

Charity Registration No. 1131111

Company Registration No. 06907615 (England and Wales)

HOME-START BLACKBURN & DARWEN
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019



HOME-START BLACKBURN & DARWEN

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	John Easton Elaine Fowler Mike Rawsterne Judith Holden Kathryn Adnitt Ismail Hafeji	(Appointed 14 January 2019)
Charity number	1131111	
Company number	06907615	
Principal address	Suite 19 Kings Court 33 King Street Blackburn Lancashire BB2 2DH	
Registered office	Suite 19 Kings Court 33 King Street Blackburn Lancashire BB2 2DH	
Independent examiner	Catherine C Baker FCCA Hindle Jepson & Jennings Ltd 10 Borough Road Darwen Lancashire BB3 1PL	
Bankers	National Westminster Bank Plc 35 King William Street Blackburn Lancashire BB1 7DJ	
Solicitors	Watson Ramsbottom Partnership 33-39 Railway Road Darwen BB3 2RL	

HOME-START BLACKBURN & DARWEN

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HOME-START BLACKBURN & DARWEN

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2019

The trustees present their report and financial statements for the year ended 31 March 2019.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities (FRS102)".

Objectives and activities

The principal activity of the charity during the year was to support parents and reduce the potential for family crisis and breakdown.

Home-Start Blackburn and Darwen is one of over 300 schemes throughout the UK and overseas. Whilst part of a national network, each scheme is managed and funded independently at a local level. This ensures that each scheme is firmly rooted in, and sensitive to the community it serves.

Home-Start Blackburn and Darwen values family life and the importance it has for children, parents and the community as a whole. Home-Start Blackburn and Darwen recognises the pressures that can be part of having a young family, especially for those experiencing social isolation, or those new to the area. Home-Start Blackburn and Darwen aims to support parents with at least one child under the age of five, who are facing difficulties, enabling them to cope with the pressures they are facing and reduce the potential for family crisis and breakdown.

Home-Start Blackburn and Darwen aims to increase the confidence and independence of the family by;

- * Offering support, friendship and practical assistance.
- * Visiting families in their own home, where the dignity and identity of each adult and child can be respected and protected.
- * Reassuring parents that difficulties 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 differing needs.
- * Encouraging parents' strengths and emotional well-being for the ultimate benefit of their children. Encouraging families to widen their network of relationships and use effectively the support and services available within the community.

There has been no change in these during the year.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

HOME-START BLACKBURN & DARWEN

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Achievements and performance

During the year Home-Start Blackburn & Darwen have supported 186 families and have received 177 new referrals, with a total of 317 children, 222 under five, 79 over five and 16 pre birth.

There have been 75 active volunteers supporting the scheme over the last 12 months with 25 newly trained volunteers. 30 volunteers have left the scheme to pursue new interests, particularly employment and education.

We work in tandem with health visitors and school nurses and the staff team are now trained in the Solihull Approach to ensure consistency with messages and information. This in turn is passed onto the volunteers as we are asking volunteers to carry out more challenging and targeted support. Through disseminating Solihull messages and supporting literature, we ensure that they have the confidence and additional skills to manage situations in the home that may impact negatively on the child's wellbeing.

This may include: significant parental mental health breakdown, managing children's behaviour and keeping them safe, as well as parenting strategies.

Financial review

The scheme's finances have experienced a significant decline in funding, due to the absence of major funders such as the Big Lottery and Henry Smith. Attempts to secure funding from these sources have been unsuccessful, as there have been changes to the processes involved. However, the scheme continues to be contracted to deliver services for the Healthy Child programme and has now secured an NHS Standard Contract from BWD Clinical Commissioning Group.

The challenges are still limited opportunities made available from commissions, contracts and grant funding. The scheme will be looking towards funding opportunities through a more collaborative approach to enable sustainability. The scheme holds significant unrestricted reserves and together with secured income, this will support the business until 2021.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is a company limited by guarantee.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

John Easton

Elaine Fowler

Mike Rawsterne

Judith Holden

Sarah Read

Kathryn Adnitt

Nicolas Hall

Ismail Hafeji

(Resigned 4 June 2018)

(Appointed 4 June 2018 and resigned 8 October 2018)

(Appointed 14 January 2019)

HOME-START BLACKBURN & DARWEN

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

None of the trustees have any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

Trade creditors of the company at the year end were equivalent to 0 day's purchases, based on the average daily amount invoiced by suppliers during the year.

The charity is run on a day to day basis by a manager, Amanda Barrass, and there are also administrators who provide support with the running of the charity. In addition to this, there are a large number of volunteers who deliver the work of the charity. These volunteers are overseen by Amanda and the co-ordinators.

There are no related parties to report.

The trustees' report was approved by the Board of Trustees.



Kathryn Adnitt

Trustee

Dated: 4 November 2019

HOME-START BLACKBURN & DARWEN

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HOME-START BLACKBURN & DARWEN

I report to the trustees on my examination of the financial statements of Home-Start Blackburn & Darwen (the charity) for the year ended 31 March 2019.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Catherine C Baker FCCA

Hindle Jepson & Jennings Ltd
10 Borough Road
Darwen
Lancashire
BB3 1PL

Dated: 4 November 2019

HOME-START BLACKBURN & DARWEN

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Total 2018 £
<u>Income from:</u>					
Donations and legacies	3	81,120	9,830	90,950	151,366
Investments	4	66	-	66	14
Total income		81,186	9,830	91,016	151,380
<u>Expenditure on:</u>					
Raising funds	5	-	-	-	2,000
Charitable activities	6	115,627	9,830	125,457	134,788
Other	10	-	-	-	140
Total resources expended		115,627	9,830	125,457	136,928
Net (expenditure)/income for the year/ Net movement in funds		(34,441)	-	(34,441)	14,452
Fund balances at 1 April 2018		171,263	51,517	222,780	208,328
Fund balances at 31 March 2019		136,822	51,517	188,339	222,780

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HOME-START BLACKBURN & DARWEN

BALANCE SHEET

AS AT 31 MARCH 2019

	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	11		1,854		2,182
Current assets					
Debtors	13	500		-	
Cash at bank and in hand		188,161		222,679	
		188,661		222,679	
Creditors: amounts falling due within one year	14	(2,176)		(2,081)	
Net current assets			186,485		220,598
Total assets less current liabilities			188,339		222,780
Income funds					
Restricted funds	16		51,517		51,517
Unrestricted funds			136,822		171,263
			188,339		222,780

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2019.


The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 4 November 2019

Kathryn Adnitt
Trustee

K. M. Adnitt 

Company Registration No. 06907615

HOME-START BLACKBURN & DARWEN

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

Charity information

Home-Start Blackburn & Darwen is a private company limited by guarantee incorporated in England and Wales. The registered office is Suite 19, Kings Court, 33 King Street, Blackburn, Lancashire, BB2 2DH.

1.1 Accounting convention

The accounts have been prepared in accordance with the Companies Act 2006 and "Accounting and Reporting by 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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants receivable are recognised on an accruals basis.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and applied under the appropriate heading. Liabilities are recognised as resources expended as soon as the obligation and commitment by the Charity to the expenditure arises.

HOME-START BLACKBURN & DARWEN

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	15% Reducing Balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

HOME-START BLACKBURN & DARWEN

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Funds Structure

The Charity has one restricted fund which is to be used in accordance with specific restrictions imposed by the respective donors, The Big Lottery Fund.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

HOME-START BLACKBURN & DARWEN

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2019 £	2019 £	2019 £	2018 £
Donations and gifts	15,803	-	15,803	32,799
Grants Received	65,317	9,830	75,147	118,567
	<u>81,120</u>	<u>9,830</u>	<u>90,950</u>	<u>151,366</u>
For the year ended 31 March 2018	<u>94,366</u>	<u>57,000</u>		<u>151,366</u>
Donations and gifts				
Children in need	8,843	-	8,843	7,662
Lloyds Foundation	6,460	-	6,460	8,380
Donations	500	-	500	460
Other	-	-	-	16,297
	<u>15,803</u>	<u>-</u>	<u>15,803</u>	<u>32,799</u>
Grants receivable for core activities				
Big Lottery Fund	-	-	-	57,000
BWDBC Families Health	-	-	-	46,317
Clinical Commission	-	-	-	11,250
Army Benevolent	-	-	-	4,000
BWD CCG	15,000	-	15,000	-
LCFT	50,317	-	50,317	-
Awards for All - Lottery	-	9,830	9,830	-
	<u>65,317</u>	<u>9,830</u>	<u>75,147</u>	<u>118,567</u>

4 Investments

	Unrestricted funds	Total
	2019 £	2018 £
Interest receivable	<u>66</u>	<u>14</u>

HOME-START BLACKBURN & DARWEN

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

5 Raising funds

	Unrestricted funds	Total
	2019 £	2018 £
<u>Fundraising and publicity</u>		
Seeking donations, grants and legacies	-	2,000
	<u>-</u>	<u>2,000</u>

HOME-START BLACKBURN & DARWEN

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

6 Charitable activities

	Family Support Work 2019 £	Family Support Work 2018 £
Staff costs	97,231	106,316
Depreciation and impairment	328	387
Employee and volunteer expenses	2,844	2,858
Rent	12,773	12,522
Light heat and water	641	763
Insurance	897	708
Refreshments and hospitality	369	454
Training and consultancy	681	401
Subscriptions	2,725	2,844
Recruitment costs	229	349
Telephone	2,243	2,373
Printing postage and stationery	325	163
Payroll fees	395	372
General expenses	496	1,258
Other charitable expenditure	1,145	1,117
	<u>123,322</u>	<u>132,885</u>
Share of governance costs (see note 7)	2,135	1,903
	<u>125,457</u>	<u>134,788</u>
Analysis by fund		
Unrestricted funds	115,627	77,788
Restricted funds	9,830	57,000
	<u>125,457</u>	<u>134,788</u>
For the year ended 31 March 2018		
Unrestricted funds	77,788	
Restricted funds	57,000	
	<u>134,788</u>	

HOME-START BLACKBURN & DARWEN

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

7 Support costs

	Support costs £	Governance costs £	2019 £	2018 £
Accountancy	-	1,924	1,924	1,680
Legal and professional	-	211	211	223
	-	2,135	2,135	1,903
Analysed between Charitable activities	-	2,135	2,135	1,903

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

9 Employees

Number of employees

The average monthly number of employees during the year was:

2019 Number	2018 Number
6	7

Employment costs

	2019 £	2018 £
Wages and salaries	97,231	106,316

10 Other

	2019 £	2018 £
Net loss on disposal of tangible fixed assets	-	140
	-	140

HOME-START BLACKBURN & DARWEN

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

11 Tangible fixed assets

Fixtures, fittings & equipment
£

Cost

At 1 April 2018 7,665

At 31 March 2019 7,665

Depreciation and impairment

At 1 April 2018 5,483

Depreciation charged in the year 328

At 31 March 2019 5,811

Carrying amount

At 31 March 2019 1,854

At 31 March 2018 2,182

12 Financial instruments

2019 2018
£ £

Carrying amount of financial assets

Debt instruments measured at amortised cost 500 -

Carrying amount of financial liabilities

Measured at amortised cost 2,176 2,081

13 Debtors

2019 2018
£ £

Amounts falling due within one year:

Trade debtors 500 -

14 Creditors: amounts falling due within one year

2019 2018
£ £

Accruals and deferred income 2,176 2,081

15 Retirement benefit schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

HOME-START BLACKBURN & DARWEN

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2018 £	Movement in funds Incoming resources £	Balance at 31 March 2019 £
Big Lottery	51,517	-	51,517

17 Analysis of net assets between funds

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Total 2018 £
Fund balances at 31 March 2019 are represented by:				
Tangible assets	1,854	-	1,854	2,182
Current assets/(liabilities)	144,799	41,686	186,485	220,598
	146,653	41,686	188,339	222,780

18 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2019 £	2018 £
Aggregate compensation	38,032	38,032