



## Balsam Family Project

REPORT OF THE DIRECTORS AND GENERAL INFORMATION FOR THE PERIOD ENDED 30th JUNE 2016

Status	<p>A company limited by guarantee and not having a share capital, registered in England and Wales, number <b>06850797</b></p> <p>The company has charitable status and is registered with the Charity Commission under registration number <b>1129896</b>.</p>
Directors	<p>Andrew Haines (Chairman) Alex Hammond Alex Walker Rob Bennie</p>
Secretary	<p>Jun Li</p>
Registered office	<p>Yew Tree Barn, The Paddocks, East Hanney, Wantage, Oxfordshire, OX12 0HX</p>
Bankers	<p>Natwest Bank, 3 Newbury Street, Wantage, Oxfordshire, OX12 8BX</p>

For further information contact:

email [info@balsamfamilyproject.co.uk](mailto:info@balsamfamilyproject.co.uk)  
Alex Walker 07799 894410

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# **Balsam Family Project**

REPORT OF THE DIRECTORS AND GENERAL INFORMATION FOR THE PERIOD ENDED 30th JUNE 2016

## **Structure**

Balsam Family Project is a charitable company limited by guarantee. It was incorporated on 18<sup>th</sup> March 2009 and registered as a charity by the Charity Commission on 29<sup>th</sup> May 2009.

## **Objects, objectives and principal activities**

Balsam Family Project's activities are regulated by the Memorandum and Articles of Association.

The objects of the company are:

- 1 To advance education of the public in good practices promoting the maintenance and development of family welfare guided by the principles of the Christian Faith
- 2 To advance the Christian Faith for the benefit of the public in accordance with the statements of belief

The principal activities of Balsam Family Project have been focused on helping families with children that have been or are facing difficulties and where there may be a risk of, or actual, involvement with the Children's Social Services Department of the Local Authority. The focus in the first period has been in South Oxfordshire and the surrounding area.

Services are offered to all families regardless of faith. Balsam Family Project believes that true transformation in lives comes from the inside out. We aim to demonstrate God's love for all his creation in the services we provide to all regardless of faith.

"Balsam Family Project is a great example of local people working together to improve their communities. Combining professional training with on-going mentoring, the Project offers a sustainable response to one of today's big issues – creating opportunities for everyone to improve the quality of their parenting of small children, however tough their circumstances might be. I want to see the work of Balsam Family Project grow, be well supported by our local community and inspire others to respond in such practical and effective ways."

**Ed Vaizey, Minister for Culture and local MP**

## **Review of activities during the period**

### **1. The Issue**

Balsam Family Project (BFP), for the past seven years, has been effectively addressing some of the root causes of family breakdown in Oxfordshire. Sadly, many parents have limited experience of good parenting and struggle to know how to bring up their own children. A significant proportion of the families we support with have been brought up in care themselves and/or have already had a child placed into the care system. Going it alone as single parents can make it even harder. Unless we break the cycle of a child who doesn't experience good parenting not knowing how to be a good parent themselves, then we have no reason to expect improvements in behaviour from children and adults caught in this spiral.

The Field and Allen reports both commissioned by the previous coalition government identify that early intervention is absolutely critical in breaking the cycle of deprivation and destructive behaviour. Many Head teachers and educationalists will also attest to the fact that interventions at school are very much less successful if parents do not effectively bond and develop good relationships with their children in the first 3 years of life. Despite the Government's concern for troubled families, the reality is that many Early Intervention Services are seeing significant cuts. Many Children's centres in Oxfordshire still face closure and the issue was highlighted in national media when the mother of the then Prime Minister, David Cameron, signed a petition against the implementation of the cuts.

County Council leader, Ian Hudspeth has said: "The council is facing unprecedented budget pressures from the rising cost of care and this pressure is expected to continue for years to come". This is what the Director for Children's Services for Oxfordshire has said acknowledging the very significant financial cuts they are facing;

"About half our budget goes on providing services for two per cent of the population – that is, vulnerable children and adults in our care. The crucial point is that demand for this care is rising so we expect it to account for three-quarters of our budget by 2020 as the county's population ages and grows. The council's budget will continue to reduce, while demand for care services goes up. The number of people receiving home care has nearly doubled (94 per cent) from 2011 to 2015. The number of children on child protection plans has risen by 71 per cent since 2011. We're engaging ever more with

volunteers to keep services running – more than 800 volunteers provided 22,000 hours of volunteering in our library service last year. We're going to need more help from our communities who are clearly passionate about many of the services we provide – as they show through protest when they hear that the budgets for those services are potentially going to be cut.

These are not choices we want to make – but the reality of our financial position means we must make them nonetheless. In Oxfordshire the number of children subject to child protection plans has increased from just over 300 children in 2011 to 504 in 2014. The South Oxfordshire Children Board concluded that this increase reflects the greater identification, recognition and response to signs of neglect and abuse as well as sensitivity to risk. Cuts to Early Intervention Services will inevitably see more pressure on struggling families and in turn on Social Services to keep children in care. We believe that it is vital we work in partnership with the local authority to engage the local community to work together to support their more vulnerable families. “

## **2. What Balsam Family Project does:**

Balsam Family Project has a proven record for delivering parenting support to counter some of the problems faced by vulnerable families. A team of self-employed staff and volunteers support families who recognise their need for help with positive parenting, management of homes or finances, building up self-confidence and life skills and building links with their own community. BFP provides a quality support service to vulnerable families in a nurturing environment. Our programme includes 10 week **College Courses** in parenting, on two days a week, run by qualified and experienced staff. The aim is to educate parents in basic child care and home management, providing opportunities for them to learn to develop the skills to live well together as a family. While parents are tutored, their children are cared for in a safe and stimulating environment with trained staff and volunteers. They then get to practice some of their new found skills and approaches under supervision to ensure the learning is applied.

BFP recognises that to be the catalyst for any real long-term change requires commitment to every family for the long term. Trained **Community Family Friends** regularly visit families, keeping in close touch with them.

**Weekly Family Days**, as well as other informal social opportunities across south Oxfordshire, provide a place and a time every week, in a supportive environment where families can meet, make friends and build trust with each other, as well as BFP staff and volunteers.

Because our volunteers come from local churches we aim to **build bridges** between isolated families and these vital parts of social infrastructure to help ensure a family become part of their local communities and an efficient ongoing support network.

## **3. How do we differ from other Family initiatives:**

BFP differs from and is complementary to other valuable parenting initiatives in a number of respects.

**\* The intensity of our interventions** - We have recognised that the most needy parents need significant input to change their behaviours and approach to parenting. Our programme therefore provides relatively intensive input - 9 hours a week for 10 weeks, with a maximum of 4 families or 6 adults with a high staff to client ratio and supervised demonstration of the skills acquired.

**\*The quality of delivery** - Our training has been developed and is delivered by a team with a wide range of experience in social and health care, family fostering and counselling. We use material specifically developed based on a detailed understanding of recurrent issues facing parents who have few good parenting reference points of their own.

**\*Ongoing, cost effective support** - As described above we recognise that many families need ongoing support both on a 1-1 level and via access to community groups. Many of our families already have state funded interventions but there is, inevitably, low levels of trust and infrequent, erratic engagement. We use volunteers through our network of churches in the area to ensure our ongoing mentoring is highly cost effective and delivers a level of contact that the state cannot and should not fund.

**\*Entirely privately funded** - To date we have not received any state funding. Our support comes from donors, church groups, trusts and local bodies.

#### 4. What have we achieved:

##### 4. What have we achieved:

BFP is making a significant and positive difference in the lives of vulnerable families. Parents testify to a new bond with their children and greater ability to interact with them, as well as learning how to discipline and train their children in appropriate ways. These changes will almost inevitably lead to improved outcomes for these children entering school, however, It is difficult to measure the long-term impact these changes will make. To build up a picture of the various positive outcomes of families' work with us we use various methods including;

- Parental Stress Index Testing at the start and completion of our College Courses
- Observation and recording of behavioural change
- Regular feedback from our Community Family Friends, Health Professionals and Social Workers
- Personal testimonials from participants

The combined approach of the kinds of support we offer to families has proven that positive change within in a family can be sustained into the long term. This includes the long term support of our CFF volunteers as well as the regular and seasonal social events held to build community and give opportunity for family growth and development. One of our most successful interventions is the college course. Due to the high-intensity of this course we find that families form strong friendships and develop the trust with volunteers to seek help and advice. This has led to many families being supported to identify their needs and gain the appropriate help in the community:

Of all graduates from the Level 1 college course we have found that:

- 55% have gone on to attend our **Level 2** in Personal Growth and Development.
- 76% have received **support and mentoring** from our Community Family Friends (CFF)
- 66% have go on to attend another **local community group** such as a toddler group or social group
- 27% have been helped to successfully access **therapeutic support**,
- 22% have attended **further education**
- 22% have been helped to **gain support with their health needs**
- 20% have gone on to attend a **personal development/support group** in the area.
- 53% have found **support through faith and/or a local church group**

During the financial year 15/16 we have seen many achievements among the families we support:

- **Four families** have completed Level 1, 10 week course in basic parenting and home management
- **Five families** have completed a Level 2 10 weeks course in personal growth and development.
- **Five families** have accessed the support of a Community Family Friend (CFF). CFF's offer support and mentoring on an individual basis tailored to the needs of each family.
- **One family** was supported by us at the direct request and in partnership with the Local Authority as they did not have the resources to provide the necessary outreach support this family needed.
- **An average of six families** attended the regular Saturday morning Coffee Mornings at Boswells Café in Didcot. These coffee mornings have no agenda and provide a free drink for each adult who attends. The aim is to build friendships and develop a sense of community.
- **Five new families** have started attending the Family Day who have formed strong friendships and gained confidence to take active roles in the group, helping with craft activities and packing away equipment. One family is now considering training to become a formal volunteer for Balsam.
- **Over 160 individuals** benefited from the gift of a Christmas hamper and/ toy at our Christmas Celebration 2015

##### Feedback from our families:

We continue to receive exceptionally positive feedback from participant attendees on the college course and users of our other support groups:

K, mum of three, says, "Having that 1:1 with a Community Family Friend was the most important [part of the process with BFP]. Having them helping me with my family, with friendships, relationships, with my partner, with my son. There's just so many positives, I can't go into it; I can't name them all. She's just done wonders for myself and my family."

B, a separated mum of D says, "I am a grateful mother who has benefited immensely from the Balsam Family Project's Community Family Friend. My CFF has restored my faith that there are still people out in the community who want to help, want to see people better themselves and their lives. She has always been a listening ear for me through some really tough points of my life. Just knowing that I can text or call, and know that I have someone to talk things through with. Being a single mother is tough and through my CFF I feel as though I have that other parent to vent to and understand my child's behaviour. I cannot thank her enough and I think that every vulnerable family should have this same opportunity as for me. It's been absolutely priceless and has helped me to become the person I have always wanted to be."

## **5. Financial**

For the period to 30<sup>th</sup> June 2016 income was £64,678. There is £59,678 unrestricted income and £5,000 restricted income. The Charity is registered for Gift Aid.  
Expenditure was £38,323.  
The closing balance was £44,733.

The company's income has arisen from donations. The directors ensure that commitments do not exceed funds available.

## **6. The Year in Question**

The year proved to be a challenging one for Balsam Family Project.

At the end of May 2015 our Project Development Manager relocated to Essex with her family. Whilst we made arrangements to cover the core elements of her role we lost momentum in securing additional income. At their first meeting of 2016 the Trustees recognised that income would be exhausted within three months and there was no significant grant funding in the pipeline. So in February the charity was obliged to notify those who work with us that we faced closure before the end of the financial year unless we received a significant injection of cash. The response to this announcement was truly fantastic and we received fantastic support, principally from local churches, trusts and individuals, such that within three months our funding position was stronger than it had been for some time with sufficient funds for 18 months of operation prior to any additional fundraising. This is evidenced both by the increase in giving in the financial year and the closing balance of £44,733 (2015, £18,378). The crisis also served to raise awareness of the charity within other community groups and local media and to draw attention to the ongoing financial challenge of supporting the work. Three additional Trustees also came forward as part of this process but as they were not active until the following financial year this will be dealt with in the next annual report.

We owe a huge debt of thanks to those who came forward to commit on a one off basis or on a regular commitment. It is our policy not to mention individuals by name but we would like to place on record our appreciation of all who contributed included the following bodies;

All Saints Church Didcot  
All Saints Church March  
Brightwell Free Church  
Didcot Baptist Church  
Didcot Rotary Club  
Great Western Church  
St Mary's Church Cholsey  
Ridgeway Community Church  
Robert Luff Foundation  
St Birinus School Didcot  
SOHA  
Wantage Christian Fellowship

## **Celebrations**

Our biggest celebration is our Christmas Lunch and party. All our key partners in making this a success returned again for Dec 2015 which saw over 125 people sit down for a wonderful Christmas dinner! Thank you to Bright Horizons, the children's nursery company that continue to provide presents for all of our families at Christmas and to Didcot Baptist Church and Didcot Food Bank who once again provided generous food parcels for each of our families and to several of our partnering churches who together bought a small gift for each adult represented. The readiness of these organisations to give to families in need is a real encouragement to those families and to those of us involved in the project.

## **Working Collaboratively**

Due to our raised profile in the local community Balsam Family Project has been recognised for its valuable work with vulnerable families and has been an active participant in the Didcot area Children's Centre Advisory Board and the Children's Trust board as representatives of the Voluntary Sector and to ensure collaborative work in the community to support families. BFP has also played a role in Didcot First Community Matters Network which seeks to "bring together commerce, statutory bodies, voluntary agencies, and the general public for the specific purpose of ensuring that Didcot is a positive place to live, work and invest".

We are now a member of Oxfordshire Community and Voluntary Action which works across the board with voluntary sector charities and organisations to facilitate and enable better practice, sustainability and collaborative working.

## **Volunteer Development**

Our network of volunteers is at the heart of BFP both because of our dependence upon it to fundraise and provide practical help but also because it is one of our unique selling points. We have committed volunteers, gifted in many ways, who are ready to work with families and individuals on a sustainable basis in a way that the state cannot support. One of our key aims identified in our last report was to increase support and develop this volunteer network. During the year we received strong support from Fiona Scott Brennan who has done fantastic work in drawing the attention of churches and individuals to the

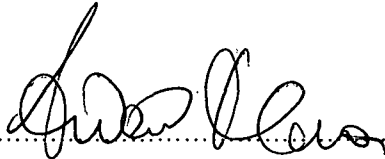
work that we do and the many roles that volunteers can play in partnering with us.

We would like to pay tribute to all our colleagues and amazing volunteer supporters who in the past 12 months have supported BFP on so many ways including;

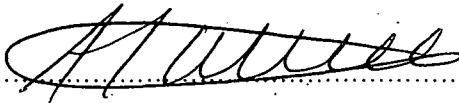
- delivering substantial elements of our courses and coordinating our Family Days
- providing excellent administrative support
- acting as Family Friends
- co-ordinating our prayer newsletter and website
- catering for over 125 people at our celebrations and Christmas lunch
- fundraising in many ways from knitting dolls, to busking and bag packing

To everyone who has supported Balsam in any way we would say a very big thank you.

Approved by the board of directors on <sup>23</sup>~~xxx~~ January 2017, and signed on its behalf:



..... Andrew Haines



..... Alex Walker

Trustees

# Balsam Family Project

## Statement of Financial Activities For the period ended 30 June 2016

	Unrestricted funds £	Restricted income funds £	Total 2016 £	Unrestricted funds £	Restricted income funds £	Total 2015 £
<b>Incoming resources</b>						
Incoming resources from generated funds						
Voluntary income (Note 3)	64,678		64,678	43,208		43,208
Bank interest						
Total incoming resources	<u>64,678</u>		<u>64,678</u>	<u>43,208</u>		<u>43,208</u>
<b>Resources expended (Notes 4 to 6)</b>						
Charitable activities	38,323		38,323	41,359		41,359
Governance costs						
Total resources expended	<u>38,323</u>		<u>38,323</u>	<u>41,359</u>		<u>41,359</u>
Net incoming/(outgoing) resources	26,355		26,355	1,849		1,849
Net movement in funds	26,355		26,355	1,849		1,849
Total funds brought forward	18,378		18,378	16,529		16,529
Total funds carried forward	<u>44,733</u>		<u>44,733</u>	<u>18,378</u>		<u>18,378</u>

# Balsam Family Project

## Balance Sheet at 30 June 2016

	Unrestricted funds £	Restricted income funds £	Total 2016 £	Unrestricted funds £	Restricted income funds £	Total 2015 £
<b>Tangible Fixed Assets</b>	0		0	0		0
<b>Current Assets</b>						
Debtors	0		0	0		0
Adjustment	0		0	0		0
Cash at bank and in hand	45,213		45,213	18,378		18,378
Total current assets	45,213		45,213	18,378		18,378
<b>Current Liabilities</b>						
Creditors: amounts falling due within one year (Note 9)	480		480	0		0
Total current liabilities	480		480	0		0
Total assets less current liabilities	44,733		44,733	18,378		18,378
<b>Funds of the Charity (Note 10)</b>						
Unrestricted funds	39,733		39,733	18,378		18,378
Restricted income funds	5,000		5,000			
Total funds	44,733		44,733	18,378		18,378

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2006). The Directors have taken advantage of the Companies Act 2006 in not having these accounts audited under Section 477. The Directors have confirmed that no notice has been deposited under Section 476 of the Companies Act 2006. The Directors have acknowledged their responsibilities for ensuring the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006. The Directors have acknowledged their responsibilities for preparing accounts which give a true and fair view of the company and its surplus for the year ended in accordance with the requirements of Sections 394 and 395 of the Companies Act 2006.

These accounts were approved by the Directors on 15 November 2016 and signed on their behalf by:

(Signed on  
Last Page) P13

A Haines - Director

A Walker - Director



# **Balsam Family Project**

## **Notes to the Accounts** **For the period ended 30 June 2016**

### **1 Basis of preparation**

#### **1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost in accordance with the Financial Reporting Standard for Smaller Entities and the Companies Act 2006. They follow the recommendations of the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005.

### **2 Accounting Policies**

#### **2.1 Incoming resources**

##### **2.1.1 Recognition of incoming resources**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with reasonable reliability.

##### **2.1.2 Incoming resources with related expenditure**

Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA.

##### **2.1.3 Grants and donations**

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

##### **2.1.4 Tax claims on donations**

Incoming resources from tax claims are included in the SoFA in the same accounting period as the donations to which they relate.

##### **2.1.5 Legacies**

Legacies are included in the SoFA when the charity is notified of an impending distribution or otherwise when received.

##### **2.1.6 Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the directors' annual report.

# Balsam Family Project

## Notes to the Accounts For the period ended 30 June 2016

### **2 Accounting policies (continued)**

#### **2.1.7 Bank interest**

This is included in the SOFA when receivable.

#### **2.2 Expenditure and liabilities**

##### **2.2.1 Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

##### **2.2.2 Irrecoverable VAT**

Irrecoverable VAT is included with the expenditure to which it relates.

##### **2.2.3 Governance costs**

Governance costs include costs of the preparation of the statutory accounts, the costs of trustee meetings, and the cost of any legal advice to directors on governance or constitutional matters.

##### **2.2.4 Depreciation**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment - 20% straight line

#### **2.3 Tangible fixed assets for use by the charity**

These are capitalised if they can be used for more than one year and cost at least £200.

#### **2.4 Funds structure**

The charity currently operates a single, unrestricted fund.

### **3 Voluntary income**

	Unrestricted funds £	Restricted income funds £	Total 2016 £	Unrestricted funds £	Restricted income funds £	Total 2015 £
Donations	59,678	5,000	64,678	43,208		43,208

# Balsam Family Project

## Notes to the Accounts For the period ended 30 June 2016

### 4 Analysis of resources expended

	Unrestricted funds £	Restricted income funds £	Total 2016 £	Unrestricted funds £	Restricted income funds £	Total 2015 £
<b>Charitable activities</b>						
<b>Restricted Income payout</b>		-	-			
<i>Direct service provision</i>						
Project Workers	18,889		18,889	8,379		8,379
Salary	4,005		4,005	13,823		13,823
Employer tax and PAYE	5		5	1,939		1,939
College Helper	3,323		3,323			
Direct Project Costs	4,367		4,367	6,768		6,768
Teaching Materials	-		-	-		-
Rent, Rates & Utilities	2,627		2,627	3,501		3,501
Training and development	53		53	10		10
Gift for other charitable work	-		-	-		-
<b>Total</b>	<b>33,269</b>		<b>33,269</b>	<b>34,420</b>		<b>34,420</b>
<i>Support costs</i>						
Advertising and promotion	-		-	-		-
Repairs and maintenance	-		-	-		-
Small fittings and consumables	1,995		1,995	531		531
Printing, post and stationery	553		553	647		647
Motor and travel	859		859	1,102		1,102
Telephone	860		860	610		610
Insurance	399		399	387		387
Subscriptions	-		-	-		-
Sundry	388		388	482		482
Office Costs						
Depreciation				69		69
<b>Total</b>	<b>5,054</b>		<b>5,054</b>	<b>6,939</b>		<b>6,939</b>
<b>Total charitable activities</b>	<b>38,323</b>		<b>38,323</b>	<b>41,359</b>		<b>41,359</b>
<i>Governance costs</i>						
Independent examiner's fee for reporting on the accounts	-		-	-		-
Other fees paid to the independent examiner	-		-	-		-

# Balsam Family Project

## Notes to the Accounts For the period ended 30 June 2016

### 5 Remuneration to Directors

A Walker, a director of the charity, received £14,150 (2015: £8,379) in fees for work she carried out for the charity. £1,024 in out of pocket expenses were reimbursed to a director in the Year (2015: £1,071).

### 6 Employee emoluments

	Unrestricted funds £	Restricted income funds £	Total 2016 £	Unrestricted funds £	Restricted income funds £	Total 2015 £
Salary	4,005		4,005	13,823		13,823
Employer tax and PAYE	5		5	1,939		1,939
	<b>4,010</b>		<b>4,010</b>	<b>15,763</b>		<b>15,763</b>

### 7 Tangible fixed assets

	Equipment 2016 £	Total 2016 £	Equipment 2015 £	Total 2015 £
<b>Cost</b>				
At start of period	3,329	3,329	3,329	3,329
Additions				
Disposals				
At 30th June	3,329	3,329	3,329	3,329

#### Depreciation

On 5 year life				
At start of period	3,329	3,329	3,260	3,260
Disposals				
Charge for period			69	69
At 30th June	3,329	3,329	3,329	3,329

#### Net book value

At 30th June	0	0	0	0
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# Balsam Family Project

## Notes to the Accounts For the period ended 30 June 2016

### 8 Debtors

Amounts falling due within one year:

	Unrestricted funds	Restricted income funds	Total 2016	Unrestricted funds	Restricted income funds	Total 2015
	£	£	£	£	£	£
Debtors	-	-	-	-	-	-
Prepayment	-	-	-	-	-	-

### 9 Creditors

Amounts falling due within one year:

	Unrestricted funds	Restricted income funds	Total 2016	Unrestricted funds	Restricted income funds	Total 2015
	£	£	£	£	£	£
Creditors	-	-	-	-	-	-
Accruals	-	-	-	-	-	-

### 10 Funds

#### Movement of funds

Fund name	Balance at 30 June 2015	Incoming Resources	Outgoing Resources	Balance at 30 June 2016
General Fund	18,378	59,678	38,323	39,733
Restricted income fund	-	5,000	-	5,000
<b>Total</b>	<b>18,378</b>	<b>64,678</b>	<b>38,323</b>	<b>44,733</b>

### 11 Related Party Disclosure

1 Alex Walker, a director of the charity, received £14,150 in fees for work she carried out for the charity and £1,024 in reimbursed out of pocket expenses.

*Alex Walker* 23/01/17  
*Alex Walker* 23/1/17