Company Registration No. 06907615 (England and Wales)

# HOME-START BLACKBURN & DARWEN ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018



#### **LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees John Easton

Elaine Fowler Mike Rawsterne Judith Holden Kathryn Adnitt Nicolas Hall

(Appointed 4 June 2018)

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 England 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

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# TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2018

The trustees present their report and financial statements for the year ended 31 March 2018.

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 routed 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.

#### Achievements and performance

During the year 158 families received support from Home-Start. This involved supporting a total of 306 children, 192 under five and 96 over five. Over the last twelve months we have had 79 volunteers who have supported the scheme, 32 of which have been newly recruited and trained. By March 2018, 25 volunteers had left the scheme to move on to other ventures.

# TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

#### Financial review

The scheme's finances have experienced a decline in funding, due to the Big Lottery School Readiness project, receiving its final payment in November 2017, there has been an unsuccessful continuation of funding from this source. However, the scheme has now secured long term funding from the Healthy Child Programme, until 2022. In addition, new contracts have been drawn from BwD Clinical Commissioning Group, taking the scheme through to 2019.

The challenges are the limited opportunities 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 does hold significant unrestricted reserves to support the business into 2020.

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

(Resigned 4 June 2018)

Kathryn Adnitt

Ian Wilkins Nicolas Hall (Deceased 16 May 2017) (Appointed 4 June 2018)

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.

# TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

There are no related parties to report.

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

**Kathryn Adnitt** 

Trustee

Dated: 12 November 2018

### 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 2018.

#### 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
- 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 England

Dated: 12 November 2018

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

#### FOR THE YEAR ENDED 31 MARCH 2018

		Unrestricted funds	Restricted funds	Total 2018	Total 2017
	Notes	£	£	£	£
Income from:					
Donations and legacies	3	94,366	57,000	151,366	157,989
Investments	. 4	14	-	14	18
Total income		94,380	57,000	151,380	158,007
Expenditure on:			<del></del>		
Raising funds	5	2,000	. •	2,000	
Charitable paticities	6	77 700	E7 000	124 700	122.079
Charitable activities	6	77,788	57 <u>,</u> 000	134,788	133,978
Other	10	140		140	-
Total resources expended		79,928	57,000	136,928	133,978
Net income for the year/					
Net movement in funds	٠	14,452	-	14,452	24,029
Fund balances at 1 April 2017		156,811	51,517	208,328	184,299
Fund balances at 31 March 2018	•	171,263	51,517	222,780	208,328
•			<del></del>		

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.

### BALANCE SHEET AS AT 31 MARCH 2018

		2018		2017	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	11		. 2,182		2,709
Current assets					
Debtors	13	-		1,000	
Cash at bank and in hand		222,679		223,123	
		222,679		224,123	
Creditors: amounts falling due within one year	14	(2,081)		(18,504)	
Net current assets			220,598	<del></del>	205,619
Total assets less current liabilities			222,780		208,328
Total about 1000 barroin maximiles	•		====		====
Income funds					
Restricted funds	16		51,517		51,367
Unrestricted funds			171,263	•	156,961
			222,780		208,328
			·		

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 2018. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

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.

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 12 November 2018

Kathryn Adnitt
Trustee

Company Registration No. 06907615

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

#### 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.

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

#### 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

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.

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

#### 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.

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

3	Donations and legacies				
		Unrestricted funds	Restricted funds	Total 2018	Total 2017
		iulius	lulius	2010	2017
		£	£	£	£
	Donations and gifts	32,799	-	32,799	33,772
	Grants Received	61,567	57,000	118,567 ———	124,217
		94,366	57,000	151,366	157,989
	For the year ended 31 March 2017	82,814	75,175	<del></del>	157,989
	•	=			=
	Grants receivable for core activities				
	Big Lottery Fund	-	57,000	57,000	75,175
	BWDBC Families Health	46,317	-	46,317	49,042
	Clinical Commission	11,250	-	11,250	-
	Army Benevolent	4,000	-	4,000	-
		61,567	57,000	118,567	124,217
4	Investments				
				2018	2017
				£	£
	Interest receivable			14	18
5	Raising funds			e	
				2018	2017
				£	£
	Fundraising and publicity				
	Seeking donations, grants and legacies			2,000	<b>-</b>
				2,000	
				=	

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

Charitable activities		
	2018	201
	£ .	
Staff costs	106,316	103,51
Depreciation and impairment	387	47
Employee and volunteer expenses	2,858	3,33
Rent	12,522	11,45
Light heat and water	763	78
Insurance	708	87
Refreshments and hospitality	454	45
Training and consultancy	401	850
Subscriptions	2,844	3,192
Recruitment costs	349	348
Telephone	2,373	2,23
Printing postage and stationery	163	40
Payroll fees	372	37
General expenses	1,258	80
Other charitable expenditure	1,117	1,844
	132,885	130,958
Share of governance costs (see note 7)	1,903	3,020
	134,788	133,978
Analysis by fund	<del></del> .	
Unrestricted funds	77,788	
Restricted funds	57,000	
	134,788	
For the year ended 31 March 2017		
Unrestricted funds	•	60,898
Restricted funds		73,086
		133,978
		133,376

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

Support costs					
	Support Go costs	overnance costs	2018	2017	Basis of allocation
	£	3	£	£	
Accountancy	_	1,680	1,680	2,120	Governance
Legal and professional	-	223	223	900	Governance
	· <u>-</u>	1,903	1,903	3,020	
Analysed between				===	
Charitable activities		1,903	1,903	3,020 ======	
	Accountancy Legal and professional Analysed between	Accountancy Legal and professional  Analysed between	Accountancy Legal and professional  Analysed between	Support Governance costs   Costs   E   E   E	Support Governance costs   Costs   E   E   E   E   E   E   E   E   E

#### 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 employees during the year was:

The second of th	2018 Number	2017 Number
	7	7
	<del></del>	=
Employment costs	2018	2017
. ,	£	£
Wages and salaries	106,316	103,518
ائیں۔ اپنی میں میں ایک میں میں ایک ایک معتبر کے ایک کو ایک ایک ایک ایک ایک میں میں ایک ایک ایک ایک ایک ایک ایک ایک ا		

#### 10 Other

		1	2018	2017
	<i>5</i> 7		£	£
Net loss on disposal of tangible fixed assets			140	-
			140	-

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

11	Tangible fixed assets		
		Fixtures, fittings	& equipment £
	Cost		_
	At 1 April 2017		8,169
	Disposals		(504)
	At 31 March 2018		7,665
	Depreciation and impairment		
	At 1 April 2017		5,460
	Depreciation charged in the year		387
	Eliminated in respect of disposals		(364)
	At 31 March 2018		5,483
	Carrying amount		
	At 31 March 2018		2,182
	At 31 March 2017		2,709
12	Financial instruments	2018	2017
	0	£	£
	Carrying amount of financial liabilities	0.004	40.504
	Measured at amortised cost	2,081 ———	18,504 ———
13	Debtors		
		2018	2017
	Amounts falling due within one year:	£	£
	Prepayments and accrued income	-	1,000
14	Creditors: amounts falling due within one year		
	·	2018	2017
		£	£
	Other creditors	-	16,297
	Accruals and deferred income	2;081	2,207
		2,081	18,504
			===

10 to 11 to

#### 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.

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

#### 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:

			Movemen	it in funds	
	·	Balance at 1 April 2017 £	Incoming resources £	•	Balance at 31 March 2018 £
	Big Lottery	51,517	57,000	(57,000)	51,517
17	Analysis of net assets between funds		·		
		Unre	estricted funds	Restricted funds	Total
	•		£	£	£
	Fund balances at 31 March 2018 are represented by	oy:			
	Tangible assets		2,182	-	2,182
	Current assets/(liabilities)		169,081	51,517	220,598
			171,263	51,517	222,780
				=======================================	=
18	Related party transactions				
	Remuneration of key management personnel				
	The remuneration of key management personnel is	as follows.			
				2018	2017
				£	£
	Aggregate compensation			38,032	37,720