

REGISTERED COMPANY NUMBER: 4002287 (England and Wales)  
REGISTERED CHARITY NUMBER: 1082452

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018  
FOR  
WESTMINSTER BEFRIEND A FAMILY  
(A COMPANY LIMITED BY GUARANTEE)**

Prestons & Jacksons Partnership LLP  
364 - 368 Cranbrook Road  
Ilford  
Essex  
IG2 6HY

FRIDAY



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L10 28/12/2018 #63  
COMPANIES HOUSE

**WESTMINSTER BEFRIEND A FAMILY**  
**CONTENTS OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

	Page
Chairman's Report	1
Report of the Trustees	2 to 13
Independent Examiner's Report	14
Statement of Financial Activities	15
Statement of Financial Position	16 to 17
Notes to the Financial Statements	18 to 25
Detailed Statement of Financial Activities	26 to 27

## **WESTMINSTER BEFRIEND A FAMILY**

### **CHAIRMAN'S REPORT FOR THE YEAR ENDED 31 MARCH 2018**

I had the privilege of taking over the role of Chair of Trustees in December 2017. The Board wish to recognise the hard work of Josie Hinton who preceded me and who did a wonderful job in challenging times. I am grateful for her support in making the handover a seamless process. We all wish Josie well in her future endeavours.

This year was the first complete year of the scaled back operation of the charity. Following the financial challenges of previous years, the decision was taken to return the charity to providing its core services, enabling the staff establishment to reduce. The decision was informed by a fundamental review that was undertaken in 2015 which provided an excellent knowledge base from which to devise a strategy. A similar comprehensive review was undertaken this year that included user feedback, peer agency feedback, demographic survey and a literature review.

The continuing austerity measures result in challenges for our families both in personal budgets and in the shrinking availability of statutory and other services. The need remains considerable and a recent independent survey of Westminster families revealed that emotional support and relieving isolation were the priority areas of help they identified. This confirms the continuing relevance of what we do. Our ethos of 'doing with' rather than 'doing for' is vital in reducing the need for external support by enabling families to become empowered.

The development of our building necessitated a move to an adjacent block where we have slightly smaller offices - at a reduced cost. The move was completed in January 2018, with some inevitable disruption to our operation, but services were uninterrupted and the team are now settled in the new environment.

We are looking ahead to our 30th Anniversary in 2019 and with that in mind it is a huge positive for the Charity that we have achieved a sound financial platform from which we can develop. The need remains to restore our reserves to a position that gives the charity a level of security and ability to meet any unexpected expenditure or short term downturn. Key to this will be continuing our efforts to engage with the local community in all its forms. We also hope to increase our service offer in a considered way.

Finally, I am enormously grateful for the hard work of the Board, staff and volunteers. We look forward to the coming year with a sense of optimism around improving our financial security and growing our services to the most disadvantaged families in Westminster.

Noreen Sumra

Chair

**WESTMINSTER BEFRIEND A FAMILY**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of 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) (effective 1 January 2015).

**OBJECTIVES AND ACTIVITIES**

**Twenty nine years of supporting families in Westminster**

Westminster Befriend a Family has been providing early intervention support services to vulnerable families for twenty-nine years. We have always responded to changing patterns of need in our community, developing innovative services to respond to an ever-changing environment. Our volunteer family befriending service, young persons' educational mentoring, mothers support groups and family outings all address the physical, emotional and learning needs of families. Above all, our services help families to develop their skills, identify their strengths and move forward with their lives with greater independence.

**VISION**

WBAF's vision is that Westminster becomes a Borough where:

'All families lead fulfilling lives, free from the consequences of poverty'

**MISSION**

Our mission is to enable families to independently address both the economic and social challenges that they face. We deem it vital to recognise the inter-related needs of parents and their children and therefore aim to develop a whole family approach. We strive to offer support early to prevent families reaching crisis.

**VALUES**

**Empowerment:** Through our learning and personal development initiatives we empower families to realise their strengths, talents and abilities.

**Partnership:** We are committed to working in partnership with statutory, community and business sector organisations to channel resources to vulnerable families.

**Consultation:** We listen to the views of the children and families we serve and encourage their participation.

**Volunteerism -** Volunteerism is at the heart of our ethos. We train volunteers and develop their skills, thereby creating a symbiotic relationship for the benefit of the community.

**Innovation:** We are constantly adapting to the changing patterns of need to ensure that our services remain relevant.

**Evaluation:** We are committed to the practice of constantly reviewing the efficacy of our services through a range of processes to gain feedback from all stakeholders, especially from those that use the services. The intelligence gained informs the development of existing and the formation of new initiatives.

**Prudent financial management:** we are resourceful, cost effective and committed to finding new and self-sustaining methods of supporting our charity's financial obligations.

**WESTMINSTER BEFRIEND A FAMILY**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**OBJECTIVES AND ACTIVITIES**

Our Charity's purposes as set out in the objects contained in the company's memorandum of association are to benefit the public by:

- 1) Safeguarding, protecting and preserving the good health both mental and physical of children and parents.
- 2) Preventing cruelty to or maltreatment of children
- 3) Relieving sickness, poverty and need amongst children and parents of children
- 4) Promoting the education of the public in better standards of child care within the area of Westminster and its environs.

**Strategies to achieve objectives:**

- 1) Promote our services to all agencies and individuals within Westminster
- 2) Undertake a comprehensive needs assessment of all families who are referred
- 3) Recruit and train volunteers who subscribe to the values and ethos on which our work is based
- 4) Provide support, supervision, training and opportunities for continued learning for our volunteers and staff.
- 5) Review our policies and procedures to ensure our systems are robust and meet the requirements of current legislation
- 6) Seek nominations for Trusteeship from service users and through the Volunteer Centre scheme in order to strengthen the Management Committee
- 7) Ensure sufficient representation on key planning and decision making bodies in Westminster.
- 8) Maintain our current system of bi-annual family and volunteer reviews and create other opportunities to involve our service users in the planning and evaluating of our services
- 9) Develop collaborative work in partnership with other agencies

**Activities in furtherance of our objectives:**

- 1) To provide family support services to families in Westminster
- 2) To recruit and train new volunteers to maintain a pool of 100+ volunteers
- 3) To recruit new Trustees to represent the service users
- 4) To raise sufficient funds to achieve the work programme
- 5) To provide educational mentoring to young people to improve attainment and support their career goals.
- 6) To provide a range of social activities for families

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

**PUBLIC BENEFIT**

The Trustees confirm that they have complied with their duty in Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission in determining the activities undertaken by the Charity..

How our activities deliver public benefit

## **WESTMINSTER BEFRIEND A FAMILY**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018**

#### **OBJECTIVES AND ACTIVITIES**

All children and families, regardless of race, ethnicity, religious persuasion, socio economic status or physical/mental capabilities are afforded opportunities to realise their true potential through the free support services that we offer.

Westminster Befriend a Family focuses its charitable activities on the prevention of family breakdown and supporting children of disadvantaged families to reach their potential. The success of our programmes represents continued progress in dismantling the cycles of poverty, disadvantage and social exclusion which have damaging effects on the social fabric of our communities.

Who used and benefited from our services?

Equality of access to our services is the cornerstone of our service and we endeavour to make our services accessible to all families within the Westminster community that are in need of assistance.

The profile of the families that have accessed our services includes lone parent families and refugee families and recently arrived migrant families. The families span various races, religious and ethnic groups resulting in a good representation of the Westminster Community.

Children and families benefited from our services by way of the following projects:

#### **FAMILY PROJECTS**

This year we detail our beneficial impact by reporting on the work by activities of each service.

The Befriending Service is the founding service of the charity and the one that was identified as the most valued in the Service Review of 2015. 104 individuals from 36 families benefitted from having a befriender during the year.

The training and support of volunteer bfrienders and the model of service has been refined over the year to provide a higher quality and more focussed intervention.

Beneficiaries were substantially single parent households where no person was in gainful employment. Presenting issues were social isolation, strained relationships with poor child/parent communication, debt and housing problems. A significant number of lone parents had experienced domestic violence which impacted on all members of the family.

**Public Benefit:** Fulfilment of objectives 1, 2 and 3 of our mandate.

The Broadening Horizons Project is a project that started fully in August 2016. The project grew from family feedback in the Service Review and was developed through further consultation with families and young people. The target group is young people aged 13 years to 18 years. The service shares the empowering values of the Befriending Service and combines educational support through homework assistance and study techniques, personal development through time management and coping mechanisms together with mentoring which identifies aspirations and opportunities for the future pathways of the young person. 26 young people have benefitted from the scheme in which parent's participation is key.

Of the 17 young people that have completed their 6 month engagement, all have reported high level of satisfaction. In all cases, positive feedback has been gained from schools and from parents. The current cases reflect equally positive progress towards the desired outcomes.

**Public Benefit:** Fulfilment of objectives 1, 2 and 3 of our mandate.

**WESTMINSTER BEFRIEND A FAMILY**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**OBJECTIVES AND ACTIVITIES**

The Peer Support Groups offer the opportunity for isolated mothers to meet and share concerns, learn new skills and build friendships. Originally devised as staff led Coffee Mornings, the groups have evolved to become largely self managed. Two groups operate serving the north and the south of the borough and each meet weekly in community venues. 38 mothers participated in the groups during the year. 40% of participants were mothers of families actively benefitting from the Befriending Service, 30% were past beneficiaries of other of the charity's services and 30% were direct referrals to the activity.

**Public Benefit:** Fulfilment of objectives 1, 2, 3 and 4 of our mandate.

A programme of Educational and Social Family Activities took place over the year. 45 service users participated in activities that included a sports day / picnic, social events, river trip, visits to various galleries and museums.

**Public Benefit:** Fulfilment of objectives 3 and 4 of our mandate.

**Measurement of Impact and Social Return of the Services**

We have always sought to monitor the effectiveness of our services, principally through collecting and responding to feedback from families.

The comprehensive Service Review of 2015 was undertaken to provide a knowledge base for future developments. The process of gaining feedback from service users through a range of methods which was put in a broader context by detailing demographic information, undertaking a literature review to understand the current practical and policy framework, together with gaining feedback from volunteers and peer agencies was recognised as an invaluable resource. This approach is considerably more demanding than the more customary satisfaction questionnaires that form the basis for most evaluations, but is seen as considerably more useful in informing the decisions of Trustees and management. The Review attracted very positive feedback from external agencies and has been used by other organisations for their own reference. The 2015 model was refined to include focus groups and young people's feedback and employed in 2017, being completed in January 2018.

The services are all subject to continuous evaluation. Assessment is made of each referred family using a process that collects profile detail e.g. ethnicity, age, location etc. as well as clarity of presenting issues to be addressed. From this assessment, appropriate service users will be accepted and a work plan drawn up with them that provides the framework for the subsequent support. Befriending and Broadening Horizons volunteers provide weekly log sheets that report on progress and concerns. This is supplemented by individual contact between the Service Coordinator and the volunteers when needed. Each engagement is subject to 6 monthly review which is focussed around progress against the agreed objectives and work plan.

The Peer Support Groups complete feedback questionnaires 3 times each year, following which they determine the next programme for the group.

All events and outings require feedback which is logged.

The charity is fortunate in continuing to have a number of talented student volunteers who are able to collate the information and provide summary reports. In this way, evaluation is continuous for all of the service activities.

**Referrals**

We received 42 referrals this year. Seventy per cent of referrals were from social service led multi agency forums, ten per cent were from health services, fifteen per cent were from schools and the remaining referrals were from community groups and G.P.s.

**WESTMINSTER BEFRIEND A FAMILY**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**OBJECTIVES AND ACTIVITIES**

The number of referrals has decreased from last year solely as a result of the charity having to give notice that it could not accept new referrals for the projects. It was considered unfair to accept new referrals when the waiting list meant that there was no early prospect of providing active support.

**Communications**

Volunteers have continued to develop our communications infrastructure and branding this year. Our website has been improved together with enhanced use of social media.

**Volunteers**

As with the recording of service users, we have registered numbers only of those volunteers who have offered regular input during the year.

Throughout the year WBAF has benefitted from the contribution of 64 volunteers.

Volunteers have always played an integral role in the delivery of WBAF services, so their continued involvement in delivery will increase capacity and impact, particularly in the areas of communications, monitoring and evaluation, research, fundraising as well as in the family projects.

**Volunteer Recruitment and Training**

We recruited and trained 45 new volunteers and interns this year.

All candidates for befriending and mentoring are interviewed to assess their suitability for working with children and families and are further evaluated and screened throughout the training programme.

All volunteers attend a two week induction programme which runs at week-ends or evenings. This programme has been substantially improved and expanded to include third party information and web based tutorials. On-going training sessions are held every month that include outside speakers presenting on domestic violence, children's mental health, dealing with debt.

During the year volunteers received additional training on a variety of relevant topics, such as: Child Protection and Safeguarding, Lone Working, Confidentiality, Information Sharing and Health and Safety.

Volunteers also access training provided by external agencies such as One Westminster and HAVS.

**FUTURE PLANS**

A Streamlined Service that reflects Need and achieves Sustainability

The targets set for this reporting year were:

- To complete a comprehensive Service Review

The 2015 review model was refined, with increased use of focus groups and personal contact, together with a sampling process for written responses. The Review was completed in January 2018.

- To increase numbers of families befriended and young people supported through Broadening Horizons

The numbers of Befriending service users has largely remained constant. This is mostly determined by the core capacity and the imperative that the service delivered is of the highest quality and not compromised by a solely quantitative approach. As reported, Broadening Horizons figures have significantly grown.

- To sustain the Peer Support Groups

The Peer Support Groups - now referred to as Mothers' Support Groups - have continued throughout the year operating weekly in two locations to ensure accessibility across the Borough.

- To undertake research into peer support to better inform the development of the provision



**WESTMINSTER BEFRIEND A FAMILY**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**OBJECTIVES AND ACTIVITIES**

A volunteer social researcher carried out a literature review of reports on peer support specifically and broader group dynamics generally. This has informed the projects and deepened understanding of expectations that can be held.

- To develop the charity's communications through all means including social media. To create improved promotional material for the recruitment of volunteers.

There has been a significant increase in social media activity, through the use of volunteers. Refined Role Descriptions have been made for all volunteer positions. Befriending and Broadening Horizons volunteer handbooks have been written. Display material for volunteer fairs has been improved.

- To continue to work towards a more mixed economy of funding sources by increasing community and corporate fundraising.

Communications have improved in the locality and outreach undertaken. This has led to increased support from local presences including Churches and businesses.

- To achieve a surplus for the financial year.

A surplus was achieved, as detailed in the attached Accounts.

**Targets for the year ahead**

- To better collate and utilise feedback gained through weekly log sheets
- To sustain numbers of families supported and, where capacity allows, increase the service offer
- To sustain the Mothers Support Groups
- To develop closer connections with peer agencies enabling mutual intelligence sharing and referrals.
- To refresh the website and develop a social media strategy
- To increase support from the Westminster community and hold at least one fundraising event.
- To achieve a financial surplus and increase reserves.

**Supporting our Volunteers**

We will continue to improve our volunteer recruitment and training programme. We will continue to work with the One Westminster, Local Safeguarding Childrens Board, VAHC and other appropriate agencies to improve these programmes and the support we provide to our volunteers.

The Charity will continue to provide work placements for student volunteers to assist with fundraising, marketing, administration, finance, communications and project management. Our student volunteer programme this year has been very successful and we have been supported by 28 volunteers, supporting with fundraising, communications, social research, monitoring and evaluation, financial management, project management and administration.

**Consultations**

The Charity will continue to consult with families and carry out surveys and focus groups with children and families in order to get more users involved in the planning and evaluation of the services.

We will increase our participation in networking opportunities with other stakeholders in order to avoid duplication and develop partnership working.

We are founder members of the South Westminster Resilient Families Network which has undertaken research into need, audited existing provision and identified service gaps.

## **WESTMINSTER BEFRIEND A FAMILY**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018**

#### **FINANCIAL REVIEW**

##### **Treasurer's Report**

Two specific financial objectives were set for this reporting year

1. 'to record a surplus for the financial year'. This has been achieved. A surplus of £8.2K has been achieved compared to a deficit of £654 in y.e. 3.2017.

2. 'to further diversify our funding sources'. There has been progress in engaging the local community in supporting the charity. This has included becoming charity of the year for a local restaurant chain and adoption by a local Church. This has resulted in generating new, unrestricted, funds.

Financial objectives for the year ahead are to again achieve an operational surplus, explore other means of generating funds from local sources and achieve a higher profile to support these initiatives.

Funding from grant makers will remain the core income source. The charity will aim to ensure it has the capacity to retain this vital input.

##### **Reserves policy**

The Operational Contingency Fund is an objective of the Trustees to set aside sufficient unrestricted funds to enable the Charity to continue its charitable activities for 6 months if its income were to sustain a long term downturn for whatever reason. Whilst the Charity aims to ensure that this situation does not arise and that its long term viability is maintained, the Trustees consider that having such a reserve fund is prudent practice and are striving to achieve this.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

WBAF was registered as a charity in 1989. On 25 May 2000 WBAF became a charitable company limited by guarantee. The Charity 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. In the event of the Charity being wound up, members are required to contribute an amount not exceeding £10. The current WBAF Memorandum and Articles of Association were adopted on 25 May 2000.

##### **Recruitment and appointment of the Management Committee**

New Trustees are elected annually at the Annual General Meeting and serve for a 3 year term before re-election. Participation on the Board is sought from all sectors of the community.

All Trustees give their time voluntarily and received no benefits from the Charity.

The Trustees seek to ensure that the needs of our service users are appropriately reflected through the diversity of the Management Committee. To this end, the Charity advertises with the Volunteer Centre, the Migrants Resource Centre, universities, and networks with local community groups as well as mainstream recruitment websites.

##### **Organisational structure**

The Trustees meet every six to eight weeks to determine policy; review performance; oversee financial management and to receive staff reports on the work of the Charity. Trustees come from a variety of backgrounds and reflect the diversity of Westminster. All Trustees are directors.

## **WESTMINSTER BEFRIEND A FAMILY**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Induction and training of new trustees**

All new Trustees are provided with an induction pack, which includes: Role Description; Trustee Code of Conduct; Trustee Skills Audit Form; the Charity Commission's 'Essential Trustee' Guide and 'Responsibilities of Charity Trustees' Guide; the Annual Report; Accounts; Risk Management Review; Business Plan; and the organisation's Constitution. Trustees attend an induction meeting and are invited to spend time within the organisation to familiarise themselves with our work. Voluntary Action Westminster also provide training on trustee roles and responsibilities and facilitate our annual away day.

Trustees regularly take advantage of learning opportunities provided by local and national agencies including web based programmes.

##### **Risk Management**

The Trustees have conducted a review of the risks to which the Charity may be exposed. Risk management is a regular agenda item for Trustee meeting to ensure they remain alert to potential challenges for the organization. The core risk areas have been identified as below:

# WESTMINSTER BEFRIEND A FAMILY

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Risk management

POTENTIAL RISK	POTENTIAL IMPACT	MITIGATION STEPS	LEVEL1:low 2:medium 3:high
<b>GOVERNANCE</b>			
Strategic drift	Unmet need, financial management difficulty, reputation loss	Create strategic planCreate budgetsGain feedback from stakeholders	1
Trustees lack relevant skills	Poor decisions	Create competence framework, undertake a skills audit. review recruitment	1
Lack of Organisational structure	Lack of information, poor decision making	Create organisational chart, establish delegation and monitoring protocols	1
Loss of key staff	Loss of knowledge, operational impact, loss of contacts	Success planning, document systems, plans and projects	2
Poor reporting to trustees	Poor decisions, trustees become remote	Establish reporting processes including production of reports for board meetings, ensure regular contact, ensure trustees' knowledge and skills are utilised	1
<b>OPERATIONAL</b>			
User satisfaction	Complaints, reputation loss	Have accessible complaints procedure, processes for feedback	1
Service development	Strategic misfit, skill availability, financial viability	Appraise project and budgeting procedures, review monitoring procedures	1
Fundraising	Unsatisfactory returns, project interruption, compliance, viability	Monitor returns, diversify fundraising activity, match to budget, have contingency plans	2/3
Employment issues	Disputes, claims, safeguarding issues, discrimination, low morale	Review employment processes, ensure current policies are up to date, legislation aware, adequate training	2
Volunteers	Over reliance, poor skills, poor service, unreliability	Adequate recruitment and vetting, take references, ensure supervision, clear roles	1
I.T.	Loss of data, data protection issues, lack of technical support	Ensure back up, implement protection procedures, arrange contract support	1
<b>FINANCIAL</b>			
Controls and reporting	Decisions made on poor information, inaccurate projections, inability to meet commitments, ability to function as going concern	Link budgets to projects, regular monitoring and reporting, ensure adequate skills at board and operational level, agree variance procedures	1
Compliance with donor restrictions	Regulatory action, grant repayment, loss of donor	Implement systems to identify restricted funds, regular monitoring	1

## WESTMINSTER BEFRIEND A FAMILY

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Risk management

Dependency on income sources	Loss of income	Consider diversification, identify major dependencies, forward planning	2
Fraud or error	Loss of income, reputational damage, regulatory action	Review financial controls, identify insurable risks, set authorisation limits, whistle blowing policy	1

##### EXTERNAL

Public perception	Loss of voluntary income, loss of grant donors, loss of influence, user confidence	Regular communications, PR training, complaints procedures, ensure good quality reporting	1
Relationship with funders	Loss of funding and relationships	Ensure timely reporting, meet terms and conditions, regular contact	1
Government Policy	Availability of funding, role of voluntary sector, legislation changes	Monitor proposed changes, join umbrella bodies, identify opportunities for collaboration/partnerships	2

##### COMPLIANCE

Compliance with regulation relating to activity	Fines, negligence claims, loss of reputation	Allocate responsibility, join professional bodies, training, research	1
Regulatory requirements, financial reporting	Regulatory action, loss of funding, reputational risk	Review compliance procedure, allocate responsibilities, gain professional input	1

## **WESTMINSTER BEFRIEND A FAMILY**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Members of the Management Committee**

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 13.

In accordance with company law, as the company's directors, we certify that:

- So far as we are aware, there is no relevant audit information of which the company's accountants are unaware; and
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the Charity's accountants are aware of that information.

##### **Membership of Local and National Organisations**

WBAF has affiliated membership to the National Council for Voluntary Organisations (NCVO), One Westminster, London Voluntary Service Council (LVSC). WBAF is also a member of the Fundraising Standards Board and End Child Poverty.

##### **Working in Partnership**

WBAF works in partnership with statutory, voluntary and community organisations and forums to channel vital information and resources to families. WBAF works particularly closely with: Children's Centres; Westminster Council; Social Services locality panels; Child and Adolescent Mental Health Services (CAMHS); Locality Young Peoples Services; Home Start; ZK2; the Beethoven Centre; Resilient Families Network, the Domestic Violence Forum, the BME Health Forum, Westminster Community Network. The Charity works with many voluntary organisations to represent service users' needs and to plan services. It is represented on the key planning and decision bodies which operate within Westminster.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

4002287 (England and Wales)

##### **Registered Charity number**

1082452

##### **Registered office**

First Floor  
18 Buckingham Palace Road  
London  
SW1W 0QE

**WESTMINSTER BEFRIEND A FAMILY**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2018**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

Josie Hinton (Director/ Trustee)- **Chair** - Resigned 1 Mar 18  
Noreen Sumra (Trustee)  
Rob Whitehouse (Director/ Trustee) - **Treasurer**  
Jo Gibney (Director/ Trustee)- Resigned 1 Mar 18  
Sasika Otto (Director/Trustee) - Appointed 1 Mar 18  
Sabrina Vashisht (Trustee)  
Fr. Owen Higgs (Trustee)  
Helen Burrluck (Director/ Trustee) - Appointed 1 May 17  
Chris Grove (Director/ Trustee) - Appointed 1 May 17  
Vicky Kafetzi (Trustee)

**Independent examiner**

Prestons & Jacksons Partnership LLP  
364 - 368 Cranbrook Road  
Ilford  
Essex  
IG2 6HY

**Bankers**

Natwest  
Westminster Branch  
PO Box 3038, 57 Victoria Street, London SW1H 0HN

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill, West Malling, Kent ME19 4JQ

**Chief Executive Officer and Company Secretary**

Bob Cornell

Approved by order of the board of trustees on ..... 21/12/18 ..... and signed on its behalf by:



Trustee

R WHITEHOUSE

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WESTMINSTER BEFRIEND A FAMILY**

### **Independent examiner's report to the trustees of Westminster Befriend a Family ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2018.

### **Responsibilities and basis of report**

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

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts 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 accounts to be reached

*A. Patel*

Anwer Patel BA FCA  
ICAEW  
Prestons & Jacksons Partnership LLP  
364 - 368 Cranbrook Road  
Ilford  
Essex  
IG2 6HY

Date: 24/12/18



**WESTMINSTER BEFRIEND A FAMILY**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	Unrestricted fund £	Restricted fund £	31.3.18 Total funds £	31.3.17 Total funds £
<b>INCOME FROM</b>					
Donations	2	57,630	45,276	102,906	169,197
<b>Total</b>		<u>57,630</u>	<u>45,276</u>	<u>102,906</u>	<u>169,197</u>
<b>EXPENDITURE ON</b>					
Raising funds	3	-	-	-	3,375
Charitable activities	4				
Direct Costs		19,390	22,600	41,990	120,593
Support Costs		21,869	30,803	52,672	45,883
<b>Total</b>		<u>41,259</u>	<u>53,403</u>	<u>94,662</u>	<u>169,851</u>
<b>NET INCOME/(EXPENDITURE)</b>		<u>16,371</u>	<u>(8,127)</u>	<u>8,244</u>	<u>(654)</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>(5,724)</u>	<u>33,492</u>	<u>27,768</u>	<u>28,422</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>10,647</u></u>	<u><u>25,365</u></u>	<u><u>36,012</u></u>	<u><u>27,768</u></u>

The notes form part of these financial statements

**WESTMINSTER BEFRIEND A FAMILY**  
**STATEMENT OF FINANCIAL POSITION**  
**AT 31 MARCH 2018**

	Notes	31.3.18 £	31.3.17 £
<b>CURRENT ASSETS</b>			
Debtors	10	6,656	5,989
Cash at bank and in hand		35,195	25,480
		<u>41,851</u>	<u>31,469</u>
 <b>CREDITORS</b>			
Amounts falling due within one year	11	(5,839)	(3,701)
 <b>NET CURRENT ASSETS</b>		<u>36,012</u>	<u>27,768</u>
 <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>36,012</u>	<u>27,768</u>
 <b>NET ASSETS</b>		<u>36,012</u>	<u>27,768</u>
 <b>FUNDS</b>	13		
Unrestricted funds		10,648	(5,724)
Restricted funds		25,364	33,492
 <b>TOTAL FUNDS</b>		<u>36,012</u>	<u>27,768</u>

The notes form part of these financial statements

**WESTMINSTER BEFRIEND A FAMILY**

**STATEMENT OF FINANCIAL POSITION - CONTINUED  
AT 31 MARCH 2018**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 21/12/18 and were signed on its behalf by:



Trustee

R WHITEHOUSE

The notes form part of these financial statements

## **WESTMINSTER BEFRIEND A FAMILY**

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

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The accounts (financial statements) 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 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 (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (RS102) and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS102.

##### **Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations are recognised when the Trust has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity.

## **WESTMINSTER BEFRIEND A FAMILY**

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

#### **1. ACCOUNTING POLICIES - continued**

##### **Expenditure and irrecoverable vat**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

##### **Raising funds**

Raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities, events and non-charitable trading.

##### **Charitable activities**

Charitable expenditure includes all expenditure directly related to the objects of the charity and includes support costs of activities. Support costs of activities for charitable purposes comprise the salary costs of staff engaged directly on charitable activities as they are involved with project development and other project costs. There are a number of costs, including staffing costs, where these costs have been allocated between administration and charitable expenditure.

##### **Tangible fixed assets**

Tangible fixed assets are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is charged so as to allocate the costs of assets less their residual value over their estimated useful lives, using either a straight line or reducing balance method, as indicated below.

Depreciation is provided on the following basis:

Plant and Machinery - 25% Straight Line

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**WESTMINSTER BEFRIEND A FAMILY**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**1. ACCOUNTING POLICIES - continued**

**Going concern**

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

**Debtors**

Basic financial assets, including trade and other debtors, are initially recognised at transaction price, 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. Such assets are subsequently carried at amortised cost using the effective interest method, less any impairment.

**Creditors**

Basic financial liabilities, including trade and other creditors, loans from third parties and loans from related parties, 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. Such instruments are subsequently carried at amortised cost using the effective interest method, less any impairment.

# WESTMINSTER BEFRIEND A FAMILY

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

### 2. DONATIONS

	31.3.18	31.3.17
	£	£
Gifts	1	-
Grants	102,905	169,197
	<u>102,906</u>	<u>169,197</u>

Grants received, included in the above, are as follows:

	31.3.18	31.3.17
	£	£
City of Westminster	2,099	-
Strand Parishes Trust	5,000	5,000
The Westminster Foundation	14,844	40,448
BBC Children in Need	20,425	14,693
Boost Charitable Trust	-	3,000
St Giles in the Fields and William Shelton Charity	18,000	5,000
Westminster Amalgamated Charity	5,000	5,455
Grants and Donations	3,005	9,841
South Bank University	-	1,999
Just Giving	892	-
Middlesex University	-	1,400
John Lyon's Charity	20,000	22,726
Cubitt House	390	-
Belgravia Market Fundraising Event	-	2,275
The Dove Trust	-	20
The London Community Foundation	13,250	8,258
Awards For All	-	9,790
Glass Pool Charity Trust	-	250
Giving.Com	-	3,757
British Land Charity	-	4,165
Astor of Hever Trust	-	250
Joshua Walker	-	900
Maison Soho Ltd	-	1,359
Marks and Spencer	-	1,711
The Belgravis Centre	-	4,900
The Trusthouse Charitable	-	2,000
The Tudor Trust	-	20,000
	<u>102,905</u>	<u>169,197</u>

**WESTMINSTER BEFRIEND A FAMILY**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**3. RAISING FUNDS**

**Raising donations and legacies**

	<b>31.3.18</b>	31.3.17
	£	£
Fundraising Consultancy	-	3,375
	<u>          </u>	<u>          </u>

**4. CHARITABLE ACTIVITIES COSTS**

Analysis of Charitable activities are shown at page 25 of the accounts.

**5. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	<b>31.3.18</b>	31.3.17
	£	£
Depreciation - owned assets	-	1,170
Independent Examiners Fees	2,000	1,760
	<u>          </u>	<u>          </u>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2018 nor for the year ended 31 March 2017.

**7. STAFF COSTS**

	<b>31.3.18</b>	31.3.17
	£	£
Wages and salaries	49,145	99,450
Other pension costs	330	-
	<u>          </u>	<u>          </u>
	<b>49,475</b>	<b>99,450</b>
	<u>          </u>	<u>          </u>

The average monthly number of employees during the year was as follows:

<b>31.3.18</b>	31.3.17
2	3
<u>          </u>	<u>          </u>

No employees received emoluments in excess of £60,000.



**WESTMINSTER BEFRIEND A FAMILY**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**8. KEY MANAGEMENT PERSONNEL**

The key management personnel of the organisation is the Chief Executive Officer whose remuneration is £22,408 in the year. (2017: £35,000).

**9. TANGIBLE FIXED ASSETS**

	<b>Plant and machinery £</b>
<b>COST</b>	
At 1 April 2017 and 31 March 2018	<u><b>38,270</b></u>
<b>DEPRECIATION</b>	
At 1 April 2017 and 31 March 2018	<u><b>38,270</b></u>
<b>NET BOOK VALUE</b>	
At 31 March 2018	<u><u>-</u></u>
At 31 March 2017	<u><u>-</u></u>

**10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31.3.18</b>	<b>31.3.17</b>
	<b>£</b>	<b>£</b>
Prepayments	<u><b>6,656</b></u>	<u><b>5,989</b></u>

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31.3.18</b>	<b>31.3.17</b>
	<b>£</b>	<b>£</b>
Other creditors	<b>3,839</b>	1,951
Accrued expenses	<u><b>2,000</b></u>	<u>1,750</u>
	<u><b>5,839</b></u>	<u><b>3,701</b></u>

**WESTMINSTER BEFRIEND A FAMILY**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**12. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted fund £	Restricted fund £	31.3.18 Total funds £	31.3.17 Total funds £
Current assets	10,648	31,203	41,851	31,469
Current liabilities	-	(5,839)	(5,839)	(3,701)
	<u>10,648</u>	<u>25,364</u>	<u>36,012</u>	<u>27,768</u>

**13. MOVEMENT IN FUNDS**

	At 1/4/17 £	Net movement in funds £	At 31/3/18 £
<b>Unrestricted funds</b>			
General fund	(5,724)	16,372	10,648
<b>Restricted funds</b>			
Restricted	33,492	(8,128)	25,364
<b>TOTAL FUNDS</b>	<u>27,768</u>	<u>8,244</u>	<u>36,012</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	57,630	(41,258)	16,372
<b>Restricted funds</b>			
Restricted	45,276	(53,404)	(8,128)
<b>TOTAL FUNDS</b>	<u>102,906</u>	<u>(94,662)</u>	<u>8,244</u>

**WESTMINSTER BEFRIEND A FAMILY**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**13. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1/4/16 £	Net movement in funds £	At 31/3/17 £
<b>Unrestricted Funds</b>			
General fund	28,422	(34,146)	(5,724)
<b>Restricted Funds</b>			
Restricted	-	33,492	33,492
<b>TOTAL FUNDS</b>	<u>28,422</u>	<u>(654)</u>	<u>27,768</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	84,311	(118,457)	(34,146)
<b>Restricted funds</b>			
Restricted	84,886	(51,394)	33,492
<b>TOTAL FUNDS</b>	<u>169,197</u>	<u>(169,851)</u>	<u>(654)</u>

Restricted Reserves carried forward as at 31st March 2018 were made up as £15,000 from John Lyon's Charity and £10,364 from St.Giles in the fields and William Shelton Charity.

**14. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2018.