

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

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR**  
**ENDED 31 MARCH 2018**  
**FOR**  
**HOME-START CARMARTHEN-LLANELLI**

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

TUESDAY



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**HOME-START CARMARTHEN-LLANELLI**  
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**FOR THE YEAR ENDED 31 MARCH 2018**

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## **HOME-START CARMARTHEN-LLANELLI**

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

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 31 March 2018. 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**

Crown Buildings

Suite A

7 Hall Street

Ammanford

Carmarthenshire

SA18 3BW

**Trustees**

Mrs A Williams

Cllr P Edmunds

- resigned 31.8.18

Mrs M Davies

Mrs C L Jones

C Lewis

Mrs H Nicholls

R J Griffiths

**Company Secretary**

**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.

**Induction and training of new trustees**

To help new trustees become familiar with the scheme's work and with their new duties there is a structured 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.

Trustees are expected to undertake training in equality and diversity and safeguarding and promoting the welfare of children and attend the Home-Start UK Trustee Induction Day.

## **HOME-START CARMARTHEN-LLANELLI**

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

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **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**

###### **Vision**

Home-Start wants to see a society in which every parent has the support they need to give their children the best possible start in life.

###### **Core Belief**

Home-Start believes that children need a happy and secure childhood and that parents play the key role in giving their children a good start in life and helping them achieve their full potential.

###### **Aims**

Each Home-Start scheme 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 own 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 31 MARCH 2018**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Strategic Objectives**

In 2017/18 Home-Start Carmarthen-Llanelli said it would:

- Through its Families First funding, aiming to provide high quality home visiting support to 86 families of which 20 should be TAF key worked
- Apply for grants which complement the work of the scheme and reinforce the core funding looking additionally at pots of funding which promote inclusion of eg Welsh speaking and rural communities
- Review sustainability issues and potential future funding sources, exploring opportunities to re-establish delivering accredited training to our volunteers
- Continue to support volunteers, particularly looking at engagement and consultation to develop the organisation
- Continue to ensure that we recruit sufficient volunteers in order to meet our contractual targets
- Maintain the annual business cycle - quarterly monitoring of the operational objectives, reviewing targets in relation to funding/staffing and look at growth or decline
- Hold an annual Away Day involving service users to review and update the Strategic Plan and Quality Assurance self-assessments
- Use the Trustee Recruitment Pack to recruit new Board members, with particular emphasis on recruiting from the Carmarthen and North of the County areas and from minority groups;
- Continue to ensure the scheme plays an active part in the community to maintain a high profile;
- Continue to offer 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 and are pleased to announce that we have met all of our targets.

2017/18 saw Home-Start Carmarthen-Llanelli enter into the third year of its joint contract with Action for Children and Home-Start Dinefwr.

Following a successful Quality Assurance Audit last September we are continuing to deliver a quality service and annually self-assess our quality practice under the Home-Start Quality Assurance System. This is a robust, bespoke system originally developed in collaboration with Charities Evaluation Service (designers of PQASSO). It is based on a programme of self-assessment against Home-Start's nationwide quality standards.

The ongoing development of our services has been reviewed, as well as the continuous improvement of practice areas relating to governance, management and safeguarding & service delivery. The standards also incorporate principles of ISO 9001 & Investors in People requirements. Reviews are undertaken by Home-Start UK's quality assurance specialists who are accredited ISO auditors.

#### **FINANCIAL REVIEW**

##### **Principal funding sources**

The Charity received its core funding from the Welsh Assembly via the Families First Grant. The total amount for the year received was £122,921.

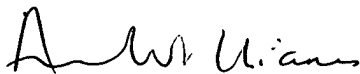
#### **FUTURE DEVELOPMENTS**

In May 2017 Trustees have resolved to make moves to merge Home-Start Carmarthen-Llanelli and Home-Start Dinefwr to form one scheme within the county and make us stronger moving forward. Tender for the county funding from Families First will be submitted to cover the whole county by Home-Start Dinefwr on behalf of the merged organisation.

**HOME-START CARMARTHEN-LLANELLI**

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

Approved by order of the board of trustees on ~~21 September~~<sup>13</sup> 2018 and signed on its behalf by:  
13 NOVEMBER



Mrs A Williams - Trustee

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

I report on the accounts of the company for the year ended 31 March 2018, which are set out on pages six to ten.

**Responsibilities and basis of report**

As the charity's trustees (and also the directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 386 of the Companies Act 2006; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland; or
4. that there is further information needed for a proper understanding of the accounts.

**Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.



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

21 September 2018

**HOME-START CARMARTHEN-LLANELLI**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	Unrestricted fund £	Restricted fund £	2018 Total funds £	2017 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		8,536	(1)	8,535	8,751
Investment income	2	26	-	26	7
<b>Incoming resources from charitable activities</b>					
Homestart		-	117,774	117,774	122,921
<b>Total incoming resources</b>		<b>8,562</b>	<b>117,773</b>	<b>126,335</b>	<b>131,679</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Homestart		390	113,553	113,943	130,392
Governance costs		-	1,200	1,200	1,393
<b>Total resources expended</b>		<b>390</b>	<b>114,753</b>	<b>115,143</b>	<b>131,785</b>
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>					
		8,172	3,020	11,192	(106)
Gross transfers between funds	8	3,020	(3,020)	-	-
Net incoming/(outgoing) resources		11,192	-	11,192	(106)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		47,147	-	47,147	47,253
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>58,339</b>	<b>-</b>	<b>58,339</b>	<b>47,147</b>

The notes form part of these financial statements



# HOME-START CARMARTHEN-LLANELLI

## BALANCE SHEET AT 31 MARCH 2018

	Notes	Unrestricted fund £	Restricted fund £	2018 Total funds £	2017 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	6	2,208	-	2,208	1,310
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		56,130	1,272	57,402	49,362
<b>CREDITORS</b>					
Amounts falling due within one year	7	1	(1,272)	(1,271)	(3,525)
<b>NET CURRENT ASSETS</b>		<u>56,131</u>	<u>-</u>	<u>56,131</u>	<u>45,837</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>58,339</u>	<u>-</u>	<u>58,339</u>	<u>47,147</u>
<b>NET ASSETS</b>		<u>58,339</u>	<u>-</u>	<u>58,339</u>	<u>47,147</u>
<b>FUNDS</b>	8				
Unrestricted funds				58,339	47,147
Restricted funds				-	-
<b>TOTAL FUNDS</b>				<u>58,339</u>	<u>47,147</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 charitable small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on ~~21 September~~ <sup>13 November</sup> 2018 and were signed on its behalf by:

  
Mrs A Williams -Trustee

The notes form part of these financial statements

## **NOTES TO THE FINANCIAL STATEMENTS** **FOR THE YEAR ENDED 31 MARCH 2018**

### Accounting convention

### Incoming resources

### Resources expended

### Tangible fixed assets

Plant and machinery etc - 15% on reducing balance

## 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.

### Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## 2. INVESTMENT INCOME

	2018	2017
	£	£
Deposit account interest	26	7

### 3. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2018	2017
	£	£
Depreciation - owned assets	390	231
Other operating leases	4,125	5,501
Other pension costs	1,060	-

**HOME-START CARMARTHEN-LLANELLI**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2018 nor for the year ended 31 March 2017.

**5. STAFF COSTS**

Wages and salaries	2018 £ 73,847	2017 £ 87,972
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**6. TANGIBLE FIXED ASSETS**

	Plant and machinery etc £
<b>COST</b>	
At 1 April 2017	4,377
Additions	1,288
At 31 March 2018	5,665
<b>DEPRECIATION</b>	
At 1 April 2017	3,067
Charge for year	390
At 31 March 2018	3,457
<b>NET BOOK VALUE</b>	
At 31 March 2018	2,208
At 31 March 2017	1,310

**7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2018 £ 1,271	2017 £ 3,525
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**8. MOVEMENT IN FUNDS**

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.18 £
<b>Unrestricted funds</b>				
General fund	47,147	8,172	3,020	58,339
<b>Restricted funds</b>				
Home Start	-	3,020	(3,020)	-
<b>TOTAL FUNDS</b>	47,147	11,192	-	58,339

**HOME-START CARMARTHEN-LLANELLI**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**8. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	8,562	(390)	8,172
<b>Restricted funds</b>			
Home Start	117,773	(114,753)	3,020
<b>TOTAL FUNDS</b>	<u>126,335</u>	<u>(115,143)</u>	<u>11,192</u>

**Comparatives for movement in funds**

	At 1.4.16 £	Net movement in funds £	Transfers between funds £	At 31.3.17 £
<b>Unrestricted Funds</b>				
General fund	43,710	6,527	(3,090)	47,147
<b>Restricted Funds</b>				
Home Start	3,543	(6,633)	3,090	-
<b>TOTAL FUNDS</b>	<u>47,253</u>	<u>(106)</u>	<u>-</u>	<u>47,147</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	6,758	(231)	6,527
<b>Restricted funds</b>			
Home Start	124,921	(131,554)	(6,633)
<b>TOTAL FUNDS</b>	<u>131,679</u>	<u>(131,785)</u>	<u>(106)</u>

**HOME-START CARMARTHEN-LLANELLI**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

	2018 £	2017 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	3,385	5,621
Grants	5,150	-
Sundry Receipts	-	3,130
	<hr/> 8,535	<hr/> 8,751
<b>Investment income</b>		
Deposit account interest	26	7
<b>Incoming resources from charitable activities</b>		
Core Funding	117,774	122,921
	<hr/>	<hr/>
<b>Total incoming resources</b>	126,335	131,679
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Wages	73,847	87,972
Pensions	1,060	-
Other operating leases	4,125	5,501
Rates and water	664	487
Insurance	1,031	1,022
Light and heat	1,106	1,369
Telephone	639	773
Postage and stationery	4,271	1,733
Sundries	2,545	1,933
Repairs and Renewals	520	2,282
Staff Expenses	5,062	5,330
Training Costs	1,135	2,557
Volunteer Expenses	7,328	6,692
Membership Fees	55	99
Volunteer Training	-	554
Annual Fee - Home Start	2,370	2,350
Trips	-	1,481
Repay underspend previous year	-	8,026
Management fee-Dinefwr	7,795	-
Plant and machinery	374	213
Fixtures and fittings	16	18
	<hr/> 113,943	<hr/> 130,392
<b>Governance costs</b>		
Accountancy	1,200	900
Professional fees	-	493
	<hr/> 1,200	<hr/> 1,393
<b>Total resources expended</b>	115,143	131,785

This page does not form part of the statutory financial statements

**HOME-START CARMARTHEN-LLANELLI**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

	2018 £	2017 £
	<hr/>	<hr/>
Net income/(expenditure)	<u>11,192</u>	<u>(106)</u>

This page does not form part of the statutory financial statements