

**SOUTHAMPTON FAMILY TRUST LTD**  
**(A company limited by guarantee)**

**Company Registration No. 04559853**

**Charity Registration No. 1095732**

**Annual Report and Financial Statements**

**For the year ended 31 October 2017**



# **SOUTHAMPTON FAMILY TRUST LTD**

0

(A company limited by guarantee)

Company Registration No. 04559853

Charity Registration No. 1095732

## **Contents**

	<b>Page</b>
Legal and Administrative Details	1
Report of the Management Committee	2
Independent Examiners Report	6
Balance Sheet	7
Statement of Financial Activities	8
Notes to the Accounts	9

# **SOUTHAMPTON FAMILY TRUST LTD**

1

(A company limited by guarantee)

Company Registration No. 04559853

Charity Registration No. 1095732

## **Legal and Administrative details**

### **Report of the Trustees for the year ended 31 October 2017**

The trustees present their report and independently examined financial statements for the year ended 31 October 2017.

### **Reference and Administrative Information**

Charity Name: SOUTHAMPTON FAMILY TRUST LTD

Charity registration number: 04559853

Company registration number: 1095732

Registered Office: 93 Ethelburt Avenue,  
Southampton  
Hampshire SO16 3DF

Main operational address: Southampton Voluntary Services  
Kingsland Square  
St Mary Street  
Southampton  
SO14 1NW

### **Trustees**

Graham Salmon	Chair
Jonathan Paul Sweeney	
Alison Jane Sweeney	
Paul Finn	
Janice Finn	

### **Secretary**

Helen Savage

## **Structure, Governance and Management**

### **Governing Document**

SOUTHAMPTON FAMILY TRUST LTD is a charitable company limited by guarantee, incorporated on 10 Oct 2002 and registered as a charity on 31 Jan 2003.

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.

### **Recruitment and Appointment of Trustees**

Trustees are normally, but not exclusively, recruited from supporters of the charity who are all supportive of our aims and practically involved in the work of the charity. We try to keep a balance of skills and backgrounds to enable the efficient functioning of the group.

## **Report of the Trustees**

### **Objectives and Activities**

#### **Our objectives:**

1. The advancement in the Unitary Authority area known as Southampton and the surrounding area ("the area of benefit") of public education in matters concerning interpersonal relationship and life skills and strengthening and enriching family life marriage parenting and relationships and the doing of all such things being charitable in law as are incidental or conducive to the attainment of these Objects and without prejudice to the generality of the foregoing.
2. By developing long term cultural changes to raise public awareness of the importance of life skills and thus promoting better relationships in the community generally;
3. By offering every couple contemplating marriage or committed relationship, preparation and short courses that give them help with such issues as communication conflict resolution agreeing personal values and budgeting;
4. By giving on-going support for marriage and relationships generally including (but not exclusively) mentoring, step family support and specialist sources of help when needed;
5. By conducting dialogue with local schools and those involved with post-16 education to help children and adults to learn life skills and values to empower them to make better relationship decisions
6. By parenting networks so that every parent has the opportunity of relevant parenting support for children from baby to toddler stages acquiring and/or improving skills through the primary school age group and up to and including teenage years;
7. By creating a directory of support services for couples in difficulty and families in crisis so that people are enabled to know where they can go to obtain help with their relationship;

#### **Our methods**

- Selection of facilitators (parenting and couple support) on criteria linked to experience, openness to continuous enrichment, interpersonal skills, and a specified level of availability
- Training of facilitators, (which is carried out by qualified trainers and teachers or by experienced qualified volunteers in the use of inventories and facilitation of effective couple dialogue)
- Highlighting opportunities for the community to support family stability and health
- Identifying initiatives and agencies currently operating in this field
- Resourcing current gaps (e.g. couple mentoring, support for parents of children who have suffered trauma)
- Preparing and delivering training in a variety of venues, halls and homes, in a group format, and in couple to couple sessions.
- Contributing to research, validation and evaluation of national groups.
- Developing healthy relationship programmes
- Developing partnerships with other agencies
- Linking with and influencing policy makers
- Providing information and access to key services
- Web site development and links
- Dissemination of topical reports

# **SOUTHAMPTON FAMILY TRUST LTD**

3

(A company limited by guarantee)

Company Registration No. 04559853

Charity Registration No. 1095732

- Exchange information with other groups
- Advertising and publicity
- Web site promotion
- Development in the application of Prepare Inventories
- Marriage Enrichment Courses
- Access to professional counselling
- Parenting courses
- Link to Emotional Literacy initiatives
- Link to Sure Start
- Develop ante natal and post natal relationship support
- Cross city Older People events (Silver Service)
- Supporting churches in developing their mental health offer

## **Public Benefit**

SOUTHAMPTON FAMILY TRUST LTD continues to meet the public benefit requirement and has regard to the Charities Commission guidance on public benefit where relevant.

The trust continues to grow in terms of influence and activity. A significant proportion of work is now in the areas of couple support, parenting and ante natal classes. The trust continues to build up its work with older people and other relationship areas, including domestic abuse awareness. Over the year in question training and development sessions were carried out with several hundred people in the Southampton area, with additional indirect benefit to their families.

## **Specific achievements over the year include (referenced against SOUTHAMPTON FAMILY TRUST LTD's objectives):-**

### **1 Relationship skills**

- a. Ante Natal Classes – impact of a new baby on your couple relationship
- b. Parenting courses – GroBrain, Feelings Affect Behaviour (women only and men only), Strengthening Families, Emotional First Aid for Parents.
- c. Couple support work. Working with couples who are experiencing difficulties using Prepare Enrich Relationship Education Programme.
- d. Team development – 6 monthly training, and information sharing

### **2 Public Awareness/Cultural Change**

- a. Member of Southampton Family & Parenting Practitioners Network (SFPPN) promoting awareness of family support work in Southampton
- b. Member of Relationship Alliance – aims to develop and support strong and stable personal and social relationships nationally
- c. Membership of PIPPA partnership - Prevention, Intervention and Public Protection Alliance (domestic and sexual abuse).
- d. Part of Southampton Steering Group working against domestic and sexual abuse
- e. Continued funding for women only FAB parenting courses focussing on domestic abuse awareness. Also running men only FAB courses for men which SCC staff consider to be "low risk" perpetrators.

### **3 Short courses for pre-marriage**

- a. Encouragement of locally based marriage preparation events, and couple to couple work.

## **SOUTHAMPTON FAMILY TRUST LTD**

4

(A company limited by guarantee)

Company Registration No. 04559853

Charity Registration No. 1095732

### **4 On-going support**

- a. Couple work on Marriage/Relationship Enrichment
- b. Developing couple counselling links with local agencies
- c. Running Emotional First Aid for Parents
- d. Development of course for older people
- e. Mental health awareness in churches and impact on relationships

### **5 Schools**

- a. FAB, Strengthening Families and Emotional First Aid courses delivered at local schools

### **6 Parenting courses**

- a. Strengthening Families for parents and their pre-teen children
- b. FAB course featuring self-esteem activity and domestic abuse awareness
- c. GroBrain - early years' attachment support

### **7 Directory of relationship support**

- a. Signposting and links with other directories on website

## **Summary and Main Achievements 2016/17**

Over the period in question the following dimensions outline the main activities of the trust:

SOUTHAMPTON FAMILY TRUST LTD has continued to deliver parenting courses and couple support, reaching over 600 Southampton residents. Parenting courses delivered include Strengthening Families, FAB (women only and men only), Emotional First Aid for Parents and GroBrain.

SOUTHAMPTON FAMILY TRUST LTD's All Change Ante Natal session has continued to run at Princess Anne Maternity Hospital with large numbers attending.

The number of couples wishing to access couple support has continued to increase, as have the number of referrals from Southampton City Council.

The facilitator team has been extended.

SOUTHAMPTON FAMILY TRUST LTD has benefitted from being a member of PIPPA (Prevention and Intervention and Public Protection Alliance) and has seen an increased number of referrals onto parenting courses from domestic abuse agencies.

# **SOUTHAMPTON FAMILY TRUST LTD**

5

(A company limited by guarantee)

Company Registration No. 04559853

Charity Registration No. 1095732

## **Financial Review**

SOUTHAMPTON FAMILY TRUST LTD raised £44,475 (2016: £40,047) and spent £40,872 (2016: £40,980) We have continued to be able to meet all our financial commitments throughout the year and we are very grateful for the regular and faithful giving of our donors, as well as the agencies that commission our services. Our reserves are sufficient to meet liabilities.

A three-year grant was received from Children in Need this year to deliver Strengthening Families courses across the city. Continued funding was received from Yellow Door to deliver women only FAB parenting courses. £8,000 was received from the Henry Smith Charity towards the costs of delivering All Change, GroBrain, men only FAB courses, couple support and office costs.

## **Serious Incidents**

There were no serious incidents to report. Discussion by the trustees has been built into our annual calendar and will also be addressed on an as needs basis.

## **Reserve Policy**

The management committee has examined the charity's requirements for reserves in the light of the main risks to the organisation. The established policy, whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity will be used for the charity's objectives, subject to maintaining sufficient funds to confidently plan ahead and provide for any closure liabilities, whilst recognising the intent and purpose of those who donate funds to the charity, will continue.

This policy is under ongoing scrutiny as we develop new income streams into the charity.

The Trustees declare that they have approved the Trustees Report above.

Signed on behalf of the Charity's trustees

Name: Graham Salmon

Position: Chair

Signature:




Date: 10 August 2018

Name: Paul Finn

Position: Trustee

Signature:



Date: 10 August 2018

# **SOUTHAMPTON FAMILY TRUST LTD**

6

(A company limited by guarantee)

Company Registration No. 04559853

Charity Registration No. 1095732

## **Independent Examiner's Report to the Trustees on the accounts for the year ended 31 October 2017**

I have reviewed the accounts of the charity for the year ended 31 October 2016, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the 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 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Margaret Rachel Cooper ACA

Independent Examiner

Welbeck, 29 Welbeck Avenue Southampton, SO17 1ST

Date

10 August 2018

**SOUTHAMPTON FAMILY TRUST LTD**

7

(A company limited by guarantee)

Company Registration No. 04559853

Charity Registration No. 1095732

**Statement of Financial Activities for the year ended 31 October 2017**

	<u>Note</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2016</u>
		£	£	£	£
<b><u>Income</u></b>					
<b>Income from:</b>					
Donations					
Gifts and Donations Income		9,770	-	9,770	9,067
Gift Aid Tax Recoverable		1,657	-	1,657	1,438
Charitable Activities					
Grants	4	-	18,012	18,012	9,954
Commissioned Courses	9	8,931	-	8,931	13,806
Contributions to office costs		5,375	-	5,375	5,650
Relish		-	-	-	-
Grobrain		116	-	116	111
Other Course Income		600	-	600	-
Investments					
Interest Received		14	-	14	21
		<u>26,463</u>	<u>18,012</u>	<u>44,475</u>	<u>40,047</u>
<b><u>Expenditure</u></b>					
<b>Expenditure on:</b>					
Commissioned Course Expenses	4	6,688	-	6,688	10,590
Other Course Expenses		2,841	6,560	9,401	5,277
Grobrain		378	-	378	712
Gifts and Donations		5	-	5	364
Insurance		289	-	289	277
Payroll Expenses	2	19,170	-	19,170	18,753
Postage and Delivery		10	-	10	67
Printing and Stationery		158	-	158	153
Independent Examination		-	-	-	200
Professional Fees		645	525	1,170	1,281
Rent		3,000	-	3,000	3,000
Telephone		60	-	60	89
Training		197	-	197	180
Travel & Entertaining		-	-	-	-
Advertising and promotion		230	-	230	-
Other Office Expenses		116	-	116	37
Materials, admin and support costs		(4,464)	4,464	-	-
		<u>29,323</u>	<u>11,549</u>	<u>40,872</u>	<u>40,980</u>
<b>Net Income/(expenditure) for the year</b>		(2,860)	6,463	3,603	(933)
<b>Transfers between funds</b>	5	-	-	-	-
<b>Net movement of funds</b>		<u>(2,860)</u>	<u>6,463</u>	<u>3,603</u>	<u>(933)</u>
<b>Reconciliation of funds:</b>					
Total Funds brought forward		9,319	3,047	12,366	13,299
<b>Total Funds carried forward</b>		<u>6,459</u>	<u>9,510</u>	<u>15,969</u>	<u>12,366</u>

**SOUTHAMPTON FAMILY TRUST LTD**

8

(A company limited by guarantee)

Company Registration No. 04559853

Charity Registration No. 1095732

**Balance Sheet as at 31 October 2017**

	<u>Note</u>	<u>2017</u>	<u>2016</u>
		£	£
<b><u>Fixed Assets</u></b>	1	-	-
<b><u>Current Assets</u></b>			
Inventory stock		36	108
Debtors	6	1,969	4,669
Cash at bank and in hand:			
Current Account		6,580	1,177
Deposit Account		6,991	4,178
Direct plus account		5,401	3,961
Petty Cash		30	43
		<u>19,002</u>	<u>9,359</u>
		21,007	14,136
<b><u>Liabilities</u></b>			
Creditors: Amounts falling due within one year:			
Accruals		1,888	1,770
Deferred Income	9	<u>3,150</u>	-
		5,038	<u>1,770</u>
<b><u>Net Current Assets</u></b>		<u>15,969</u>	<u>12,366</u>
<b><u>Total Assets less Current Liabilities</u></b>		<u>15,969</u>	<u>12,366</u>
<b><u>Funds of the Charity</u></b>			
Unrestricted Funds		6,459	9,319
Restricted Funds	5	9,510	3,047
		<u>15,969</u>	<u>12,366</u>

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies, subject to the small companies' regime and in accordance with FRS102 SORP.

**The notes on pages 9-11 form part of these accounts.**

The above financial statements were approved by the directors on and signed on their behalf by:

*Graham Salmon*

**Signed**

**Name: Graham Salmon**

**Director of SOUTHAMPTON FAMILY TRUST LTD**

**Date: 10 August 2018**

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2017****1) ACCOUNTING POLICIES**

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

**a) Basis of Accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have also been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

**b) 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 (There are no such funds to date)
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor

**c) Tangible fixed assets**

Assets that can be used by the charity for more than one year and costing above £500 are capitalised.

The charity does not currently hold any Fixed Assets.

**d) Income**

Income is included in the statement of financial activities when the charity is entitled to the income, it is more likely than not that the trustees will receive the resources and the amount can be quantified with sufficient reliability.

Income received prior to the year end for course sessions that have not been completed by the balance sheet date is carried forward to next year as Deferred Income.

**e) Tax reclaim on gifts**

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

**f) Expenditure**

Expenditure is recognised on an accrual basis as a liability is incurred.

**g) Stock**

Stock of inventories used for charitable activities is valued at the lower of cost and net realisable value.

**h) Public benefit**

The charity constitutes a public benefit entity as defined by FRS 102

## SOUTHAMPTON FAMILY TRUST LTD

10

(A company limited by guarantee)

Company Registration No. 04559853

Charity Registration No. 1095732

### 2) PAYROLL COSTS

	<u>2017</u>	<u>2016</u>
	£	£
Gross Pay	19,170	18,753
Employers National Insurance	-	-
	<u>19,170</u>	<u>18,753</u>

The charity employs 3 part time members of office staff who work across all areas of the charity.

During the year to 31 October 2017 Helen Savage, CEO, received remuneration of £6600 and £840 for acting as a course facilitator (for the period April - October 2016 £6,270 total).

No employee received more than £60,000.

No redundancy payments were made by the charity during the year.

### 5) MOVEMENT IN FUNDS

	<u>At 1 Nov</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>Transfer</u>	<u>At 31 Oct</u>
	<u>2016</u>	<u>resources</u>	<u>resources</u>	<u>of funds</u>	<u>2017</u>
	£	£	£		£
<b>Restricted funds:</b>					
(i) Children In Need - 3	2,522	5,299	7,626		195
(ii) Laing Trust	525	-	525		-
(iii) Children In Need - 4	-	2,844	398		2,446
(iv) Henry Smith Charity	-	8,000	2,144		5,856
(v) EFA	-	1,869	856		1,013
Total restricted funds	<u>3,047</u>	<u>18,012</u>	<u>11,549</u>	<u>-</u>	<u>9,510</u>
<b>Unrestricted funds:</b>					
General fund	9,319	26,463	29,323	-	6,459
<b>Total funds</b>	<u>12,366</u>	<u>44,475</u>	<u>40,872</u>	<u>-</u>	<u>15,969</u>

(i) BBC Children In Need agreed further funding in September 2016 for Strengthening Families work

(ii) Laing Trust provided funds towards the cost of a new website. The project was completed in December 2016.

(iii) BBC Children In Need agreed further funding in September 2017 for Strengthening Families work

(iv) A grant from The Henry Smith Charity was awarded in June 2017 to fund one years running costs on projects providing support to families

(v) The Thornhill Community Health Group Funding agreed funding in April 2017 for 2 Emotional First Aid courses in Thornhill

## **SOUTHAMPTON FAMILY TRUST LTD**

(A company limited by guarantee)

Company Registration No. 04559853

11

Charity Registration No. 1095732

### **6) DEBTORS (recoverable within one year)**

	<u>2017</u>	<u>2016</u>
	£	£
Trade Debtors	-	-
Prepayments and accrued Income	221	3,132
Other debtors	<u>1,748</u>	<u>1,537</u>
	<u>1,969</u>	<u>4,669</u>

### **7) TRUSTEE REMUNERATION AND RELATED PARTY DISCLOSURES**

None of the Trustees have been paid any remuneration or received any other benefits from an employment with the charity. No trustee expenses have been incurred.

There have been no related party transactions in the year.

### **8) POST BALANCE SHEET EVENTS**

There are no material post balance sheet events that need to be disclosed and no contingent liabilities to be made at the year end.

### **9) DEFERRED INCOME**

In accordance with SORP 2005, income received during the year for commissioned course sessions that have not been completed by the year end is recognised as deferred income and carried forward as a liability on the balance sheet to be matched with the costs of running those courses in the next financial year.

### **10) GOING CONCERN**

The financial statements have been prepared on the Going Concern basis.