no relevant audit information of which the company's auditors are unaware, and
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the charity's auditors are aware of that information

*P. Parn* COMPANY SECRETARY

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
HOMESTART CARMARTHEN-LLANELLI**

We have audited the financial statements of Homestart Carmarthen-Llanelli Ltd for the Period ended 31 st March 2007 on pages seven to sixteen These financial statements have been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating the small entities

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985 Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed

**Respective responsibilities of trustee and auditors**

As described on page five the company's trustees are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985 We also report to you if, in our opinion, the Report of the Trustees is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding director's remuneration and transactions with the company is not disclosed

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it

**Basis of audit opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements

**Opinion**

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 st March 2007 and of its profit for the period then ended and have been properly prepared in accordance with the Companies Act 1985

*Charles & Co*  
Charles & Co  
Chartered Certified Accountants  
3 Murray Street  
Llanelli  
Carmarthenshire  
SA15 1AQ

Date 20<sup>th</sup> Aug 07



**Homestart Carmarthen-Llanelli**  
**Statement of Financial Activities for the Period Ended 31st March 2007**

	Note	Unrestricted funds £	Restricted income funds £	Total this year £ 2007	Total last year £ N/A
<b>Incoming Resources</b>					
<b>incoming resources from generated funds</b>					
Voluntary Income	3	253	-	253	
Investment Income	3	284	-	284	
Incoming resources from charitable activities	3	-	93603	93603	
<b>Total incoming resources</b>		<b>537</b>	<b>93603</b>	<b>94140</b>	
<b>Resources Expended</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	4	-	-	-	
Charitable activities	4	-	64774	64774	
Government costs	4	-	31870	31870	
<b>Total resources expended</b>			<b>96644</b>	<b>96644</b>	
<b>Net incoming/(outgoing) resources before transfers</b>		<b>537</b>	<b>(3041)</b>	<b>(2504)</b>	
<b>Gross transfers between funds</b>		<b>(537)</b>	<b>537</b>	<b>-</b>	
<b>Net movements in funds</b>		<b>-</b>	<b>(2504)</b>	<b>(2504)</b>	
<b>Total funds brought forward</b>		<b>-</b>	<b>47206</b>	<b>47205</b>	
<b>Total funds carried forward</b>		<b>-</b>	<b>44701</b>	<b>44701</b>	

**Homestart Carmarthen-Llanelli**  
**Balance Sheet as at 31st March 2007**

Note	Unrestricted funds £	Restricted income funds £	Total this year £ 2007	Total last year £ N/A
<b>Fixed Assets</b>				
Plant and Equipment	-	1129	1129	
Fixtures & Fittings	-	520	520	
<b>Current assets</b>				
(Short Term) investments	-	-	-	
Cash at bank and in hand charitable activities	-	45409	45409	
<b>Total current assets</b>	-	45409	45409	
<b>Creditors: amounts falling due within one year</b>	-	2357	2357	
<b>Net Current assets/(liabilities)</b>	-	43052	43052	
<b>Total assets less current liabilities</b>	-	44701	44701	
<b>Creditors: amounts falling due after one year</b>	-	-	-	
Provisions for liabilities and charges				
<b>Net assets</b>	-	44701	44701	
<b>Funds of the Charity</b>				
Unrestricted funds				
Restricted income funds		44701	44701	
Endowment funds				
<b>Total Funds.</b>		44701	44701	

Signed by one or two trustees on behalf of  
all the trustees

Signature	Print Name	Date of Approval
<i>A. Williams</i>	ANN WILLIAMS	21.8.07
<i>P. J. Edmunds</i>	P. J. EDMUNDS	21.8.07

## **Notes forming part of the Financial Statements for the period ended 31<sup>st</sup> March 2007**

### **1. Accounting Policies**

The Principal accounting policies are summarized below. The accounting policies have been applied consistently throughout the year and in the preceding year.

#### **(a) Basis of accounting**

The financial statements have been prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value, and in accordance with the Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

#### **(b) Funding accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Unrestricted funds include a revaluation reserve representing the restatement of investment assets at market values.
- Designated funds are restricted funds earmarked by the Management Committee for particular purposes.
- Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### **(c) Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognized when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Clothing and other items donated for resale through charity shops are included as incoming resources within activities for generating funds when they are sold.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants where related to performance and specific deliverables are accounted for as the charity earns the right to consideration by its performance.

#### **(d) Resources expended**

Expenditure is recognized on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

## **Note 2      Accounting policies**

### **INCOMING RESOURCES**

**Recognition of incoming Resources**      These are included in the Statement of Financial Activities (SoFA) when

- The charity becomes entitled to the resources, and
- The trustees are virtually certain they will receive the resources and
- The monetary value can be measures with sufficient reliability

**Incoming resources with related expenditure**      When incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA

**Grants and donations**      Grants and donations are only included in the SoFA at the same time as the gift to which they related

**Contractual income and performance related grants**      This is only in the SoFA once the related goods or services have been delivered

**Gifts in kind**      Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable

**Donated services and facilities**      These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received

**Volunteer help**      The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report

**Investment income**      This is included in the accounts when receivable

**Investment gains and losses**      This includes any gains or loss on the sale of investments and any gains or loss resulting from revaluing investments to market value at the end of the year

### **EXPENDITURE AND LIABILITIES**

**Liability recognition**      Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay our resources

**Governance costs**      Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters

**Grants with performance conditions**

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided such grants are only recognised in the SoFA once the recipient of the grant has provided the specific services or output

**Grants payable without performance conditions**  
**Support Costs**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources. eg allocating property costs by floor area or per capita. staff costs by the time spent and other costs by their usage

**ASSETS**

**Tangible fixed assets for use by charity**

These are capitalized if they can be used for more than one year. and cost at least £500 They are valued at cost or a reasonable value on receipt

**Investments**

Investments quoted on a recognised stock exchange are valued at market at the year end Other investment assets are included at trustees best estimate of market value

**Stocks and work in progress**

These are valued at the lower of cost or market value

**Note 3      Analysis of incoming resources**

		<b>This year</b>	<b>Last year</b>
	<b>Analysis</b>	<b>£</b>	<b>£</b>
<b>Voluntary income</b>	Donations / Fundraising	253	-
		-	-
		-	-
		-	-
		-	-
	<b>Total</b>	<b>253</b>	<b>-</b>
<b>Activities for generating funds</b>		-	-
		-	-
		-	-
		-	-
		-	-
	<b>Total</b>	<b>-</b>	<b>-</b>
<b>Investment income</b>	Deposit Account Interest Received	284	-
		-	-
		-	-
		-	-
		-	-
	<b>Total</b>	<b>284</b>	<b>-</b>
<b>Incoming resources from charitable activities</b>	Surestart Core Funding	84531	-
	Big Lottery Funding	9072	-
	<b>Total</b>	<b>93603</b>	<b>-</b>

**Note 4      Analysis of resources expended**

	Analysis	This year	Last Year
		£	£
<b>Costs of generating voluntary income</b>		-	-
		-	-
		-	-
	<b>Total</b>	-	-
<b>Investment Management Costs</b>		-	-
		-	-
	<b>Total</b>	-	-
<b>Charitable activities</b>	Staff Costs	64774	-
		-	-
		-	-
	<b>Total</b>	64774	-
<b>Governance costs</b>	Premises Costs	6353	-
	Telephone	964	-
	Stationery/Administration	2288	-
	Advertising	102	-
	Insurances	1603	-
	Repairs & Renewals	1258	-
	Sundries	1059	-
	Staff Expenses	2963	-
	Staff Training Costs	2664	-
	Accountancy	310	-
	Audit	705	-
	Volunteers Expenses	6103	-
	Volunteers Training Costs	1234	-
	Membership Fees	85	-
	Annual Fee Home Start	2203	-
	Donations	270	-
	CAVS Costs	1580	-
	Bank Charges	8	-
	Depreciation	118	-
	<b>Total</b>	31870	-

**Note 5 Support Costs**

<b>Support Cost Type</b>	<b>Fundraising activity £</b>	<b>Charitable Activity £</b>	<b>Governance Activity £</b>	<b>Total Cost £</b>
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Total</b>	-	-	-	-

**Note 6 Details of certain items of expenditure**

**6.1 Trustee expenses**

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

<b>This year £</b>	<b>Last year £</b>
0	N/A
0	

**6.2 Fees for examination or audit of the accounts**

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

<b>This year £</b>	<b>Last year £</b>
705	N/A
None	N/A



**Note 7      Paid employees**

**7.1      Staff Costs**

	<b>This year £</b>	<b>Last Year £</b>
Gross wages, salaries and benefits in kind	59285	N/A
Employer's National Insurance costs	5489	-
Pension costs	0	-
<b>Total staff costs</b>	<b>64774</b>	<b>-</b>

**7.2      Average Number of full-time equivalent employees in the year**

	<b>This Year Number</b>	<b>Last Year Number</b>
The parts of the charity in which the employees work		
<b>Fundraising</b>	-	-
<b>Charitable Activities</b>	5	-
<b>Governance</b>	-	-
<b>Other</b>	-	-
<b>Total</b>	<b>5</b>	<b>-</b>

**7.3      Defined contribution pension scheme**

Brief details of scheme

NONE

	<b>This Year £</b>	<b>Last Year £</b>
The costs of the scheme to the charity for the year		-
The amount of any contributions outstanding at the year end	-	-
The amount of any contributions prepaid at the year end	-	-

**Note 8 Debtors and prepayments**

**Analysis of debtors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	-	-	-	-
Amounts due from subsidiary and associated undertakings	-	-	-	-
Other debtors	-	-	-	-
Prepayments and accrued income	-	-	-	-
<b>Total</b>	-	-	-	-

**Note 9 Creditors and accruals**

**9.1**

**Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	1652	-	-	-
Accruals and deferred income	705	-	-	-
<b>Total</b>	<b>2357</b>	-	-	-