

REGISTERED COMPANY NUMBER 05687455 (England and Wales)
REGISTERED CHARITY NUMBER: 1113572

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31ST MARCH 2010
FOR
HOME-START CARMARTHEN-LLANELLI

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

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HOME-START CARMARTHEN-LLANELLI
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FOR THE YEAR ENDED 31ST MARCH 2010

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HOME-START CARMARTHEN-LLANELLI

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2010**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2010. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
05687455 (England and Wales)

Registered Charity number
1113572

Registered office
44 Station Road
Llanelli
Carmarthenshire
SA15 1AN

Trustees
Mrs A Williams
H J Evans
Cllr P Edmunds
S Carnell
Cllr T Devichand
C R Walker

Company Secretary
Mrs P A Parker

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new 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.

HOME-START CARMARTHEN-LLANELLI

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2010**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

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 minimise these risks.

OBJECTIVES AND ACTIVITIES

Objectives and aims

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

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

HOME-START CARMARTHEN-LLANELLI

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2010**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

(a) Achievements

The scheme, with a total of 71 volunteers, has supported 103 families and 235 children

Since introducing accreditation of the Volunteer Preparation Course last year, 35 new volunteers have worked towards gaining OCN credits

(b) Performance achieved against objectives

In 2009/2010 Home-Start Carmarthen-Llanelli said it would

Through its total funding, aim to provide high quality support to 102 families (as per Home-Start benchmarks and as agreed by our funders) through home visiting

Continue to support volunteers particularly looking at engagement and consultation to develop the organisation

Review targets in relation to funding/staffing and look at growth or decline

Complete the 3 remaining areas of Quality Assurance self-assessment and reassess the 8 previous assessments submitted for the review monitoring the achievement of action plans via the quarterly Directors meetings

Maintain the annual business cycle - quarterly monitoring of the annual plan, driving it forward to ensure the scheme can respond to new challenges

Use the Trustee Recruitment Pack to recruit new committee members, with particular emphasis on recruiting from the Carmarthen and North of the County areas, and inform members of the Committee of relevant training opportunities

Continue to ensure the scheme plays an active part in the community to maintain a high profile

Continue the mapping exercise to ensure that resources are targeted in order to meet the identified need

Continue to conform to the Service Level Agreement with the local authority

Review sustainability issues and potential future funding sources

Continue to offer Unit 1 of the Home-Start system of OCN accreditation to new volunteers and introduce Unit 2 to established volunteers

Identify a range of opportunities to encourage feedback from volunteers, families and referrers to promote organisational growth and feed the results back into the business planning cycle

Establish and review Health and Safety provision within the scheme to ensure that it fulfils its legal obligations

All objectives were met

FINANCIAL REVIEW

Principal funding sources

The Charity receives its core funding from the National Assembly for Wales via the Sure Start initiative (Cymorth Fund)

The total amount for the year received was £131,927

The Big Lottery Fund ended on 30th April 2009

FUTURE DEVELOPMENTS

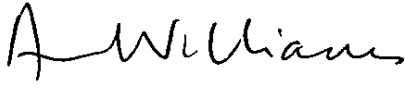
To continue to secure funding to ensure that Home-Start Carmarthen-Llanelli remains in Carmarthenshire whilst reviewing our targets in relation to funding/staffing to look at possible growth

To offer Unit 2 Accreditation of Prior Learning (APL) to existing volunteers with a minimum of one years experience with Home-Start These volunteers will be able to achieve credits by demonstrating the knowledge they have gained from the Preparation Course and from supporting families

HOME-START CARMARTHEN-LLANELLI

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2010

ON BEHALF OF THE BOARD



Mrs A Williams - Trustee

Date 2nd November 2010

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HOME-START CARMARTHEN-LLANELLI

I report on the accounts for the year ended 31st March 2010 set out on pages six to eleven

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors 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 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under Section 43 of the 1993 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 Act), and
- to state 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 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 statements 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 and 387 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 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



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

Date 19th November 2010 .

HOME-START CARMARTHEN-LLANELLI**STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31ST MARCH 2010

| | Notes | Unrestricted funds £ | Restricted funds £ | 2010 Total funds £ | 2009 Total funds £ |
|--|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| INCOMING RESOURCES | | | | | |
| Incoming resources from generated funds | | | | | |
| Voluntary income | | 1,227 | - | 1,227 | 1,106 |
| Investment income | 2 | 10 | - | 10 | 326 |
| Incoming resources from charitable activities | | | | | |
| Homestart | | - | 131,927 | 131,927 | 140,050 |
| Total incoming resources | | 1,237 | 131,927 | 133,164 | 141,482 |
| RESOURCES EXPENDED | | | | | |
| Charitable activities | | | | | |
| Homestart | | - | 130,853 | 130,853 | 141,186 |
| Governance costs | | - | 822 | 822 | 994 |
| Total resources expended | | - | 131,675 | 131,675 | 142,180 |
| NET INCOMING/(OUTGOING) | | | | | |
| RESOURCES before transfers | | 1,237 | 252 | 1,489 | (698) |
| Gross transfers between funds | 8 | 44,021 | (44,021) | - | - |
| Net incoming/(outgoing) resources | | 45,258 | (43,769) | 1,489 | (698) |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | - | 43,769 | 43,769 | 44,467 |
| TOTAL FUNDS CARRIED FORWARD | | 45,258 | - | 45,258 | 43,769 |

The notes form part of these financial statements

HOME-START CARMARTHEN-LLANELLI

BALANCE SHEET
AT 31ST MARCH 2010

| | Notes | Unrestricted funds £ | Restricted funds £ | 2010 Total funds £ | 2009 Total funds £ |
|--|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| FIXED ASSETS | | | | | |
| Tangible assets | 6 | 1,014 | - | 1,014 | 1,192 |
| CURRENT ASSETS | | | | | |
| Cash at bank and in hand | | 45,067 | - | 45,067 | 46,976 |
| CREDITORS | | | | | |
| Amounts falling due within one year | 7 | (823) | - | (823) | (4,399) |
| NET CURRENT ASSETS | | <u>44,244</u> | <u>-</u> | <u>44,244</u> | <u>42,577</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 45,258 | - | 45,258 | 43,769 |
| NET ASSETS | | <u>45,258</u> | <u>-</u> | <u>45,258</u> | <u>43,769</u> |
| FUNDS | 8 | | | | |
| Unrestricted funds | | | | 45,258 | - |
| Restricted funds | | | | - | 43,769 |
| TOTAL FUNDS | | | | <u>45,258</u> | <u>43,769</u> |

The notes form part of these financial statements

HOME-START CARMARTHEN-LLANELLI

BALANCE SHEET - CONTINUED
AT 31ST MARCH 2010

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2010

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2010 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on ^{2nd November 2010} ~~November~~ 2010 and were signed on its behalf by



Mrs A Williams -Trustee

The notes form part of these financial statements

HOME-START CARMARTHEN-LLANELLI

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST MARCH 2010**

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Taxation

The charity is exempt from corporation tax on its charitable activities

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the statement of financial activities on a straight line basis over the period of the lease

2 INVESTMENT INCOME

| | 2010 | 2009 |
|--------------------------|-------------------|-------------------|
| | £ | £ |
| Deposit account interest | 10 | 326 |
| | <u> </u> | <u> </u> |

3. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting)

| | 2010 | 2009 |
|-----------------------------|-------------------|-------------------|
| | £ | £ |
| Depreciation - owned assets | 178 | 210 |
| Other operating leases | 5,500 | 5,500 |
| | <u> </u> | <u> </u> |

HOME-START CARMARTHEN-LLANELLI

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2010

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2010 nor for the year ended 31st March 2009

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31st March 2010 nor for the year ended 31st March 2009

5. STAFF COSTS

| | 2010 £ | 2009 £ |
|--------------------|---------------|---------------|
| Wages and salaries | <u>88,010</u> | <u>97,851</u> |

6. TANGIBLE FIXED ASSETS

| | Plant and machinery etc £ |
|---------------------------------------|---------------------------------|
| COST | |
| At 1st April 2009 and 31st March 2010 | <u>1,767</u> |
| DEPRECIATION | |
| At 1st April 2009 | 575 |
| Charge for year | <u>178</u> |
| At 31st March 2010 | <u>753</u> |
| NET BOOK VALUE | |
| At 31st March 2010 | <u>1,014</u> |
| At 31st March 2009 | <u>1,192</u> |

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2010 £ | 2009 £ |
|-----------------|------------|--------------|
| Other creditors | <u>823</u> | <u>4,399</u> |

HOME-START CARMARTHEN-LLANELLI

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2010

8. MOVEMENT IN FUNDS

| | At 1 4 09 £ | Net movement in funds £ | Transfers between funds £ | At 31 3 10 £ |
|---------------------------|----------------|-------------------------------|---------------------------------|-----------------|
| Unrestricted funds | | | | |
| General fund | - | 1,237 | 44,021 | 45,258 |
| Restricted funds | | | | |
| Home Start | 43,769 | 252 | (44,021) | - |
| TOTAL FUNDS | <u>43,769</u> | <u>1,489</u> | <u>-</u> | <u>45,258</u> |

Net movement in funds, included in the above are as follows

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 1,237 | - | 1,237 |
| Restricted funds | | | |
| Home Start | 131,927 | (131,675) | 252 |
| TOTAL FUNDS | <u>133,164</u> | <u>(131,675)</u> | <u>1,489</u> |

HOME-START CARMARTHEN-LLANELLI

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2010

| | 2010 £ | 2009 £ |
|--|-----------|-----------|
| INCOMING RESOURCES | | |
| Voluntary income | | |
| Donations | 488 | 348 |
| Sundry Receipts | 739 | 758 |
| | <hr/> | <hr/> |
| | 1,227 | 1,106 |
| Investment income | | |
| Deposit account interest | 10 | 326 |
| Incoming resources from charitable activities | | |
| Core Funding | 131,927 | 131,060 |
| Big Lottery Fund | - | 8,990 |
| | <hr/> | <hr/> |
| | 131,927 | 140,050 |
| Total incoming resources | <hr/> | <hr/> |
| | 133,164 | 141,482 |
| RESOURCES EXPENDED | | |
| Charitable activities | | |
| Wages | 88,010 | 97,851 |
| Other operating leases | 5,500 | 5,500 |
| Rates and water | 358 | 417 |
| Insurance | 862 | 855 |
| Light and heat | 1,147 | 727 |
| Telephone | 717 | 1,221 |
| Postage and stationery | 4,082 | 3,360 |
| Advertising | 2,283 | 1,044 |
| Sundries | 1,074 | 644 |
| Repairs and Renewals | 1,607 | 1,877 |
| Staff Expenses | 5,453 | 7,358 |
| Training Costs | 1,566 | 1,597 |
| Volunteer Expenses | 11,766 | 13,254 |
| Membership Fees | 65 | 25 |
| Volunteer Training | 3,236 | 2,664 |
| Annual Fee - Home Start | 2,679 | 2,564 |
| Donations | 270 | 10 |
| Plant and machinery | 122 | 144 |
| Fixtures and fittings | 56 | 66 |
| Bank interest | - | 8 |
| | <hr/> | <hr/> |
| | 130,853 | 141,186 |

This page does not form part of the statutory financial statements

HOME-START CARMARTHEN-LLANELLI

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2010

| | 2010 £ | 2009 £ |
|---------------------------------|--------------|--------------|
| Governance costs | | |
| Accountancy | 822 | 794 |
| Legal fees | - | 200 |
| | <hr/> | <hr/> |
| | 822 | 994 |
| | <hr/> | <hr/> |
| Total resources expended | 131,675 | 142,180 |
| | <hr/> | <hr/> |
| Net income/(expenditure) | <u>1,489</u> | <u>(698)</u> |

This page does not form part of the statutory financial statements