

HOME-START TOWER HAMLETS

(Limited by guarantee)

COMPANY NO.: 07625273

CHARITY NO.: 1142947

REPORT AND UNAUDITED ACCOUNTS

for the year ended
31 May 2017

**FIELD SULLIVAN LIMITED
CHARTERED ACCOUNTANTS**

**NEPTUNE HOUSE
70 ROYAL HILL
LONDON SE10 8RF**



Home-Start Tower Hamlets

Status:	Company Limited by Guarantee No. 7625273 Charity registration No. 1142947 The Company's governing document is its Memorandum and Articles of Association dated 12 April 2011
Registered Office:	Attlee Youth and Community Centre 5 Thrawl Street London E1 6RT
Management Committee:	Talha Ahmad (resigned 7 July 2017) Daniel Crorie Faiza Crorie (resigned 20 March 2017) Christine Hevey (appointed 2 February 2017) Chinyere Ugo Nwobasi Alison Pickering (appointed 4 July 2017) Tania Shaikh (appointed 6 February 2017) Jessica Wienand (appointed 5 July 2017)
Staff members:	Pauke Arrindell - Co-ordinator Ratna Begum - Administrator Erik Charles Pattison - Bookkeeper
Independent examiner:	Timothy Sullivan FCA Field Sullivan Limited Chartered Accountants Neptune House 70 Royal Hill London SE10 8RF
Bankers:	HSBC 171 Edgware Road London W2 2HR

Home-Start Tower Hamlets

Trustees' report
for the year ended
31 May 2017

The trustees present their report and the financial statements for the year ended 31 May 2017. This is a directors' report required by s417 of the Companies Act 2006 and all trustees are directors. The financial statements comply with current requirements and the requirements of the Memorandum and Articles of Association.

Structure and purpose

Home Start Tower Hamlets is a charitable company limited by guarantee. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those articles, the members of the board are elected at the AGM to serve a period of 3 years, subject to ratification at each AGM.

Home-Start Tower Hamlets is a part of the Home-Start UK – the leading family support charity. Through its volunteers, Home-Start Tower Hamlets gives regular support, friendship and practical help under stress in their own homes with the purpose of helping to prevent family crisis and breakdown.

Home-Start Tower Hamlets supports local families – with at least one child under the age of five, who are facing a variety of difficulties including loneliness and isolation, ill health, post-natal depression, disabilities bereavement, and relationship difficulties, lone-parenting and coping with several pre-school children. We do this through our dedicated home-visiting volunteers. Each family is matched with a trained, DBS and reference checked volunteer who visits the family in their home for two hours a week for as long as it is needed with an average timescale of one year.

Our co-ordinators are responsible for the day-to-day running of the scheme: recruitment, training and support of the volunteers, supporting and liaising with the families as well as liaising with referrers. Our Scheme is supported by a board of trustees, who oversee the charity's activities, provide strategic planning, funding and governance advice.

Activities and achievements

We have continued to raise awareness of the Home-Start Tower Hamlets scheme by our presence at local events at children centres, mosques, at community centres, symposiums; conferences and staff training opportunities.

We have successfully recruited and trained an enthusiastic group of volunteers – whose new skills have allowed them to be subsequently matched with the increasing number of families in need in the borough. Several of our volunteers have gone on either into full/part time employment in the social sector or have taken up further education as a direct result of their work within the scheme. The success of the scheme has meant that the waiting list of families requiring support remains.

Over this period we have supported 53 families with 134 children. Out of these children 78 were under the age of 5 years, 56 children were over 5. These 53 families were provided with support during this period from 30 volunteers. 20 new volunteers were trained during this period.

The families were referred to the scheme by a range of professionals and family practitioners within the borough. 42% of referrals came from local Children Centres, 30% from Health Visitors, 8% from Children Social Services, 11% self-referrals and 9% from other organisations and agencies working within the early years sector.

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During this reporting period the scheme has successfully secured three year funding from LBTH through their Main Stream Grant as a partner of a partnership bid, for a weekly, term-time drop in playgroup. The three partners are Attlee Centre, Praxis and Home-Start Tower Hamlets. The aim of the playgroup is to reduce isolation and encourage social movement for parents and children in a safe environment.

We have run a trial for the Big Hopes Big Future programme. This has not been funded as yet. One employee and one volunteer have completed the training and successfully trained 10 volunteers and supported 4 families up the end of the reporting year.

We are hoping to expand our service with the BHBF programme and are hoping to secure funding in the next year.

Once again Home-Start Tower Hamlets was approached by British Telecom, who selected the scheme and its families to be one of their key distribution beneficiaries of their donated shoeboxes programme as part of their National Christmas Appeal. Distributed by Scheme volunteers, the shoeboxes brought relief and happiness to the children in the borough during the festive period.

Our volunteer's forum, run for and by our volunteers, has enabled volunteers to socialise, to learn from each other's experiences and to host forums with specialist guest speakers.

Financial report

We are grateful to our funders for their continuing support. And we are grateful for new financial support from corporate and personal sources which was given in the last reporting period.

Home Start Tower Hamlets (HSTH) was registered in 2011 and commenced activity in December 2012. Activity increased gradually with the recruitment and training of volunteers and an increasing number of families being served.

Last year we had to report a slump in funding due to problems with two large charitable funds and this led to an unbudgeted shortfall and a net asset figure of only £242 (opposed to a budgeted amount of £8,000) at 31 May 2016.

A year later we have to report a negative figure of £4,566. This includes a loan of £2,500 from the Brook Trust. We have therefore breached our reserves policy for a second year. Please note we have not included an allowance for redundancy, which would increase the deficit on the account statement, due to expectation of additional funding coming in but would like this to be noted for the records. However, incoming funds increased from £59,389 to £72,879 while outgoings showed a small increase from £75,870 to £77,687. In addition to planned funding we received donations for a number of sources. We would particularly like to thank Dentons Solicitors and the staff of BP treasury staff and several individuals for their kind support.

We have not reduced our activities but we have exercised tight cost control and the small increase is mainly due to the small increase in Local Authority pay scales (which we shadow) and some annual increments for staff.

We are in receipt of a quarterly grant from LBTH to provide a Friday Play Group in School Term time as part of a partnership with Praxis and Attlee Youth & Community Centre; this is run by a qualified Play Worker.

Home-Start Tower Hamlets

Trustees' report
for the year ended
31 May 2017

Financial report (continued)

We would like to more fully meet the needs which aggravate the social isolation and multiple problems faced by young families in Tower Hamlets. There is not a shortage of people willing and able to offer as volunteers. We still harbour the ambition to expand our service in the coming year by employing a second coordinator and recruiting a matching number of volunteers. We are actively seeking funding to achieve this. The funding for our first five year project ends in November 2017 and we are seeking financial support for a long term emphasis on reducing isolation, loneliness and social exclusion for young families.

We would like to thank Faiza Crie, who has stepped down, for her time and energy over the last four years. She was one of the founding members of the organisation. We are sad to see her go but wish her well with her future endeavours. We have been strengthened by new additions to the board of trustees and we are grateful for their expertise and energy.

We are grateful to the Attlee Youth and Community Centre for continuing to provide office space rent-free as a "gift in kind". We only pay a proportion of power, light and heat and cleaning/maintenance costs.

Public benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Home-Start's aims and objectives and planning future activities. The management committee ensure that the charitable purpose and aims of the charity as detailed in the preceding paragraphs are carried out for the public benefit. The structure of the management committee's annual report allows the charity to report each year on the services delivered through our programme activities.

Reserves policy

The trustees have set a reserves policy which requires:

- a) Reserves are maintained at a level which ensures that Home-Start's core activity could continue during a period of unforeseen difficulty; *
- b) A proportion of reserves are maintained in a readily realisable form

* As mentioned in the report above such a period occurred in the second half of the year. The policy still stands and we are actively rebuilding our reserves.

Management Structure and decision making

The Board of Trustees meet at least four times a year and is responsible for the governance, probity and strategic direction of the Charity. The Trustees delegate executive management of the Charity to the Coordinator. The Coordinator has overall responsibility for finance, policy implementation, project development and co-ordination of the staff team. Written reports are presented at the Board meetings on operational, financial, project development, risk management and strategic planning. In addition, the Coordinator meets frequently with the Chair.

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Trustees' report
for the year ended
31 May 2017

Trustees' induction and training

Prior to appointment, new Trustees meet with the Chair and the Coordinator and are provided with a Trustees' pack containing information about the charity and their responsibilities as Trustees. They are also invited to attend a meeting as an observer before confirming their willingness to stand for co-option or election. Developments in good governance practice, the regulatory framework and other factors which impact upon the organisation are reported on and discussed at Board meetings to ensure that Trustees' knowledge and understanding of their role and responsibilities is kept up to date. Training information is forwarded to Trustees from the Home-Start Network and other relevant sources.

Risk management

Financial Risk:

We have been heavily dependent on just a few large funders. The largest source of funding we have had has been a five-year commitment by the Big Lottery to fund our Early Learning project. This ends in November. We are focussing more on reducing social exclusion while maintaining our very broad range of support for families with young children. We need to secure more funding and reduce risks by expanding our support base and trying to ensure that we have commitments from funders which end at various times.

Reputational Risk:

We are trusted by referrers, families and volunteers as well as sponsors and donors. We adhere to best practice and policies as issued by Home-Start UK and other authorities, particularly in the training and

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Trustees' report
for the year ended
31 May 2017

Statement of trustees' responsibilities

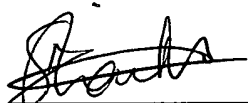
The trustees (who are also directors of the charitable company for the purposes of company law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgments and accounting estimates that are reasonable and prudent;
- d) state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report, which has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006, was approved by the board and signed on its behalf.



Tania Shaikh

Date: 16/11/2017

Independent examiner's report to the trustees of Home-Start Tower Hamlets

I report on the financial statements of the company for the year ended 31 May 2017 as set out on pages 8 to 14.

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of financial statements. The trustees consider that an audit is not required for this year under Section 144(1) of the Charities Act 2011 (the '2011 Act') and that an independent examination is needed.

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 financial statements under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) of the 2011 Act; and
- to state where particular matters have come to my attention.

Basis of 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement 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 of the Companies Act 2006; and
- to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 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 financial statements to be reached.



Timothy Sullivan FCA
Field Sullivan Limited • Chartered Accountants
Neptune House, 70 Royal Hill, London SE10 8RF

Date: 27/11/17

Home-Start Tower Hamlets

Statement of financial activities
Income and expenditure account
for the year ended
31 May 2017

	<u>Note</u>	<u>Restricted funds</u>	<u>Unrestricted funds</u>	<u>Total funds 2017</u>	<u>Restricted funds</u>	<u>Unrestricted funds</u>	<u>Total funds 2016</u>
		£	£	£	£	£	£
Incoming resources							
Incoming resources from generated funds:							
Voluntary income	3	64,837	8,042	72,879	48,875	10,514	59,389
Total incoming resources		<u>64,837</u>	<u>8,042</u>	<u>72,879</u>	<u>48,875</u>	<u>10,514</u>	<u>59,389</u>
Resources expended							
Charitable activities	4	61,259	16,427	77,687	64,280	11,590	75,870
Total resources expended		<u>61,259</u>	<u>16,427</u>	<u>77,687</u>	<u>64,280</u>	<u>11,590</u>	<u>75,870</u>
Net incoming/outgoing resources before transfers		3,577	(8,385)	(4,808)	(15,405)	(1,076)	(16,481)
Transfers between funds		-	-	-	-	-	-
Net movement in funds		<u>3,577</u>	<u>(8,385)</u>	<u>(4,808)</u>	<u>(15,405)</u>	<u>(1,076)</u>	<u>(16,481)</u>
Reconciliation of funds							
Total funds brought forward		133	109	242	15,538	1,185	16,723
Total funds carried forward		<u>3,710</u>	<u>(8,276)</u>	<u>(4,566)</u>	<u>133</u>	<u>109</u>	<u>242</u>

Home-Start Tower Hamlets

Company no. 07625273

Balance sheet

as at

31 May 2017

	Note	2017		2016	
		£	£	£	£
Fixed assets					
Tangible assets	7		3		619
Total fixed assets			3		619
Current assets					
Debtors	8	2,876		1,572	
Cash at bank and in hand		9,096		10,446	
Total current assets		11,972		12,018	
Creditors: amounts falling due within one year	9	(16,541)		(12,395)	
Net current assets/(liabilities)			(4,569)		(377)
Total assets less current liabilities			(4,566)		242
Net assets	10		(4,566)		242
The funds of the charity:					
Restricted funds			3,710		133
Unrestricted funds:					
General fund		(8,276)		109	
Total unrestricted funds			(8,276)		109
Total charity funds	11		(4,566)		242

For the year ending 31 May 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- 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
- The trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements, which have been prepared in accordance with the special provisions relating to the small companies regime within Part 15 of the Companies Act 2006, were approved by the board and signed on its behalf by:



Tania Shaikh

Date: 16/11/2017

Home-Start Tower Hamlets

Notes to the accounts
for the year ended
31 May 2017

1 General information

The company is a private company limited by guarantee incorporated in England & Wales.

The address of its registered office is:
Attlee Youth and Community Centre
5 Thrawl Street
London
E1 6RT

These financial statements were authorised for issue by the trustees on 15 November 2017.

2 Accounting policies

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

(i) Basis of accounting

The financial statements have been prepared under the historical cost convention, Companies Act 2006, Charities Act 2011 and the Charities Statement of Recommended Practice (FRS102). The Trustees have evaluated the funding and operating activities and reserves position and have no undue material uncertainties about the Charity's ability to continue as a going concern. This is the first year that the accounts have been prepared in accordance with FRS102. Accordingly, the date of transition to FRS102 was 1 June 2015. In the transition to FRS102 no measurement or recognition adjustments were made and there are no restatements included in the financial statements.

(ii) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an agreement.

(iii) Incoming resources

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

- Voluntary income is received by way of grants, donations and gifts and is included in full when receivable.
- Donated services and facilities are included at the value to the charity where this can be quantified.
The value of services provided by volunteers has not been included in these accounts.
- Investment income is recognised on an accruals basis.

Home-Start Tower Hamlets

Notes to the accounts
for the year ended
31 May 2017

2 Accounting policies (continued)

(iv) Resources expended

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

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the statement of financial activity on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

(v) Fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation. The cost of minor additions or those costing below £1,000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. The rates used are as follows:

plant and equipment	25%
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(vi) Going concern

The financial statements have been prepared on a going concern basis. The trustees consider that this is appropriate because:

- the charity has a clear view of the funds it requires having prepared forecasts for the period up to 2017/2018;
- the charity will continue to secure significant levels of grant funding.

3 Voluntary income

	Restricted funds	Unrestricted funds	Total funds 2017	Total funds 2016
	£	£	£	£
Big Lottery	38,074	-	38,074	37,244
Muslim Hands	-	-	-	10,000
London Borough of Tower Hamlets	4,076	-	4,076	1,631
Amazon Community Investment	-	2,000	2,000	-
Near Neighbours	2,500	-	2,500	-
Home-Start UK	-	2,500	2,500	-
DM Brouwer	9,704	-	9,704	-
Donations	483	3,482	3,965	514
Gift in kind	10,000	-	10,000	10,000
Fundraising	-	60	60	-
Total	64,837	8,042	72,879	59,389

Home-Start Tower Hamlets

Notes to the accounts
for the year ended
31 May 2017

4 Charitable activities

	Restricted funds	Unrestricted funds	Total funds 2017	Total funds 2016
	£	£	£	£
Staff costs	46,170	7,337	53,507	52,111
Recruitment	247	-	247	380
Training	2,253	43	2,296	4,095
Telephone	-	687	687	826
Insurance	-	676	676	719
Rent and service charges	10,000	3,144	13,144	11,572
Printing, postage and stationery	167	298	465	508
Office costs	2,423	-	2,423	1,192
Depreciation	-	616	616	1,020
Subscriptions and affiliation	-	913	913	953
Travel	-	841	841	795
Independent examination	-	1,560	1,560	1,591
Accounting	-	180	180	108
Fundraising	-	114	114	-
Sundries	-	18	18	-
Total	<u>61,259</u>	<u>16,427</u>	<u>77,687</u>	<u>75,870</u>

5 Staff costs and numbers

	2017 £	2016 £
Staff costs were as follows:		
Salaries and wages	52,142	47,925
Social Security costs	1,364	4,186
Total	<u>53,506</u>	<u>52,111</u>

No employee received emoluments of more than £60,000 (2016: nil)

	2017 No.	2016 No.
Average number employees	3	3
Total	<u>3</u>	<u>3</u>

6 Trustee remuneration and expenses

No trustees received any remuneration during the year. Expenses amounting to £nil (2015: £nil) were reimbursed to trustees.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2015: nil).

Home-Start Tower Hamlets

Notes to the accounts
for the year ended
31 May 2017

7 Tangible fixed assets

	<u>Office equipment</u> £	<u>Total</u> £
Cost		
At 1 June 2016	4,082	4,082
At 31 May 2017	<u>4,082</u>	<u>4,082</u>
Accumulated depreciation		
At 1 June 2016	3,463	3,463
Charge for the year	616	616
At 31 May 2017	<u>4,079</u>	<u>4,079</u>
Net book value		
At 31 May 2017	<u>3</u>	<u>3</u>
At 31 May 2016	<u>619</u>	<u>619</u>

8 Debtors

	<u>2017</u> £	<u>2016</u> £
Prepayments	2,876	1,572
Accrued income	-	-
Total	<u>2,876</u>	<u>1,572</u>

9 Creditors: amounts falling due within one year

	<u>2017</u> £	<u>2016</u> £
Loans and overdrafts	2,500	-
Trade creditors	2,832	1,477
Accruals	1,560	1,530
Deferred income	9,649	9,388
Total	<u>16,541</u>	<u>12,395</u>

Deferred income represents income relating to the next year received in the current year. Income of £9,649 which related to 2017/18 has been deferred and deferred income of £9,388 from last year has been released as it related to the current year.

Home-Start Tower Hamlets

Notes to the accounts
for the year ended
31 May 2017

10 Analysis of net assets between funds

	<u>General funds</u> £	<u>Restricted funds</u> £	<u>Total funds</u> £
Tangible fixed assets	3	-	3
Current assets	8,262	3,710	11,972
Current liabilities	(16,541)	-	(16,541)
Net assets at 31 May 2017	<u>(8,276)</u>	<u>3,710</u>	<u>(4,566)</u>

11 Movements in funds

	<u>At 1 June 2016</u>	<u>Incoming resources</u> £	<u>Outgoing resources</u> £	<u>Transfer</u>	<u>At 31 May 2017</u> £
Restricted funds:					
Big Lottery	-	38,074	(36,466)	-	1,608
London Borough of Tower Hamlets	133	4,076	(2,107)	-	2,102
Gift in kind	-	10,000	(10,000)	-	-
Near Neighbours	-	2,500	(2,500)	-	-
DM Brouwer	-	9,704	(9,704)	-	-
Donations	-	483	(483)	-	-
Total restricted funds	<u>133</u>	<u>64,837</u>	<u>(61,259)</u>	<u>-</u>	<u>3,710</u>
Unrestricted funds					
General fund	109	8,042	(16,427)	-	(8,276)
Total unrestricted funds	<u>109</u>	<u>8,042</u>	<u>(16,427)</u>	<u>-</u>	<u>(8,276)</u>
Total funds	<u>242</u>	<u>72,879</u>	<u>(77,687)</u>	<u>-</u>	<u>(4,566)</u>

Purposes of restricted funds:

Big Lottery: To fund the Early Learning Project.

London Borough of Tower Hamlets: To fund the playscheme, Toys'N'Teas group, run on Fridays.

Gift in kind : Attlee Youth and Community Centre provided office space rent free for a year.

Near Neighbours: to cover the volunteer training.

DM Brouwer: sponsorship to cover staff cost.

Donation: received to cover miscellaneous expenditure.